

Marywood University

College of Health & Human Services

Department of Nursing



***Faculty Handbook
Nursing Program
2018-2019***

Revised & Approved by Faculty: 2018

Table of Contents		Page
	Nursing Faculty Handbook Acknowledgment Form	5
I.	Program Mission, Goals, and Learning Outcomes	6
II.	Course Descriptions.....	9
III.	Clinical Agencies.....	13
	Agreements/Contracts.....	14
	Faculty Reimbursement for Travel.....	15
IV.	Faculty Responsibilities.....	16
	Teaching	17
	Faculty Standards for Instruction.....	17
	Faculty Teaching Workload.....	17
	Faculty Job Descriptions.....	18
	Department Director	18
	Clinical Coordinator	21
	Tenure Track Faculty	23
	Clinical Faculty	25
	Lab Manager	27
	Adjunct Nursing Faculty.....	29
	Clinical Coordinator Activities.....	31
	Course Coordinator Activities.....	31
	Adjunct Clinical/Lab Coordinator.....	32
	Faculty Involved with Clinical/Lab Activities.....	32
	Conflict of Commitment Policy Statement.....	33
	Absence.....	34
	Cancelation of Classes (University wide).....	34
	Procedure to be followed by Students when Faculty member is late for class	34

Faculty Guidelines for Field Trips.....	35
Office Time.....	35
Advisement and Counseling.....	35
Anecdotal Notes.....	35
Evaluation of Students by Faculty.....	36
Scholarship and Research.....	36
Faculty Development.....	37
Attendance of Faculty at Professional Meetings.....	37
Professional Activities.....	37
Professional and Community Service.....	38
Outside Consulting.....	38
Evaluation.....	38
Evaluation Policy.....	38
Licensure.....	40
Professional Liability Insurance.....	40
Cardiopulmonary Resuscitation.....	40
Departmental L.R.C. Procedures.....	40
Student Associations.....	42
VII. Services and Supplies.....	43
Bookstore and Textbooks.....	
44	
Interdepartmental Charge.....	44
Typing and Duplication.....	44
Keys.....	44
VIII. Faculty Organization and By Laws.....	45

Article I.....	46
Article II.....	46
Article III.....	46
Article IV.....	46
Article V.....	47
Article VI.....	47
Article VII.....	47
Academic Progression & Graduation Committee.....	48
Curriculum Committee.....	48
Assessment Committee.....	49
Learning Resource Committee.....	50
Article VIII.....	50
Article XI.....	50
Article X.....	50
Department Of Nursing Academic Organizational Structure....	51
IX. Rights Reserved.....	52

MARYWOOD UNIVERSITY
DEPARTMENT OF NURSING
FACULTY HANDBOOK
NURSING PROGRAM

The purpose of this handbook is to supplement the Marywood University Faculty Manual and to define specifically/explain policies and procedures commonly practiced and/or required by the faculty member in the Nursing Program.

Marywood University, in accordance with applicable provisions of federal law, does not discriminate on grounds of race, color, national origin, sex, age, or handicap in the administration of any of its educational programs or activities, including admission or with respect to employment. Inquiries should be directed to Title IX Coordinator, Marywood University, Scranton, PA 18509, <http://www.marywood.edu/studenthandbook/policies-and-procedures>

**Nursing Faculty Handbook Acknowledgment Form
2018-2019 Academic Year**

Dear Marywood Nursing Faculty,

Please review the *Nursing Faculty Handbook* and return your signed Handbook Acknowledgment form to the Nursing Department (CNHS 340) at the beginning of the Fall/Spring semester.

I acknowledge that I have read and understand the *Nursing Faculty Handbook* which describes important information about the policies and procedures of the University and the Department of Nursing. I understand that I should contact my Director regarding any questions about the content and/or any questions not answered in the *Nursing Faculty Handbook*.

Because the information and policies described in the handbook are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be made through regular department procedures and be communicated through official notices described in the *Nursing Faculty Handbook*. I further understand that any revisions made to the *Nursing Faculty Handbook* will supersede, modify, or eliminate existing policies. The most current edition of the *Nursing Faculty Handbook* is located in the Marywood University Nursing Department Director and/or Administrative Assistant's office.

I understand it is my responsibility to read and comply with the policies and procedures contained in this handbook and any revisions made to it.

Date

Faculty Signature

Print Name

I.

PROGRAM MISSION, GOALS, AND LEARNING OUTCOMES

PROGRAM MISSION

The mission of the Nursing Program is consistent with the mission of Marywood University, in that the baccalaureate program in nursing calls upon students to seek their full potential and invites all to engage in a lifelong process of learning. The program prepares the graduate to be a lifelong learner who is competent in using nursing knowledge and skills to carry out the professional responsibilities of a beginning nurse in a variety of settings. Graduates will demonstrate those values, attitudes, and personal qualities that reflect a commitment to an understanding of persons as God-created, culturally and socially diverse, unique bio-psycho-social-spiritual beings.

PROGRAM GOALS

To accomplish its mission, the Nursing Program has established the following four program goals:

1. Provide an educational program in the liberal arts tradition that fosters the knowledge, skills, values, and personal qualities needed to succeed as a novice nurse.
2. Provide the resources and environment to enable the program to fulfill its mission, goals, and expected student learning outcomes.
3. Design, develop, implement and evaluate curriculum and clinical experiences based national standards and research-based practice that will assist nursing students in developing their full potential to be leaders in service to others.
4. Foster development of faculty in the areas of teaching, scholarship, service, and practice.

PROGRAM STUDENT LEARNING OUTCOMES

To assist in accomplishing the program goals, the BSN Nursing Program has developed the following Student Learning Outcomes, which every student is expected to meet upon graduation.

Student Learning Outcomes:

1. Effectively use introductory nursing knowledge, process and skills to prevent, diagnose, and treat actual and potential health problems of clients in a variety of health care settings.
2. Demonstrate basic knowledge of healthcare policy, finance, law, and the regulatory environment, including local, state, national and global health care trends and how they impact individual professional practice.
3. Base clinical decisions on rationale derived from knowledge of the liberal arts and sciences as well as from nursing arts and sciences
4. Demonstrate practices that minimize the risk of harm to patients and providers through both system effectiveness and individual performance.
5. Effectively utilize information and technology to communicate, manage care, and support decision making and improve quality and safety.

6. Functions effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
7. Communicate effectively in the various interactions required of a beginning professional nurse.
8. Demonstrate values, attitudes, and personal qualities that reflect a commitment to a holistic understanding of the uniqueness of each.
9. Use critical thinking skills to analyze and synthesize information to provide quality patient care.
10. Utilize evidence-based research to inform practice and to make decisions expected of a beginning professional nurse and a liberally educated person.
11. Exhibit in a variety of nursing roles, the professionalism and leadership expected of a beginning professional nurse and a liberally educated person.

For current program related policies, including but not limited to grading, APG, and general program policies please see the most updated version of the Nursing Student Handbook found on the web (www.marywood.edu/nursing)

II.

COURSE DESCRIPTIONS

UNDERGRADUATE NURSING COURSES

Nursing Courses (NURS)

NURS 200 LPN to BSN Bridge (3)

This course is designed to build on prior knowledge and competencies of the LPN student. It allows the student to transition into the BSN pre-licensure program within a reduced time frame. The course provides an introduction to the roles of the professional nurse and emphasizes critical thinking skills, communication, health assessment, test taking strategies, and application of the nursing process across the lifespan. The scope of practice issues will be explored in depth.

NURS 250 Introduction to Professional Concepts (3)

An introduction and exploration of core concepts relevant to the discipline of nursing and health care delivery in diverse and global environments. Nursing history, theory and roles of the professional nurse are presented. Pharmacology principles are introduced with an emphasis on drug calculations. The nursing process is a major focus, laying the foundation to cultivate critical thinking and problem-solving methods in the delivery of professional nursing care. *Prerequisite: all cognate courses, Sophomore status in nursing major*

NURS 252 Fundamentals of Nursing Practice (6)

Introduces the student to the knowledge and skills specific to nursing. The theory emphasizes the holistic, adaptive and unique characteristics of all persons. Basic skills are developed in the on-campus laboratory and applied in clinical settings. The student is introduced to patterns of health and illness and the nursing process. Students apply this knowledge in the care of selected clients. *Prerequisite: all cognate courses, sophomore status in nursing major, NURS 250,*

NURS 253 Health Assessment (3)

Builds upon existing skills of interviewing and assessment and upon knowledge of physiology. Application to the health assessment of a client throughout the lifespan. Skills are developed in performing physical examinations and in obtaining health histories. *Prerequisite: all cognate courses, sophomore status in nursing major, NURS 250*

NURS 322A Interprofessional Medical Mission (3)

This course offers an interprofessional approach to clinical screenings and assessments, client education, and health related service in communities in underdeveloped or developing countries. Additionally, this course offers exposure to the cultures of communities in underdeveloped or developing countries and will enhance the student's cultural competence. Requires participation in a Medical Mission in an underdeveloped/developing country. *Suggested prior courses: ND 112 and the permission of the instructor.*

NURS 350 Medical Surgical Nursing I (7)

The first in a series of three courses with a focus on the dysfunction of systems as related to Gordon's Health Patterns. Pathophysiology, related pharmacology and the nursing

process as related to the dysfunction of oxygenation, circulation, metabolism, and elimination are presented. Perioperative care is also included. Clinical experiences provide opportunities to implement the nursing process in caring for clients experiencing acute and chronic health problems related to these patterns. *Prerequisites: Junior status in nursing major; NURS 250, NURS 252, NURS 253*

NURS 351 Medical Surgical Nursing II (7)

The second of three courses with a focus on the dysfunction of body systems as related to Gordon's Health Patterns. Pathophysiology, related pharmacology and the nursing process as related to the dysfunction of cognition, perception and mobility are presented. Clinical experiences provide opportunities to implement the nursing process in caring for clients experiencing acute and chronic health problems related to these patterns.

Prerequisites: Junior status in nursing major; NURS 250, NURS 252, NURS 253, NURS 350

NURS 352 Psychiatric Mental Health Nursing (5)

Application of the nursing process in caring for the emotionally disturbed client. Emphasizes professional responsibility for advocacy and education. Clinical experiences with clients across the lifespan in acute care facilities and the community. *Prerequisites: Junior status in nursing major; NURS 250, NURS 252, NURS 253, NURS 350*

NURS 450 Nursing Care of Childbearing/Childrearing Families (7)

Application of the nursing process with childbearing and childrearing families. Nursing diagnosis is stressed, based on an assessment of health patterns. Clinical applications in acute care, long-term care and community health care facilities. *Prerequisites Senior status in nursing major, NURS 350, NURS 351, NURS 352*

NURS 451 Introduction to Nursing Research (3)

Introduction to the application of research principles within the clinical practice of nursing. Emphasis is on personal commitment to the use of research in practice.

Prerequisites: MATH 155, NURS 350, NURS 351, NURS 352

NURS 452 Nursing Care of the Community Client (4)

Application of the nursing process with the community client. Emphasis on the epidemiological approach to the identification of community problems. Clinical practice in community settings. *Prerequisites Senior status in nursing major, NURS 350, NURS 351, NURS 352*

NURS 453 Professional Preparation (2.5)

Preparation for the professional registered nurse role with emphasis on test taking skills and the NCLEX licensure examination.

Prerequisites Senior status in nursing major, NURS 350, NURS 351, NURS 352, NURS 450, NURS 451, NURS 452

NURS 455 Medical Surgical Nursing III (5)

The final of three courses with a focus on complex, multi-system dysfunction as related to Gordon's Health Patterns. Pathophysiology, related pharmacology, nursing process and special topics are presented. Clinical experiences allow for the implementation of the

nursing process in caring for clients with complex, multi-system acute and chronic health problems.

Prerequisites Senior status in nursing major, NURS 350, NURS 351, NURS 352, NURS 450, NURS 451, NURS 452

NURS 456 Internship (2.5)

This course is designed to facilitate professional development and/or transition into practice. Experiences provide for continuous clinical exposure that will assist the student in the further development of the nursing generalist role and/or build upon previously attained nursing knowledge and skills. Opportunities for leadership and management development, as well as decision making, are encouraged through participation in the delivery of health services and nursing care. *Prerequisites Senior status in nursing major, NURS 350, NURS 351, NURS 352, NURS 450, NURS 451, NURS 452*

III. CLINICAL AGENCIES

CLINICAL AGENCIES

1. Allied Services Institute of Rehabilitation Medicine, Scranton, PA.
2. Aseracare Hospice, Clarks Summit PA
3. Caregivers of America, Clarks Summit, PA
4. Clarks Summit State Hospital, Clarks Summit, PA
5. Geisinger Community Medical Center, Scranton, PA
6. Geisinger Healthcare System, Danville, PA
7. Geisinger Wyoming Valley, Wilkes-Barre, PA
8. Head Start, Scranton, PA
9. Jewish Home Scranton, PA
10. Moses Taylor Hospital, Scranton, PA
11. Mountain View Care Center, Scranton, PA
12. Pocono Medical Center, East Stroudsburg, PA
13. Primary Care, Scranton, PA
14. Regional Hospital of Scranton, Scranton, PA
15. Saint Joseph's Center, Scranton, PA
16. Saint Mary's Villa Nursing Home, Elmhurst, PA
17. Scranton Counseling Center, Scranton, PA
18. Trinity Center, Scranton, PA
19. Wayne Memorial Hospital, Honesdale, PA

NOTE: Additional agencies may be used for any RN to BSN nursing student with approval of the Department Director and Curriculum Committee and completion of a clinical contract for the appropriate academic year.

AGREEMENTS/CONTRACTS

A formal contract between clinical agencies, preceptors and the Department of Nursing of Marywood University is reviewed every 1-3 years, as specified in the contract. Renewal is dependent upon mutual agreement of the value of the experience to the student, and agency approval. Signed contracts are on file in the nursing department office.

Agreements include approval of both parties to utilize agencies, specifications for use, liability, etc.

Only the agencies Marywood University has an agreement with are used for student clinical experiences.

The Department Director or his/her designee as Clinical Coordinator are responsible for written communication with agencies regarding a number of students, names of faculty members and days and hours students will be at the facility.

FACULTY REIMBURSEMENT FOR TRAVEL

Full-time faculty member's reimbursement for travel is based on the mileage to and from the University to the clinical site.

The University will reimburse full-time faculty member for validated garage parking if on-street or free parking is not available.

There will be no reimbursement for ANY traffic violations e.g. parking, speeding.

The full-time faculty member is discouraged from transporting any student to and from clinical sites.

The full-time faculty member is required to keep a record of mileage necessitated by their involvement in the clinical area. At the end of each month, the mileage is totaled, and the information is transferred to an expense voucher. Travel expense form is filled out by the faculty member and given to the department Director who signs the form and processes a check requisition. A copy of the travel expense form can be found online.

IV.
FACULTY RESPONSIBILITIES

TEACHING

Responsibility includes both formal and informal instruction in the classroom and laboratory, supervision of student clinical practice, and any other type of regularly scheduled learning situation to which academic credit is attached. Prompt submission of reports and adherence to established administrative procedures are included in teaching activities.

FACULTY STANDARDS FOR INSTRUCTION

Delivery of classes is in compliance with Marywood University standards. Classes should begin and end on time. Time and place of classes may be changed when there is sufficient reason and when the Director of the department and academic dean are informed of the change.

FACULTY TEACHING WORKLOAD

Normally all teaching assignments are made by the department director.

Credit hour allocation for Nursing Faculty workload is consistent with Marywood University policy for ALL faculty.

Full-time tenured/tenure-track faculty member is scheduled to teach 21 credits per academic year.

Clinical Faculty member is scheduled to teach 24 credits per academic year.

1. Classroom - 50 minutes equals 1 credit hour
2. Laboratory - 1 clock hour equals 0.75 credit hour
3. Clinical - 4 clock hours equal 3 credit hours
4. R.N. (Undergraduate level) - 0.5 credit per R.N.
5. Undergraduate internship -3 credits per 20 students.

Additional assignments about the functions and responsibilities of the individual faculty member and designated departmental responsibilities are expected.

The Department of Nursing workload is consistent with Marywood University's policy.

**MARYWOOD UNIVERSITY
DEPARTMENT OF NURSING
FACULTY JOB DESCRIPTIONS**

Position

Department Director responsible to Dean of College of Health and Human Services

Qualifications

1. Master Degree in Nursing.
2. Earned doctoral degree from a regionally accredited institution or obtained within 5 years of appointment.
3. Current PA RN license and nursing liability insurance.
4. Previous experience in nursing practice, nursing education and educational administration.

Summary of Functions

The Program Director is responsible for the management of all aspects of the Nursing Program. In addition, the Department Director serves in a reduced - load faculty capacity of 6 credits.

Duties and Responsibilities

Administrative

1. Overall responsibility for the Department of Nursing (see the organizational chart).
2. Chair of Faculty Committee and will be the Representative of Department of Nursing at all P&O meetings.
3. Point of contact with: AACN, CCNE, and PA State Board of Nursing.
4. Responsible for Accreditation – ultimate responsibility will include:
Exhibit Rooms
COI Announcements
Visit Details – Agenda, etc.
5. Administration of the department budget.
6. Faculty recruitment.
7. The Director will be responsible for students, last in communication process.
8. Faculty Evaluations, both classroom and clinical in collaboration with the Nursing Faculty.
9. Lead strategic planning activities (collaboratively with the Nursing Faculty).
10. Faculty Workloads
11. Course Schedules
12. Committee Assignments
13. Organize recruitment activities (collaboratively with the Nursing Faculty)

Teaching

1. Develop courses within the nursing curriculum based on the philosophy of the nursing program.
2. Collaborate with other faculty in developing course materials.
3. Utilize effective communication skills to impart knowledge, and provide support through counseling.
4. Effectively plan, organize and execute the instruction.
5. May function as course coordinator for clinical courses. (See course coordinator activities.)
6. Collaborate with clinical agencies and staff to secure a safe and effective clinical learning experience for students.
7. Assess student needs and progress in both theory and/or clinical practice.
8. Devise assignments according to the level of student capabilities.
9. Provide students with clinical and lab experiences that enhance theoretical classroom concepts.
10. Conduct performance appraisals and evaluations of students and clinical sites at the completion of each rotation.
11. Stimulate interest in the subject matter and research.
12. Provide students with sources of current information on the subject matter.
13. Utilize various teaching methodologies to facilitate the teaching/learning process among the traditional and adult learners.
14. Function as a role model for students.
15. Provide academic advisement and counseling for students.
16. Evaluate courses regarding content and teaching methodologies.
17. Recommend instructional materials for library acquisition.

Scholarship

1. Maintain current knowledge of subject area.
2. Demonstrate continued professional development.
3. Develop and improve scholarly competence.
4. Encourage the free pursuit of learning in students.
5. Promote student participation in legislative issues relevant to the profession of nursing.
6. Maintain current licensure and CPR certification.
7. Assume responsibility for own personal and continuing education and developmental needs.

Service

1. Provide leadership to the faculty in planning and implementing the curriculum.
2. Actively participate in University-wide committees.
3. Serve as Director of the Faculty Committee.
4. Plan course schedules and faculty teaching assignments.
5. Negotiate contracts with cooperating agencies.
6. Plan and administer the Nursing Program Budget.

7. Direct the implementation of admissions, academic and nursing program policies.
8. Maintain official records and coordinate preparation of materials for accreditation and evaluation.
9. Interview and make recommendations for new faculty and staff positions.
10. Evaluate non-tenured nursing faculty and staff.
11. Share and utilize current knowledge and trends in nursing practice.
12. Serve as a resource for faculty, students, and community when indicated.
13. Foster effective public relations.
14. Actively participate in professional associations.
15. Participate in recruiting activities for the University and the nursing program.

**MARYWOOD UNIVERSITY
DEPARTMENT OF NURSING**

Position

Clinical Coordinator responsible to Department Director.

Qualifications

1. Master Degree in Nursing required.
2. Current PA RN License and Nursing liability insurance.
3. Previous Practice in Nursing and education.

Summary of Functions

The fundamental responsibility of the Clinical Coordinator is to assist the Program Director in the management of all aspects of clinical rotations and assignments for the Nursing Program. Clinical Coordinator serves in a reduced- load faculty capacity.

Duties and Responsibilities

- Request clinical sites
- First line of contact between clinical sites and faculty/students
- Coordination of contracts with clinical agencies
- Student and faculty clearances
- Explanation of directions/how to obtain
- Monitor compliance with turning clearances in (most are yearly requirements)
- Submission of copies of clearances and/or verification forms to clinical sites
- Submission of all required forms by each clinical site (these include computer login requests for each student, flu vaccine verifications, verification of completed orientation materials, and compliance with agency policies and procedures)
- Coordination of rotations
- This includes coordinating the clinical rotation schedule around didactic courses and with the part time faculty's availability. In addition, it includes working with other schools that we share units with
- The clinical coordinator also creates schedules for students taking multiple clinical courses within the same semester and distributes those to faculty and students
- Secure clinical faculty to cover clinical rotations
- Prepare orientation materials for students and faculty (this includes requesting logins for each student for agency's online learning system)
- Ensure orientation of part time faculty to University and the clinical unit
- Ensure evaluation of part time faculty is completed
- Requesting evaluation pins for students from Sr. Kathleen Burns and distributing those to faculty

Teaching

1. Develop courses within the nursing curriculum based on the philosophy of the nursing program.
2. Collaborate with other faculty in developing course materials.
3. Utilize effective communication skills to impart knowledge, and provide support through counseling.
4. Effectively plan, organize and execute the instruction.
5. May function as course coordinator for clinical courses.
6. Collaborate with clinical agencies and staff to secure a safe and effective clinical learning experience for students.
7. Assess student needs and progress in both theory and/or clinical practice.
8. Devise assignments according to the level of student capabilities.
9. Provide students with clinical and lab experiences that enhance theoretical classroom concepts.
10. Conduct performance appraisals and evaluations of students and clinical sites at the completion of each rotation.
11. Stimulate interest in the subject matter and research.
12. Provide students with sources of current information on the subject matter.
13. Utilize various teaching methodologies to facilitate the teaching/learning process among the traditional and adult learners.
14. Function as a role model for students.
15. Provide academic advisement and counseling for students.
16. Evaluate courses regarding content and teaching methodologies.
17. Recommend instructional materials for library acquisition.

Scholarship

1. Maintain current knowledge of subject area.
2. Demonstrate continued professional development.
3. Develop and improve scholarly competence.
4. Encourage the free pursuit of learning in students.
5. Promote student participation in legislative issues relevant to the profession of nursing.
6. Maintain current licensure and CPR certification.
7. Assume responsibility for own personal and continuing education and developmental needs.

Service

1. Actively participate in University-wide committees.
2. Share and utilize current new knowledge and trends in nursing practice.
3. Serve as a resource for faculty, students, and community when indicated.
4. Foster effective public relations.
5. Actively participate in professional associations.
6. Assist with the preparation of materials for accreditation and evaluation.
7. Participate in recruiting activities for the University and the nursing department.
8. Actively participates in Department Committees or Director Department Committees as assigned by Director.

**MARYWOOD UNIVERSITY
DEPARTMENT OF NURSING**

Position

Tenure Track Faculty responsible to Department Director.

Qualifications

1. Master Degree in Nursing
2. Earned doctoral degree from a regionally accredited institution or obtained within 5 years of appointment
3. Previous experience in nursing practice and nursing education
4. Current PA RN license and nursing liability insurance

Summary of Functions

The fundamental responsibility of the nursing faculty is to enable students to develop fully as persons and professional nurses, to develop special competencies for responsible leadership and service in identifying and meeting human needs. The role of a faculty member is one of teacher and student, who engages in continued study or research, progresses towards advanced degrees, and maintains interest and involvement in activities of professional organizations and contributes to the general development of the University and community.

Duties and Responsibilities

Teaching

1. Develop courses within the nursing curriculum based on the philosophy of the nursing program.
2. Collaborate with other faculty in developing course materials.
3. Utilize effective communication skills to impart knowledge, and provide support through counseling.
4. Effectively plan, organize and execute the instruction.
5. May function as course coordinator for clinical courses.
6. Collaborate with clinical agencies and staff to secure a safe and effective clinical learning experience for students.
7. Assess student needs and progress in both theory and/or clinical practice.
8. Devise assignments according to the level of student capabilities.
9. Provide students with clinical and lab experiences that enhance theoretical classroom concepts.
10. Conduct performance appraisals and evaluations of students and clinical sites at the completion of each rotation.
11. Stimulate interest in the subject matter and research.
12. Provide students with sources of current information on the subject matter.
13. Utilize various teaching methodologies to facilitate the teaching/learning process among the traditional and adult learners.
14. Function as a role model for students.
15. Provide academic advisement and counseling for students.
16. Evaluate courses regarding content and teaching methodologies.

17. Recommend instructional materials for library acquisition.

Scholarship

1. Maintain current knowledge of subject area.
2. Demonstrate continued professional development.
3. Develop and improve scholarly competence.
4. Encourage the free pursuit of learning in students.
5. Promote student participation in legislative issues relevant to the profession of nursing.
6. Maintain current licensure and CPR certification.
7. Assume responsibility for own personal and continuing education and developmental needs.

Service

1. Actively participate in University-wide committees.
2. Share and utilize current new knowledge and trends in nursing practice.
3. Serve as a resource for faculty, students, and community when indicated.
4. Foster effective public relations.
5. Actively participate in professional associations.
6. Assist with the preparation of materials for accreditation and evaluation.
7. Participate in recruiting activities for the University and the nursing department.
8. Actively participates in Department Committees or Director Department Committees as assigned by Director.

**MARYWOOD UNIVERSITY
DEPARTMENT OF NURSING**

Position

Clinical Faculty responsible to Department Director.

Qualifications

1. Master Degree in Nursing.
2. Clinical experience in area of expertise .
3. Previous experience in nursing practice and nursing education.
4. Current PA RN license and nursing liability insurance.

Summary of Functions

The fundamental responsibility of the nursing faculty is to enable students to develop fully as persons and professional nurses, to develop special competencies for responsible leadership and service in identifying and meeting human needs. The role of a faculty member is one of teacher and student, who engages in continued study or research, progresses towards advanced degrees, and maintains interest and involvement in activities of professional organizations and contributes to the general development of the University and community.

Duties and Responsibilities

Teaching

1. Develop courses within the nursing curriculum based on the philosophy of the nursing program.
2. Collaborate with other faculty in developing course materials.
3. Utilize effective communication skills to impart knowledge, and provide support through counseling.
4. Effectively plan, organize and execute the instruction.
5. May function as course coordinator for clinical courses.
6. Collaborate with clinical agencies and staff to secure a safe and effective clinical learning experience for students.
7. Assess student needs and progress in both theory and/or clinical practice.
8. Devise assignments according to the level of student capabilities.
9. Provide students with clinical and lab experiences that enhance theoretical classroom concepts.
10. Conduct performance appraisals and evaluations of students and clinical sites at the completion of each rotation.
11. Stimulate interest in the subject matter and research.
12. Provide students with sources of current information on the subject matter.
13. Utilize various teaching methodologies to facilitate the teaching/learning process among the traditional and adult learners.
14. Function as a role model for students.
15. Provide academic advisement and counseling for students.
16. Evaluate courses regarding content and teaching methodologies.
17. Recommend instructional materials for library acquisition.

Scholarship

1. Maintain current knowledge of subject area.
2. Demonstrate continued professional development.
3. Develop and improve scholarly competence.
4. Encourage the free pursuit of learning in students.
5. Promote student participation in legislative issues relevant to the profession of nursing.
6. Maintain current licensure and CPR certification.
7. Assume responsibility for own personal and continuing education and developmental needs.

Service

1. Actively participate in University-wide committees.
2. Share and utilize current new knowledge and trends in nursing practice.
3. Serve as a resource for faculty, students, and community when indicated.
4. Foster effective public relations.
5. Actively participate in professional associations.
6. Assist with the preparation of materials for accreditation and evaluation.
7. Participate in recruiting activities for the University and the nursing department.
8. Actively participates in Department Committees or Department Committees as assigned by Director.

**MARYWOOD UNIVERSITY
DEPARTMENT OF NURSING**

Position

Lab Manager responsible to Department Director.

Qualifications

1. Master Degree in Nursing .
2. Clinical experience in Medical Surgical Nursing.
3. Current PA RN license and nursing liability insurance.
4. One (1) year of relevant experience in healthcare setting or education
5. Simulation experience preferred.

Summary of Functions

The Nursing Lab Manager identifies evidence-based best practices, provides guidance to faculty members relating to nursing skills/equipment, and teaches students who require additional skills practice. Other duties include determining equipment needs, recommending vendors and purchases for the nursing skills laboratories, developing and maintaining inventory and inventory control processes, operates high fidelity human-patient simulators, oversees OSHA implementation, establishes laboratory utilization schedule, and oversees maintenance and repair of equipment. This is a 20-hour per week position for the 10-month academic period.

Duties and Responsibilities

Laboratory

1. Supervises student assistants or others assigned to assist in the laboratory to ensure efficiency and organizational flow of the lab operations.
2. Continually evaluates and shares current clinical literature to extract best-practices to be taught to students.
3. Instructs students when practicing clinical skills in the laboratory or when instructors are not present during open lab hours; works with students who bring in remediation prescription for specific lab skills from clinical instructors.
4. Participates with faculty to ensure supervision of use of the laboratory and assist faculty with the use of high-fidelity human patient simulators.
5. Oversees maintenance, repair, and replacement of equipment, supplies, and linen.
6. Develops computerized inventory system and maintains updated inventory of equipment and supplies.
7. Recommends to Dean, Department Director, and/or faculty members operational changes to enhance the effectiveness of the Nursing Skills Lab in serving students and faculty members.
8. Interfaces with sales representatives, suppliers of equipment and supplies, and biomedical technicians as needed.
9. Schedules tours of laboratory upon request from Department Director or Admission Representatives.

10. Provides appropriate OSHA postings, brochures, and assures disposal of industrial waste according to Marywood University and OSHA standards.
11. Performs other duties as assigned by the Director.

Knowledge, Skills and Abilities

1. Ability to keep well-informed in the use and training of new instructional technology.
2. Full knowledge of use of the simulators and programming the computers for specific scenarios.
3. Ability to provide quick think-on-your-feet problem-solving and troubleshooting skills.
4. Ability to work in a fast-paced ever-changing work environment
5. Possess excellent communication skills (written and oral).
6. Possess effective management skills.
7. Skill in Microsoft Office software applications, developing spreadsheets, and database systems applicable to discipline.
8. Ability to teach faculty and supervise students in performing basic nursing skills.
9. Ability to provide detailed reports and efficient organizational skills to maintain laboratory.
10. Possess a high comfort level to repair equipment and high-fidelity human patient simulators.
11. Ability to work a flexible schedule that may include evening and weekend assignments.
12. Ability to maintain effective interpersonal relationships and work well in a multi-ethnic and multi-cultural environment with faculty, students, and staff.

Scholarship

1. Maintain current knowledge of subject area.
2. Demonstrate continued professional development.
3. Develop and improve scholarly competence.
4. Encourage the free pursuit of learning in students.
5. Promote student participation in legislative issues relevant to the profession of nursing.
6. Maintain current licensure and CPR certification.
7. Assume responsibility for own personal and continuing education and developmental needs.

Service

1. Actively participate in University-wide committees.
2. Share and utilize current new knowledge and trends in nursing practice.
3. Serve as a resource for faculty, students, and community when indicated.
4. Foster effective public relations.
5. Actively participate in professional associations.
6. Assist with the preparation of materials for accreditation and evaluation.
7. Participate in recruiting activities for the University and the nursing department.
8. Actively participates in Department Committees or Department Committees as assigned by the Director.

**MARYWOOD UNIVERSITY
DEPARTMENT OF NURSING**

Position

Adjunct Nursing Faculty responsible to Department Director.

Qualifications (Theory and/or Clinical)

1. Master Degree in Nursing.
2. Graduate preparation in the area of teaching and/or functional responsibility.
3. Current PA RN license and nursing liability insurance.
4. Previous work experience in area of specialization.
5. Any other requirements as dictated by clinical agencies.

Summary of Functions

The fundamental responsibility of the nursing faculty is to enable students to develop fully as persons and professional nurses, to develop special competencies for responsible leadership and service in identifying and meeting human needs.

Duties and Responsibilities

Teaching

1. Collaborate with other faculty in developing course materials.
2. Utilize effective communication skills to impart knowledge, and provide support through counseling.
3. Effectively plan, organize and execute the instruction.
4. Collaborate with clinical agencies and staff to secure a safe and effective clinical learning experience for students.
5. Assess student needs and progress in both theory and/or clinical practice.
6. Devise assignments according to the level of student capabilities.
7. Provide students with clinical and lab experiences that enhance theoretical classroom concepts.
8. Conduct performance appraisals and evaluations of student and clinical sites at the completion of each rotation.
9. Stimulate interest in the subject matter and research.
10. Provide students with sources for current information on the subject matter.
11. Utilize various teaching methodologies to facilitate the teaching/learning process among the traditional and adult learners.
12. Function as a role model for students.
13. Evaluate courses regarding content and teaching methodologies.
14. Recommend instructional materials for library acquisition.

Scholarship

1. Maintain current knowledge of subject area.
2. Demonstrate continued professional development.
3. Encourage the free pursuit of learning in students.
4. Maintain current licensure and CPR certification.

Service

1. Share and utilize current new knowledge and trends in nursing practice.
2. Serve as a resource for faculty, students, and community when indicated.
3. Foster effective public relations.
4. Participate in recruiting activities for the University and the nursing program.
5. Actively participate in Department Committees and Director Department Committees as assigned by Nursing Department Director.

**MARYWOOD UNIVERSITY
DEPARTMENT OF NURSING**

CLINICAL COORDINATOR ACTIVITIES

Clinical Coordinator is responsible for the following activities:

1. Primary point of contact with clinical sites.
2. Request and secure clinical sites for clinical rotations.
3. Work with Course Coordinators to identify and secure dynamic, clinical experiences for students.
4. Compile lists by sections of student in clinical rotations for distribution to faculty and clinical sites.
5. Ensure materials are available for students and faculty to complete orientation and necessary paperwork for clinical sites, including computer access for student and faculty.
6. Work with Course Coordinators to secure adjunct faculty to teach clinical/lab sections.
7. Coordinate with Course Coordinator to schedule clinical make-up days.
8. Communicate with Director regarding issues, concerns, and updates on clinical activities involving Course Coordinator and Adjunct. Clinical/Lab faculty

COURSE COORDINATOR ACTIVITIES

Course Coordinator is responsible for the following activities:

1. Oversee all assigned full time and adjunct faculty for the course which includes the following:
 - a. Evaluations of faculty teaching.
 - b. Ensuring faculty complete assigned hours of clinical.
 - c. Periodic check-ins with faculty on student performance and any issues related to clinical (recommended at least every other week).
 - d. Notify either Clinical Coordinator or Director in the event of a clinical cancellation or reschedule.
 - e. Ensuring faculty complete all evaluation forms at the end of clinical experience.
2. Work in conjunction with Clinical Coordinator to identify and secure dynamic clinical experiences.
3. Work in conjunction with Clinical Coordinator to secure adjunct faculty to teach clinical/lab sections.
4. Create a schedule for the course, including class, clinical, lab, simulation, and external observation experiences (submit to Director and Clinical Coordinator prior to start of clinical rotation).
5. Coordinate with Clinical Coordinator to schedule clinical make-up days for students requiring make-up clinical time.
6. Ensure orientation and proper paperwork is completed prior to students starting clinical experiences.

ADJUNCT CLINICAL/LAB ACTIVITIES

Adjunct Clinical/Lab faculty is responsible for the following activities:

1. Assisting students in finding experiences that meet the clinical objectives of assigned course.
2. Completing the required hours of the clinical/lab course.
3. Communicate with Course Coordinator about any deviations from schedule of clinical/lab days/times.
4. Communicate with Course Coordinator of any issues with clinical/lab, including issues with student performance.
5. Continue to monitor utilizing detailed documentation on weekly basis any issues that deal with student's performance in the clinical/lab area.
6. Ensure adequate documentation supports mid-term and final evaluations.
7. Grading of any clinical/lab assignments, such as care plans, concept maps, and pre-prep of lab skills.

FACULTY INVOLVED WITH CLINICAL/LAB ACTIVITIES

All faculty involved with clinical/lab are responsible for the following activities:

1. Participating in planning for the use of clinical health care facilities and becoming familiar with the health care facilities to which one is assigned through orientation of the infrastructure of the health care facility.
2. Participating in planning for the use of the lab area and becoming familiar with the lab and educational material required for delivering the specific educational skill.
3. Selecting clinical experiences and general categories of patients/clients assignments for students in accordance with the clinical learning objectives.
4. Selecting lab experiences that reinforce and solidify knowledge base for specific lab skills.
5. Supervising the clinical/lab experiences throughout the time of the students' assignment to the facilities/lab.
6. Conducting formal and informal instructions such as pre/post conferences, lab conferences, and simulation pre and post conferences.
7. Interpreting the student program to the health care agencies' administration and staff emphasizing the level of students' education.
8. On continual bases, conduct student advisement, counseling, and daily evaluations regarding progression, issues, and concerns.
9. Complete the following evaluations – students' performances, facility's opportunities and effectiveness in meeting the objectives of the course.

CONFLICT OF COMMITMENT POLICY STATEMENT

By accepting appointments for full-time service, faculty members agree that their primary professional responsibility is to the University and that obligations to Marywood University will assume priority in their professional lives. At the same time, the University recognizes that participation of faculty members in outside professional activities may often serve the mission of the University. Professional consulting, leadership in professional societies and various forms of public service not only promote the professional development of the faculty but also expose to others the work of the University. In some fields, outside professional activity is beneficial for maintaining currency and competence in the discipline.

Accordingly, a member of the Faculty may engage in non-University employment, consulting for **not more than one day a week**, or professional practice insofar as such activity does not impede, diminish, or conflict with, the faculty member's responsibilities to the University and its students. The annual Faculty Activity Report must include these activities.

Certain activities, such as those that involve business transactions either both with the University or in competition with the University, constitute an inherent conflict of interest and are not permitted. Other outside activities, whether remunerated or not, may interfere with faculty responsibilities through the disproportionate commitment of professional effort devoted to such activities. Full-time employment elsewhere is not permitted under any circumstances.

When the extent or nature of the outside activity is such that a conflict of commitment may exist, before engaging in the activity, the faculty member must annually request in writing the permission for the activity from the appropriate administrator, i.e., the Dean of the College, School, or the Director of the Library. The written request to the Dean or Director must include information on the nature and duration of the proposed activity and must disclose any financial interest that may pose a question of conflict. In addition, a faculty member must annually report in writing to the appropriate administrator the extent or nature of ongoing outside activity.

Examples of activities that ordinarily require permission include: teaching at another institution; regularly scheduled part-time employment during the academic year; advertised professional or business practice; activities that require frequent and/or protracted absence from campus; assumption of responsibilities and/or offices in organizations that demand extensive and continuous commitment of time and energy. In particular instances, the administrator may consult informally with the faculty member to determine if a written request for permission is required.

The administrator will review the materials submitted and determine if such outside activity constitutes a conflict of commitment. If such data are available, a critical factor in this deliberation will be the faculty member's current and past levels of performance at the University (e.g., as demonstrated on Faculty Activity Reports) relative to previous outside commitments. If it is determined that no conflict exists, the administrator will sign the faculty member's written request indicating approval of the outside activity. If the determination is that a conflict exists and the request to undertake

the outside activity is denied, the administrator and the faculty member may have a meeting to discuss a modification of such activity.

ABSENCE

In the event that faculty are absent from the classroom or clinical supervision commitments because of ill health or impossible driving conditions, the Director of the Department is to be notified so contingency arrangements can be made.

Planned or anticipated absences to attend workshops, professional meetings or graduate school during ordinary University operating hours and days are to be discussed with the Department Director prior to finalizing plans.

CANCELLATION OF CLASSES (UNIVERSITY-WIDE)

When the weather is threatening, it is presumed that faculty will monitor conditions and be expecting possible cancelation via media bulletins since those are precisely the times when the University switchboard is jammed, and outgoing calls to faculty are impossible. Students should be encouraged to sign up for the campus notification system.

Radio and television announcements will be made when conditions necessitate class cancelation. The decision on day classes is by 7:00 AM, 4:00 PM classes by 2:00 PM and 6:00 PM classes by 4:00 PM at the latest. Updated information is also available by the Marywood University text alert system (e2campus) and calling the Marywood University Snowline at 961-4SNO. Each faculty member is asked to please sign up to receive text alerts through the e2campus system.

If a general cancelation is called for unexpected reasons other than weather, every attempt will be made to contact faculty. The department Director is likely to be the contact person in this case.

PROCEDURE TO BE FOLLOWED BY STUDENTS WHEN FACULTY MEMBER IS LATE FOR CLASS

The waiting period for a class when the professor is late should be 15 minutes.

After this time, a written roll is to be signed by each member of the class and submitted to the Director or Academic Dean. The class is then free to leave.

The material that was to have been covered in that particular period is to be made up at a mutually convenient time.

FACULTY GUIDELINES FOR FIELD TRIPS

Field trips as a part of the teaching of a course should be specified in the course syllabus. Field trips must be scheduled on days when other classes are not scheduled according to Marywood University policy or when no conflict exists with other classes. A statement describing the trip, the list of students, time of departure, and return, transportation arrangements, etc., will be filed by the course coordinator in the Office of the Dean at least one week before the field trip.

OFFICE TIME

Full-Time Clinical and ProRata Faculty is expected to be available weekly for office hours. Office hours will be discussed with and approved by the Department Director and posted in the department. It is required that the **five hours be split over two days per week**.

ADVISEMENT AND COUNSELING

Each full-time and ProRata faculty member is designated as faculty advisor for academic advisement to a group of students. The advisor's role is intended to provide each student with continuity and a general source of encouragement and support.

Specific advisory roles include:

1. Interviewing the student before each term to assist the student in choosing courses that assure requirements are met.
2. Assessing learning needs and progress.
3. Motivating the student for continued learning and growth.
4. Assisting the students to discuss problems related to learning, nursing, and personal growth and to search for solutions to these problems.
5. Conferring with the department Director on academic problems of an unusual nature.
6. Referring the student to the Counseling Center or University Health Center for help with non-academic problems (personal nature, tutorial and health problems).
7. A counseling note should be made after each advisement interview and placed in students file as well as the Colleague Portal System.

The student's files are kept in a locked file in the Nursing Department. The Department Administrative Assistant will supervise distribution and return of the files.

ANECDOTAL NOTES

Anecdotal notes on student's clinical and academic performance are to be objectively written and treated as a tool to document evidence of performance and subsequent grading. The records will be kept and become part of the student's confidential file.

The student and faculty member may request a change in advisor/advisee through Director in situations of incompatibility.

EVALUATIONS OF STUDENTS BY FACULTY

Evaluations of students are made during and at the end of courses. They should be growth promoting, constructive, fair, impartial, and based on the objectives written criteria for evaluation.

Formal evaluations are done at a minimum of twice a semester, once at mid-term and at the conclusion of the course. Clinical rotations on a five or less week schedule require informal weekly evaluations and formal evaluations at the end of the rotation.

SCHOLARSHIP AND RESEARCH

Our definition of scholarship is that the quest for knowledge must be a continuous pursuit for all faculty members in order to keep abreast of current happenings in his/her specific field and to broaden his/her perspectives.

The ability to conduct research and scholarly publications is expected.

Scholarship Guidelines Nursing

**Scholarship/Creative Activity Marywood Handbook*

Scholarship/creative activity refers to knowledge production that has been subjected to an external, peer-refereed screening process prior to being made public. Scholarship/creative activity can take many forms depending on the academic discipline. These forms may include: books; scholarly articles; book chapters; creative writing; musical scores; book reviews; conference proceedings; monographs; works of art; recordings; translations; editing a book or a scholarly journal; conference presentations; addresses/lectures at other institutions; artistic performances; published research studies in print or electronic format and grant applications (funded and unfunded); reviewing and writing textbooks; development of websites or software programs (when such can be distinguished from service); conducting workshops for local, state or national organizations. Sample evidence for assessing achievement may include citations; reprints; reviews of published work, performances, or exhibitions; patents; prestigious grants; awards and prizes; adoption of work by others; membership on an editorial board of a scholarly publication; invited presentations by state, regional, national, or international organizations.

In the case of multiple authorship or shards creation of scholarly/creative productions, documentation must include a detailed description of the involvement of the faculty member. Disciplines differ in how they list authorship; the candidate should address this. Documentation of scholarly/creative productions must also specify the nature of the review process (e.g. journal acceptance rates). Faculty members have the final responsibility for documenting the importance of their work in the areas described above.

Goal: Faculty of the nursing department will demonstrate considerable and sustained achievement in teaching, scholarship, performance, service, and leadership on a consistent basis.

Scholarship: Demonstration of commitment to continued scholarship as evidenced by the following:

1. Active engagement in independent and collaborative research based on field of specialty.
2. Evidence of competitive external funding achievement to support research, program development, teaching and learning endeavors.
3. Establishment of a record of first authored, peer-reviewed publications.
4. Presentation of research findings at regional, national and international Conferences.
5. Contributes to the nursing body of knowledge through off-campus recognition of expertise in research and scholarly accomplishments.
6. Publish chapters in Nursing and Health Care Professional textbooks.

FACULTY DEVELOPMENT

The department director and the nursing faculty shall be afforded the opportunity for faculty development which may include:

1. Individual clinical involvement to maintain expertise in his/her area of specialization.
2. Special courses to update knowledge and skills to fill identified needs.
3. Activities within the profession and community.

Refer to Faculty Development procedures in the Marywood University Faculty Manual.

ATTENDANCE OF FACULTY AT PROFESSIONAL MEETINGS

Attendance of faculty at professional meetings at the local, state, and national level is encouraged. Some money is allocated to each faculty member through the budget annually to attend professional meetings. Upon return, the faculty member is required to submit a completed Expense Report Voucher listing expenses to which receipts are attached.

PROFESSIONAL ACTIVITIES

All faculty members are expected to maintain membership in their professional organizations and encouraged to become a member of related organizations. Active participation at the local, state and national levels are encouraged to bring to the University input in matters related to nursing.

PROFESSIONAL AND COMMUNITY SERVICE

All faculty members have the responsibility for maintaining competence in their specialized field. Fulfilling this responsibility is supported by the administration of University.

OUTSIDE CONSULTING

Please refer to the Marywood University Faculty Handbook.

EVALUATION

Self-evaluation - Self-evaluation by all full-time and ProRata faculty is done in compliance with the University policies regarding annual Faculty Activity Reports (FAR's). Results of these are shared with the Director, who then meets with individual faculty members not meeting the designated benchmarks of the 25th percentile. A corrective strategy plan of action is created and agreed upon by the faculty member and the Director.

Evaluation of faculty by Students and Peers - To maintain and monitor the quality of teaching and to examine evaluation data about clinical agency sites and/or field visits, policies instituted and utilized for the evaluation of full-time tenured/non-tenured faculty, pro-rata faculty, and adjunct faculty

EVALUATION POLICIES

Full-Time Tenured/Non-Tenured Faculty

Faculty will ensure that the following evaluations are completed at the end of each semester:

1. University Course Evaluations.
2. Clinical Instructor Evaluation (if applicable).
3. Student Evaluation of Agency (if applicable).
4. Faculty Evaluation of Agency (if applicable).
5. Agency Evaluation of Clinical Experience (if applicable).

Department Administrative Assistant will summarize course evaluations and clinical instructor evaluations to ensure anonymity. Summaries are to be typed, given to Course Instructor and Director, and will be placed in a binder. These binders will be kept locked in the Nursing Office.

With the Director, faculty will meet to discuss evaluation summaries. This information, along with recommendations, will be shared with each instructor.

Peer evaluations are to be completed annually. These will be discussed with Director and locked in faculty files in the Nursing Office.

Full-time tenured/non-tenured faculty will be evaluated by students using the Evaluation Forms. The results will be reviewed by the Deans, Director, and involved

faculty member. Results will be kept in locked full-time faculty files located in the Nursing Office.

The Director evaluates annually tenured/non-tenured full-time faculty and submits a report to the Dean.

Adjunct Faculty

Adjunct faculty will ensure that the following evaluations are completed at the end of the semester:

1. Clinical Instructor Evaluation Form.
2. Student Evaluation of Agency.
3. Faculty Evaluation of Agency.
4. Agency Evaluation of Clinical Experience.
5. Student Evaluation of Lab Instructor.

Department Administrative Assistant will summarize clinical instructor evaluations and give to part-time faculty and Director. Summaries will be kept locked in Nursing Office.

Adjunct faculty will discuss summaries with responsible/accountable Course Coordinator.

Course Coordinators will complete an adjunct faculty evaluation form. Results discussed with the Director and will prepare brief summaries and discuss these reviews with Director. Written summaries will be placed in part-time faculty files located in Nursing Office.

Course Coordinator, or designee, will make at least one visit to the clinical site/lab area in each semester of employment.

Pro-Rata Lab Manager

Pro-Rata Lab Manager will ensure that the following evaluations are completed at the end of each semester:

1. Student Evaluations of Lab Manager

Department Administrative Assistant will summarize course evaluation student comments to ensure anonymity. Summaries will be given to Director and Pro-Rata Lab Manager.

Pro-Rata Lab Manager will meet with Director at the end of the semester to discuss summaries. This information, along with recommendations, will be shared with Pro-Rata Lab Manager, and a copy will be placed in locked personnel file located in Nursing Office.

Director, or designee, will make at least one visit to the lab during simulation, program implementation, and/or review sessions during each semester of employment. A written summary of lab visit will be shared with Pro-Rata Lab Manager and placed in locked personal files located in Nursing Office.

LICENSURE

Every faculty member will maintain evidence of current licensure to practice nursing in the State of Pennsylvania in their file in the Department of Nursing office. Each faculty member will submit copies of CE's that support the renewal of the nursing license.

PROFESSIONAL LIABILITY INSURANCE

Every faculty member will maintain evidence of the possession of Professional Liability Insurance to the department director at the beginning of each academic year. It is the responsibility of the faculty member to obtain such insurance, and no faculty member will be admitted to a clinical area until it is obtained.

Suggested minimum \$1,000,000 per occurrence, \$3,000,000 aggregate.

CARDIOPULMONARY RESUSCITATION

Each faculty member will maintain current CPR certification, and will provide copy for their department file.

DEPARTMENTAL L.R.C. PROCEDURES

All purchase orders for books, periodicals, and audio-visual materials should be made through the faculty member selected as the library liaison person.

Requesting books for library bookshelf:

1. Each request must be complete with author, title, publisher, date of publication and edition, ISBN number and cost. The requesting faculty must sign the card and indicate with an X if he/she wishes to be notified when the book has arrived and has been processed by the library.

The Learning Resource Committee will annually review the educational resources of the nursing holdings at the Learning Commons Center and Nursing Lab area. Faculty will annually review the educational resources located in the Learning Commons Center and the Nursing Lab area submitting recommendations for deletion and/or acceptance of educational resources.

PERIODICALS

All requisitions for periodicals should be through the library liaison person who will forward them to the Serials Librarian. The requisition should include the title,

publisher, address, ISBN number, and cost. All subscriptions will begin with the current issue unless back issues are requested by the faculty. Back issues will be in the form of microfilm.

AUDIO-VISUAL MATERIALS

All purchase orders should be made through the library liaison person who will forward them to the Communications Librarian. The procedure for the rental or preview of audio-visual material (within budget limitations) is as follows:

1. All requests are made directly to the Communications Librarian with alternate dates for use.
2. The requesting faculty member will receive directly a confirmation notice from the Communication Librarian.
3. An evaluation of all previewed material is requested by the Communication Librarian. A form for this purpose is provided by that department.

PROCEDURE FOR THE PLACEMENT OF BOOKS, ARTICLES, ETC. ON RESERVE AT THE MAIN CIRCULATION DESK

All reserved items must be handed directly to the main desk librarian accompanied by a completed reservation form indicating the length of reservation. This form is available at the main desk. If possible, all reserved items should be submitted at least 2 weeks prior to the beginning of a new semester. No student may place an item on reserve without the written signed request of the faculty member.

PROCEDURE FOR THE USE OF MULTI-MEDIA EQUIPMENT

The faculty member must notify the Instructional Technology (IT) department of the date, time, location and description of required equipment. The equipment will be delivered and picked up from the designated room. The faculty member must bring and return the media to the library.

LIBRARY LIAISON RESPONSIBILITIES

A full-time nursing faculty member is selected yearly by the nursing faculty to serve as the liaison between the library and the department. The Liaison responsibilities are to:

1. Coordinate library related department activities.
2. Encourage departmental faculty to participate actively in the development of the library collection by making recommendations regarding new materials, both print and non-print.
3. Handle all departmental requests for new material thereby avoiding unwanted duplication. Such requests should be bibliographically complete including author, title, publisher, date of publication, edition, ISBN number, and cost.

4. Encourage each faculty member to periodically and systematically review the library's holdings in their subject areas with an eye toward discarding obsolete, inaccurate or superseded materials.
5. Work with the library staff in the resolution of problems other than those connected with material that might arise because of library policies and procedures.
6. Advise, when necessary, on the formulation of new library policies and procedures.

Two student representatives are required.

STUDENT ASSOCIATION

There is one (1) student association in conjunction with the Department of Nursing: Student Nurses' Association of Marywood University (see By-Laws in Undergraduate Nursing Student Handbook).

FACULTY ADVISOR TO THE STUDENT NURSES' ASSOCIATION OF MARYWOOD UNIVERSITY

This faculty member's responsibilities are to:

1. Attend all regular meetings of the Student Nurses' Association of Marywood University.
2. Attend meetings of the Executive Committee of the Student Nurses' Association of Marywood University when requested.
3. Promote effective communication between the students and faculty.
4. Clarify policies and procedures of the Department of Nursing and Marywood University when so requested.
5. Emphasize the need for student representation on departmental committees: Faculty, Curriculum, Learning Resource, and Assessment.
6. Offer support to the members of this organization in their search for means to resolve common concerns.
7. Report back to the faculty as a whole the major content of meetings and the future plans of the organization.
8. Encourage students to participate in community service activities and assist with the arrangements of same.
9. Assist club officers with the organization and execution of semester fundraisers.

V.
SERVICES AND SUPPLIES

BOOKSTORE AND TEXTBOOKS

Textbooks are ordered from the University Bookstore by April 15th (for fall) and October 16th (for spring) and six weeks prior to summer semesters to the beginning of each course for which they are required. Complete the order form and leave with the Department Secretary for processing.

INTERDEPARTMENTAL CHARGES

Interdepartmental charge requisition forms signed by the department Director may be used to pay for the printing of course and departmental committee materials.

TYPING AND PRINTING / COPYING

The Administrative Assistant, with direction from the Director of the Department, will assign tasks to assistants and will prioritize the work.

Printing/Copying

Materials for duplication are to be left with the Administrative Assistant with instructions (number of copies, type of duplication, etc.). At least 48 hours should be allowed for completion unless special arrangements are made with the Administrative Assistant. Seventy-two hours is needed for most work, more for major projects. All work completed will be placed in the faculty members' mailboxes or offices. Copyrighted materials will be duplicated following copyright laws.

KEYS

Each faculty member is given office keys which are to be returned to the Provost if the faculty member leaves employment with the University.

ADMINISTRATIVE ASSISTANT OFFICE HOURS

Full-time Administrative Assistant 8:30 A.M. - 4:00 P.M.

VI.
FACULTY ORGANIZATION AND
BYLAWS

**Marywood University
Department of Nursing**

**NURSING PROGRAM
FACULTY ORGANIZATION AND BYLAWS**

ARTICLE I: NAME

This organization shall be known as the Faculty Organization of the Department of Nursing of Marywood University.

ARTICLE II: PURPOSE

As an integral part of Marywood University, the Faculty Organization of the Department of Nursing is in accordance with the general policies, philosophy, and authority that govern other departments of the University. The faculty accepts primary responsibility for policy and decision-making in the following areas: philosophy and outcomes of the department, curriculum, research, faculty development, assessment, and advising students regarding academic affairs. Policies and rules of procedure are reviewed and revised according to need.

ARTICLE III: PHILOSOPHY, PURPOSES AND GOALS

The Department mission, goals, and outcomes are reviewed as identified to refocus and to provide time for reevaluation and revision if necessary. Goals are formulated at the end of year meeting of each academic year and reflect concrete outcomes to be attained within a given time period by the faculty in its own behalf and/or for student progress.

Members of the faculty are accountable to the Department Director for their designated goal attainment.

ARTICLE IV: MEMBERS

The Department Director, all full-time faculty, and part-time faculty employed on a fifty percent or greater basis shall constitute the membership. The right to vote is extended to all members except that the Director will only vote to break a tie.

Two student representatives from the Nursing major, are elected from the membership of the Nurses' Association of Marywood University attend designated faculty committee meetings and have input on issues concerning students. Alternate student representatives serve in the absence of the designated student representatives.

ARTICLE V: OFFICERS

Presiding Officer

The Director of the Department of Nursing shall preside at all faculty business meetings. In the event of absence, the assistant Director will assume this responsibility.

The Director shall prepare the agenda for all meetings, issue a call for special meetings, appoint committee Directors and members, and serve as ex officio of each committee.

ARTICLE VI: MEETINGS

Faculty / Business Sessions

These sessions shall be held monthly at a time and day specified by the Department Director, shall include all business of a general or administrative nature, and shall be attended by all faculty acting as a committee of the whole as designated in Article VII, Section 5.

Special Sessions

Special meetings may be called with the approval of, or by the Department Director.

Quorum

A majority (over fifty percent of the voting members) shall constitute a quorum.

ARTICLE VII: STANDING COMMITTEES

Section 1

The Director of each standing committee shall be appointed by the Department Director at the beginning of the academic year. A Director will hold an academic rank of Assistant Professor or higher. When an exception occurs and the Director is held by a person below the rank of Assistant Professor the Department Director will provide supervision.

Section 2

The number of members on each standing committee shall be determined by the department Director. In some instances the faculty will act as committee of the whole.

Section 3

Minutes shall be recorded for all meetings and copies retained in a permanent file.

Section 4

The Department Director shall serve as an ex-official member for all committees.

Section 5

The Standing Committees shall be:

1. Academic Progression & Graduation Committee
2. Curriculum Committee
3. Assessment Committee

4. Learning Resources Committee

ACADEMIC PROGRESSION & GRADUATION COMMITTEE

Purpose

To establish criteria for academic progression, retention, and graduation of students in the nursing program and to make said recommendations to faculty.

Functions

The functions of the Academic Progression and Graduation Committee are as followed:

1. Review, revise and develop forms necessary to enhance/clarify policies of academic progression and graduation.
2. Review the criteria for progression.
3. Evaluate student progress toward graduation requirements.
4. Monitor those aspects of student records related to progression and graduation.
5. Prepare and submit an annual report to the Director.
6. Identify at-risk students.

Membership

Membership consists of full and part-time nursing faculty, as assigned.

Meetings

Meetings will occur mid and end-of-semester and as necessary to evaluate student progress.

Term of Office

Reappointed yearly.

CURRICULUM COMMITTEE

Purpose

To maintain the integrity of the Undergraduate Curriculum, monitor student learning outcomes, and continuous improvement of the educational program.

Functions

The functions of the Curriculum Committee are as followed:

1. Evaluate philosophy, conceptual framework, and student learning outcomes related to program educational goals.
2. Coordinate evaluation of the Curriculum Plan as indicated on the Systematic Evaluation Plan (SEP).
3. Facilitate short- and long-term planning for the undergraduate curriculum.
4. Review recommendations regarding need for innovative changes in the curriculum related to changes in the discipline, new technology, and improved teaching methods.
5. Initiate revisions in Program Outcomes as a result of SEP findings.
6. Communicate curriculum changes to the university Undergraduate Curriculum Committee and the Pennsylvania State Board of Nursing.

7. Guide the scheduled review of each course for congruency with professional standards and NCLEX-RN Test Plan.
8. Periodically review and revise as needed clinical objectives, sites, and course evaluations.

Membership

Curriculum Committee faculty Director will be appointed by Department Director, a minimum of two nursing faculty (including committee Director), two elected undergraduate nursing student representatives, and two university interdisciplinary members.

Meetings

Monthly and/or on an as needed basis.

Term of Office

Director of Curriculum Committee and members will be appointed yearly by Nursing Department Director.

ASSESSMENT COMMITTEE

Purpose

To assess whether program goals are being met, and if they are not, to identify changes that will improve student and faculty outcomes.

Functions

The functions of the Assessment Committee are as followed:

1. Provide leadership in identifying learning outcomes of the baccalaureate nursing program.
2. Provide leadership in identifying appropriate assessment methods/strategies to measure learning outcomes/performance at the program level.
3. Provide leadership in developing and conducting the program's Systematic Evaluation Plan that:
 - a. Results in continuous quality improvement;
 - b. Demonstrates that the university and the baccalaureate nursing program are effectively accomplishing their mission.
4. Ensure that feedback from program level assessments is provided to students and other stakeholders.
5. Prepare and submit requested assessment results to the university assessment committee.
6. Works collaboratively with the curriculum committee to ensure that the curriculum is making a positive contribution to the achievement of program outcomes.

Membership

Assessment Committee Faculty Director will be appointed by Department Director, a minimum of two nursing faculty (including committee Director), a minimum of two non-nursing faculty, and two elected undergraduate nursing student representatives.

Meetings

Monthly and/or as necessary.

Term of Office

Reappointed yearly.

LEARNING RESOURCE COMMITTEE (LRC)**Purpose**

To increase and improve learning resources utilized to enhance the delivery of education in the Nursing Program.

Function

The Director of the committee will work closely with the learning resource staff on campus to facilitate communication and acquisition of learning resources for the Nursing Program. This includes, but is not limited to, electronic and print resources, computing resources, and requests for new and innovative resources.

Membership

At least 1 nursing faculty, as assigned.

Meetings

As needed.

Term of Office

Reappointed yearly.

ARTICLE VIII: SPECIAL COMMITTEES

A special committee may be appointed from the faculty as it is necessary. The objectives of the committee shall be determined by the members. Each special committee will function until it has served its purposes and then shall be dissolved.

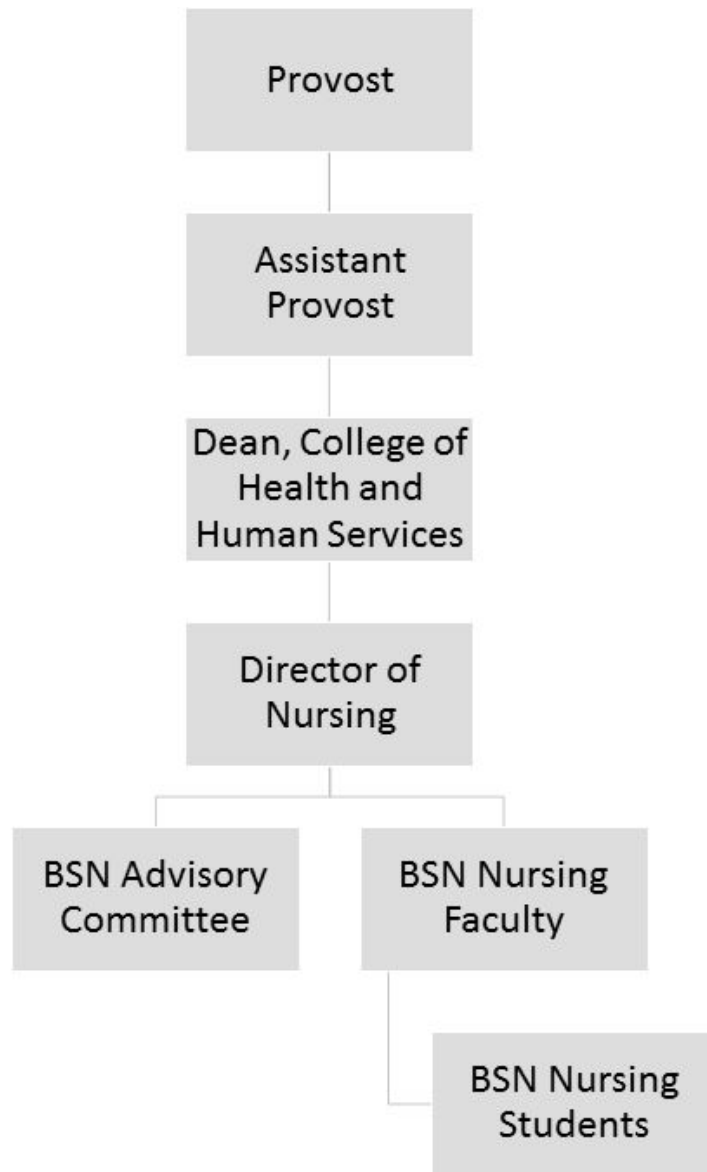
ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in “Roberts Rules of Order Newly Revised” (copyright 1970) shall govern this organization in all cases to which they are applicable.

ARTICLE X: AMENDMENTS

The Bylaws of the Faculty Association of the Department of Nursing of Marywood University may be amended or altered during a general faculty/business session by a majority vote of the members having previous notice of one week.

Department of Nursing Organizational Chart



IX.
RIGHTS RESERVED

RIGHTS RESERVED

Marywood University Department of Nursing reserves the right to:

1. Change requirements for Admission, Progression and Graduation as outlined in this bulletin.
2. Change arrangements, scheduling and content of courses.
3. Determine books and outlines used.
4. Formulate school regulations and policies affecting students.

All changes in existing school policies will be communicated to the students before they become effective. Students are expected to be in compliance with current policies, as they become effective.

The materials and information presented in the Student Handbook are to be considered as an agreement between the student and the Department of Nursing.

ALL POLICIES REVIEWED & APPROVED BY FACULTY: 2018