



# St. Elizabeth

## SCHOOL OF NURSING

Division of Franciscan Health

### **REPORT FOR**

*Jeanne Clery Disclosure of Campus Security  
Policy and Campus Crime Statistic Act*

### **2017-2018**

This Report reflects the current policies and Information regarding Campus Security as of  
August 28, 2017

**Publication Date: 9/20/2017**

*The St. Elizabeth School of Nursing  
Division of Franciscan Health Lafayette  
(formerly known as: St. Elizabeth Regional Health or Greater Lafayette Health Services)  
A Franciscan Alliance, Inc. Partner*

## CAMPUS SECURITY REPORT: 2017-2018

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<b>NUMBER:</b>	9732-I-100022	<b>DATE:</b>	July 25, 1991
<b>DEPARTMENT:</b>	Nursing Program Administrative Council	<b>REVISED:</b>	May 18, 2017
<b>REPLACES POLICY #:</b>	S-10-691-I-0022	<b>REVIEWED:</b>	May 18, 2017

**COOPERATIVE NURSING STUDENTS' RIGHT TO KNOW, DISCLOSURE OF INFORMATION AND  
CAMPUS SAFETY AND SECURITY**

**PURPOSE:** This document establishes the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (hereinafter referred to as “Nursing Program”) policy, requirements for disclosure of information reporting and procedures. Included in this policy are the mechanisms related to regulatory requirements reporting of criminal actions or other emergencies occurring on the campuses of Franciscan Health Lafayette (FHLA) and the St. Elizabeth School of Nursing including the institution's response to such reports.

**GENERAL  
INFORMATION:**

For purpose of this policy: Hate Crimes are classified on the basis of the perpetrator’s bias against the victim’s actual or perceived: race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

Hate Crime enumeration may include but is not necessarily limited to simple assault, larceny-theft, intimidation, and destructive/damage vandalism of property.

See related Procedure: 9732-II-150003 NURSING PROGRAM’S CAMPUS EMERGENCY PREPAREDNESS AND PLAN

The Nursing Program’s Primary Website for purpose of this policy and its reporting requirements shall be: [www.steson.org](http://www.steson.org)

**PERSONNEL:** Nursing Program Administrative Officer; Nursing Program faculty, staff and students, Franciscan Health Lafayette Department of Safety and Security.

**EQUIPMENT:** N/A

**POLICY:** The Franciscan Health Lafayette Safety and Security Department shall be the established department of the St. Elizabeth School of Nursing designated to carry out the responsibilities as outlined by department policy and procedures in order to meet the compliance requirement of the U.S. Department of Education Program Participation and Integrity (34 CFR 600 and 668) and of Public Law 101-542, The Student Right-to-Know, and Campus Security Act, as amended by Public Law 102-26, The Higher Education Technical Amendments Act of 1991, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, or Higher Education Opportunity Act of 2008 (HEOA) or those Federal and State Laws required of Institutions of Higher Education.

Activities shall include, but not necessarily be limited to:

- A. Disclosure information to the public, prospective and currently enrolled which shall be available in promotional and consumer material/publications including the

Nursing Programs primary Website that is current, and comprehensive. Disclosure information shall include, but is not necessarily limited to:

1. General, academic or admission information,
  2. Tuition and fees, room and board as applicable,
  3. Estimated costs for books and supplies and other additional related costs
  4. Program outcomes, such as:
    - a. retention rate
    - b. completion rate
    - c. job placement rate
    - d. pass rate
- B. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports.
- C. A statement of current policies concerning security and access to campus facilities and security considerations used in the maintenance of campus facilities.
- D. A statement of current policies concerning campus law enforcement, including--
1. the enforcement authority of security personnel, including their working relationship with state and local police agencies including written memoranda of understanding, for the investigation of alleged criminal offenses; and
  2. Policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.
- E. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.
- F. A description of programs designed to inform students and employees about the prevention of crimes.
- G. Statistics concerning the occurrence on campus, during the most recent calendar year, and during the two preceding calendar years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies--
1. Murder/Non-Negligent Manslaughter;
  2. Negligent Manslaughter;
  3. Sex Offense, Forcible;
  4. Sex Offense, Non-Forcible;
    - a) Incest
    - b) Statutory Rape
  5. Robbery;
  6. Aggravated Assault;
  7. Burglary;
  8. Motor Vehicle Theft
  9. Arson; and
  10. Hate Crime (See General Information regarding Hate Crime enumeration)
- H. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution.
- I. Statistics concerning the number of arrests for the following crimes occurring on campus:
1. Illegal Weapons Possession
  2. Drug Law Violations; and
  3. Liquor Law Violations.
- J. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state under-age drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of

Federal and State drug laws and a description of any drug for alcohol abuse education programs as required under section 1213 of the Higher Education Act of 1965, as amended. Section 1213 of the Higher Education Act of 1965, as amended, contains the drug free campuses requirements added by section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226).

- K. Supporting records, including daily logs regarding campus crime statistics shall be maintained for three (3) years following the publication of the last annual campus security report to which they apply. (Since each Annual Campus and Security Report must contain the previous three (3) years of statistical data, the retention of campus crime statistics/daily logs will be retained for seven (7) years from the initial report in which they were published).

The Director, School of Nursing, in conjunction with the FHLA Director, Safety and Security or their designees shall annually publish and/or post on the Nursing Program's primary website a Consumer Information and Student Right to Know and Campus Security Report that shall be retrievable, able to be downloaded, indexed and searchable for the above-mentioned items described in: A through J.

The FHLA Safety and Security Department shall collect and report the required statistics.

<b>NUMBER:</b>	9732-II-150003	<b>DATE:</b>	July 2, 2007
<b>DEPARTMENT:</b>	Nursing Program Administrative Council	<b>REVISED:</b>	May 18, 2017
<b>REPLACES PROCEDURE #:</b>		<b>REVIEWED:</b>	May 18, 2017

**NURSING PROGRAM’S CAMPUS EMERGENCY PREPAREDNESS PLAN**

**PURPOSE:** St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program (hereinafter referred to as “Nursing Program”) Emergency Preparedness and Plan is to provide a means to utilize available resources to **PREPARE** for potential emergencies or disasters whenever possible and deal efficiently with the effects of inevitable events, **RESPOND** to save lives and protect property, and promote a means to **RECOVER** mission critical business and academic operations.

**GENERAL INFORMATION:** The Campus Emergency Preparedness and Plan was developed as an Integrated Emergency Operations Plan (EOP) in order to reference emergency/disaster information and the basic source of data to accomplish the various types of emergency missions. It is designed to bring the user to the point of knowing **what** is to be done, and **who** is to do it. It may include information relative to **when** and **where** the response will be effective, and even **why** it will be done.

The Franciscan Health Lafayette Safety and Security Department shall be the established department of the St. Elizabeth School of Nursing designated to carry out the responsibilities as outlined by department policy and procedures in order to meet the compliance requirement of the U.S. Department of Education Program Participation and Integrity (34 CFR 600 and 668) and of Public Law 101-542, The Student Right-to-Know, and Campus Security Act, as amended by Public Law 102-26, The Higher Education Technical Amendments Act of 1991, The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, or Higher Education Opportunity Act of 2008 (HEOA) or those Federal and State Laws required of Institutions of Higher Education.

NOTE: St. Elizabeth School of Nursing is housed in the Franciscan Education Center on the Franciscan Health Lafayette Central Campus. Safety Policies of the Franciscan Education Center and Franciscan Health Lafayette Central Campus may apply to the St. Elizabeth School of Nursing. Security Officers and a Nursing Supervisor are stationed in the building 24/7 and can provide additional resources in the event of a safety and/or security concern.

Related Procedure: 9732-II-150002 - CANCELLATION OR DELAY NOTIFICATION OF NURSING PROGRAM ACTIVITIES DUE TO INCLEMENT WEATHER

Hospital Incident Management Plan (Hospital Incident Command System - HICS) 9502-III-21. See also additional related Policies and Procedures in an EMERGENCY PREPAREDNESS Binder located in Nursing Program’s Administrative Office, Business Office and Library.

**PERSONNEL:** Nursing Program Administration, Affiliate University, Nursing Faculty and Students, Franciscan Health Lafayette Department of Safety and Security.

**EQUIPMENT:** N/A

**PROCEDURE:** The St. Elizabeth School of Nursing (STESON) and Franciscan Health Lafayette (FHLA) will without delay, and taking into account the safety of the community, determine the

content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The St. Elizabeth School of Nursing (STESON) will be prepared for possible emergencies and will respond to all emergency situations in a safe and timely manner. The STESON, as well as the Safety and Security personnel and equipment of the Franciscan Health Lafayette (FHLA) system will be used to provide priority protection for:

- Priority 1: Life Safety
- Priority 2: Preservation of FHLA property and structures
- Priority 3: Restoration of academic programs and general STESON operations

It is anticipated that, as operations progress from Priority 1 through Priority 2 and 3 responses, the administrative control of the STESON will move initially from its normal operating or organizational structure to the Incident Command System, including the Emergency Operations Center as needed and then back again to the normal organizational structure.

A. Emergency Operations Plan (EOP) Implementation

Activation of the EOP commences when the Director, School of Nursing or the FHLA Director of Safety and Security (designated as the STESON Emergency Management Director) or a designated STESON or FHLA Safety and Security representative determines that the severity or length of the situation warrants plan implementation to reduce the threat to life and/or property. He/she will:

- Confirm that there is a significant emergency or dangerous situation on campus
- Determine the appropriate segment(s) of campus to receive notification
- Determine the content of the notification
- Initiate the notification, alerting the general campus population of the emergency or impending emergency.
- Arrange for the evacuation of threatened areas.
- Alert FHLA Public Relations personnel for coordination of public information.

B. The STESON's Integrated Emergency Operations Plan is designed to react to natural, technological, and human-made emergencies.

1. **Natural**

**Severe Weather (Tornadoes, Thunderstorms/Hail) Snow and Icing**

**Conditions or Other Adverse Weather Conditions:** Lafayette is located at the edge of Tornado Alley. Designated in-place building shelters have been identified to protect life. At times there are other adverse weather conditions that affect the travel of students, faculty and staff to or from agencies for learning experiences. See Related Procedure: 9732-II-150002 - CANCELLATION OR DELAY NOTIFICATION OF NURSING PROGRAM ACTIVITIES DUE TO INCLEMENT WEATHER

2. **Technological**

- **Fire:** Nursing Program is located within the Franciscan Education Center in St. Elizabeth Central Building, which has a fire detection system. In the event of a fire, **ACTIVATE THE ALARM** by pulling the closest fire alarm box, which is normally, located near a stairwell and then *exit the building*. Do not use the elevator.

- **Hazardous Materials Accidents** could impact the STESON. Chemical spills are the most widespread materials likely to create problems. Many chemicals used may be sources of possible HAZMAT incidents along with the possibility of a criminal/terrorist utilizing various chemicals and/or substances to perpetrate a crime or attack. A complete Emergency Preparedness Manual is available in the Nursing Program's Administrative Office, Business Office and Library.
3. **Human-Made National Emergency (War or Terrorism):** National emergencies are a legitimate threat. Any attack on Tippecanoe County or the region could over-task the local emergency response organizations.

C. COMMUNICATIONS

The STESON Emergency Warning Notification (EWN) System will be activated based on the incident level. The Emergency Warning Notification System is a multilayered communications approach and is made up of numerous systems/processes to include email, the emergency text message service, phone trees, TV/radio and more.

Emergency Warning Notification System

Although STESON is located within the FHLA Central building, there are educational activities that occur outside the building. Despite advances in communication, there is no way to reach everyone instantly with a single message. However, the multi-layered approaches in place will help spread the word quickly, based on the circumstances.

The following communication methods make up the STESON Emergency Communication Plan:

1. **SIRENS AND ALARMS:**

- *All Hazards Emergency Warning Sirens* mean to immediately seek shelter (**Shelter in Place**) in a safe location within the building.

"Shelter in place" means seeking immediate shelter inside the Central building. This course of action may need to be taken during a tornado, earthquake, and release of hazardous materials in the outside air, or a civil disturbance.

- *Fire Alarms* mean to immediately **evacuate** the building and proceed to your Emergency Assembly Area.

When you hear either emergency warning notification system you should immediately evacuate or go inside a building to a safe location (as applicable) and use all communication means available to find out more details about the emergency. You should remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave (or return to the building).

2. **EMAIL:** An e-mail can be sent to all students and staff with a [franciscanalliance.org](http://franciscanalliance.org) address.



3. **TEXT MESSAGING SERVICE:** STESON faculty, staff and students may sign up to receive an emergency notification text message through the nursing program's designated service (such as Eventlink® of School Datebooks).

D. TESTING OF THE EMERGENCY RESPONSE SYSTEM

The STESON will comply with the Security Department's Plan to conduct regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. The STESON shall collaborate with the Security Department's plan to:

1. Test the emergency response and evacuation procedures at least annually, by means of either an announced or unannounced testing
2. Publicize its emergency response and evacuation procedure in conjunction with at least one test per calendar year; and
3. Document, for each test, a description of the exercise, the date, time and whether it was announced or unannounced.

At the time of publication, the Nursing Program is using an event reminder and update service called Eventlink®. This service of School Datebooks provides users with school event updates via e-mail and text message. Nursing Program will use this system as an event reminder system and as part of our emergency communication plan which require immediate communication with the entire school community.

Anyone with internet access and an e-mail address can sign up for Eventlink®. To create your account in just 5 easy steps go to: <https://Eventlink.com>

## **CODE OF STUDENT CONDUCT**

Each student shall conduct her/his life in a manner which reflects a sense of responsibility for the honor and integrity of the St. Elizabeth School of Nursing and University of Saint Francis communities and for her/himself as a member of them. Each student is expected to conduct her/himself as a responsible citizen at all times both on and off campus. Any student whose actions do not comply with the standards of this Code of Student Conduct is subject to disciplinary action.

Regarding off-campus activities, the Nursing Program will institute its own disciplinary proceedings only in circumstances when its interests as an academic and Christian community is involved.

### General Guidelines:

1. Students will treat each other with respect and dignity.
2. Students will not abuse the property and/or belongings of others or of the St. Elizabeth School of Nursing or University of Saint Francis, or the Nursing Program affiliated clinical agencies.
3. Students will act with concern for the welfare, health and safety of others.
4. Students will not possess, consume, or dispense alcoholic beverages in violation of the law or in the facilities where prohibited by the St. Elizabeth School of Nursing or University of Saint Francis or the Nursing Program affiliated clinical agencies.
5. Students will not possess, consume, or dispense illegal or dangerous drugs on St. Elizabeth School of Nursing, University of Saint Francis or the Nursing Program affiliated clinical agency properties.
6. Students will act with concern and respect for the St. Elizabeth School of Nursing or the University of Saint Francis, its faculty, staff of the Nursing Program, FHLA, or the Nursing Program affiliated clinical agencies, other community members, in its operation as a Christian educational community.
7. Students will maintain professional boundaries at all times including but not necessarily limited to their use of social networking technologies.

## SECURITY AND SAFETY

### YOUR RIGHT TO KNOW

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act*, or Clery Act requires colleges and universities to complete and report crime statistics as well as policies and procedures related to safety and security. Although St. Elizabeth School of Nursing is located in a small Midwestern community, crime by strangers or acquaintances is a fact of life that we must take into account as we live our daily lives. Living in the relative safety of our community is not absolute protection against crime, and the School of Nursing provides this information about its campus in Lafayette in an effort to further educate and protect our community.

The Director, School of Nursing, in conjunction with the Franciscan Health Lafayette (FHLA) Division Director of Security or their designees annually publish and/or post on the Nursing Program's primary website a Student Right to Know and Campus Security Document that may be retrievable, and is able to be downloaded. The FHLA Security Division collects and reports the required statistics.

The purpose of this report is to provide data related to the safety and security information of St. Elizabeth School of Nursing and is made available to all current and prospective students and employees of the School. Copies are maintained in the Office of the FHLA Director of Security and the Office of the Director, School of Nursing. Included in this report is information related to:

- Crime Statistics
- How Our Students Are Doing

(NOTE: Students of the cooperative program complete Nursing and Science courses in Lafayette, Indiana. Although General Education courses are completed by students, these courses are offered by USF Faculty members using an online delivery format. Students of this program do not travel to Fort Wayne, Indiana to complete the program of study.)

### FRANCISCAN HEALTH CAMPUS SECURITY AND SAFETY (INCLUDING ST. ELIZABETH SCHOOL OF NURSING)

The Security and Safety Department of Franciscan Health Lafayette which includes the St. Elizabeth School of Nursing embodies the spirit of service and protection. Through our professionalism, we provide for the safety and security of the student body, hospital patients and families, visitors, volunteers, hospital and Franciscan Education Center (including School of Nursing) staff and facilities.

In our efforts to provide an environment where students are free to learn, we offer many services. With a quick phone call, we will gladly give student assistance as needed.

Security is available 24 hours a day, 7 days a week to address almost any need. Concerns that we handle include, but are not limited to: electrical problems, room lock-outs, fire alarms, and jump starts for vehicles. Feel free to contact us for any problem you might have, and if it is not something we take care of ourselves, we will contact someone that can help.

Franciscan Health Lafayette Security Officers have the authority to ask persons for identification; to determine whether individuals have lawful business at Franciscan Health Lafayette (FHLA) facilities and campuses; to issue vehicle related tickets; and to enforce institutional policy, document incidents and refer individuals into FHLA judicial or other administrative processes. Franciscan Health Lafayette security officers do not possess arrest power. Criminal incidents are referred to the Lafayette Police Department who has jurisdiction on the campus. The Security and Safety Office at Franciscan Health Lafayette maintains a highly professional working relationship with the Lafayette Police Department, Tippecanoe County Sheriff's Department, and the Indiana State Police. All crime victims and witnesses are strongly encouraged to immediately report crime to the campus Security and Safety Office, and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus.

Franciscan Health Lafayette Safety and Security Staff

**Michael Bayci**  
Safety Officer

**Brad Day**  
Security Manager

**Contact information:**

FHLA – Lafayette Central Campus  
765-423-6192

FHLA – Lafayette East Campus  
765-502-4911

On the Franciscan Health – Lafayette Central campus, students are permitted to park in the parking garage. Sufficient parking is available in the lots north of the garage between 16<sup>th</sup> and 17<sup>th</sup> streets and east of the garage between 17<sup>th</sup> and 18<sup>th</sup> streets. Parking lots are shown on parking maps per table of contents of this handbook. When off-campus at various clinical facilities, students must follow parking procedures for each facility they visit.

**FRANCISCAN HEALTH - LAFAYETTE CAMPUS SECURITY AND SAFETY  
REPORTING A CRIME OR EMERGENCY**

Responsibility for maintaining a safe and secure environment in which to live, work and study rests with all members of the School of Nursing community. It is not enough to expect that others will ensure the safety of you and your friends, but rather that each of us be engaged in, and supportive of, the effort to create a rich and wholesome environment compatible with the mission of St. Elizabeth School of Nursing.

Community members, students, faculty, staff and guests are encouraged to accurately and promptly report all crimes and safety related incidents to the FHLA Security and Safety Department in a timely manner.

Any suspicious activity or person seen in the parking lots on the grounds, or inside buildings should be reported to the Security and Safety Department immediately. The School of Nursing has no off-campus student organizations and therefore none are monitored by the Security and Safety Department.

To report a crime or an emergency on the Franciscan Health – Lafayette campuses, call extension "0" from a campus phone for immediate assistance from a security officer, or dial 6192 if in the Franciscan Education Center that houses the St. Elizabeth School of Nursing on the Franciscan Health Lafayette - Central Campus or 4911 if on the Franciscan Health – Lafayette East campus and then follow the instructions provided if there is a recording. For a non-emergency security or safety related matter in the Franciscan Education Center building, call Security at extension 6192 or, from off campus phone system, 765-423-6192.

In response to a call, a security officer will take the required action by either responding in person or by asking the caller to report to Security and Safety to file a report. If an ambulance or assistance from the Tippecanoe County Sheriff's Department or Lafayette Police Department is required, Security and Safety will contact the appropriate department.

All School of Nursing Security and Safety incident reports are forwarded to the Director Academic Services/Director, St. Elizabeth School of Nursing for review and potential action.

If a sexual assault or rape should occur, staff will offer the victim a variety of services, including transportation to the hospital and referral to counseling. Lafayette has trained sexual assault advocates available at Franciscan Health Lafayette.

In addition to our desire to prevent criminal behavior, crimes should be reported to the Security and Safety Department to ensure inclusion in the annual crime statistics, and to aid in providing timely warning notices to the community, when appropriate.

Franciscan Health Lafayette and the Franciscan Education Center fall within the jurisdiction of the Lafayette Police Department, and crimes may be reported at 765-807-1200.

**FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY  
CONFIDENTIAL REPORTING PROCEDURE**

If you are a victim of a crime and do not want to take action through the St. Elizabeth School of Nursing or FHLA judicial system, or with the local law enforcement, you may still want to consider making a confidential report. With

your permission the Director School of Nursing can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to help ensure the future safety of yourself and others. By reporting the incident, you permit the St. Elizabeth School of Nursing or FHLA to maintain accurate records of the number of incidents involving students, help us determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

#### **FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY SPECIAL ALERTS**

In the event that a situation arises, either on or off campus (i.e., in or near the Franciscan Education Center), that in the judgment of the Director School of Nursing or the Safety Officer or Security Manager, constitutes an ongoing or continuing threat to the campus community, a campus wide "timely warning" will be issued. The warning will be issued through campus e-mail system and the text messaging services to all the students, faculty, and staff.

Depending on the particular circumstances of the crime, (especially in situations that could pose an immediate threat to the campus community and individuals), Security Officers working in conjunction with the Office of the Director may also post notices on floors. If anyone has information warranting a "timely warning" they should report the circumstances to the Office of the Director, School of Nursing located in room 3106 Monday through Friday from 8am to 4pm, or by phone ext. 6408. Contact the Security and Safety Department during the evening hours on weekdays, and on weekends at ext. 6192, or come to the Security and Safety Office located in Franciscan Education Center (Central Campus) on the ground floor/lower level room G152 to report the situation in person.

#### **FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY ACCESS POLICY TO THE SCHOOL OF NURSING**

As part of the Franciscan Education Center, during business hours, the School of Nursing will be open to students, parents, employees, contractors, guest and invitees. During non-business hours, access to the School of Nursing facilities is limited to those with a legitimate need and/or admittance by Security and Safety. In an effort to provide greater security and promote a safe learning environment, direct entrance to certain areas of the Franciscan Education Center may be limited to those with badge access (including student badge access). The Ground Floor entrance is open to public and does not require badge access.

Although Security Officers have primary responsibility for making rounds and reporting issues that could pose a security concern, all members of the Franciscan Education Center and St. Elizabeth School of Nursing community are encouraged to be vigilant and to report campus safety and security concerns to the Security Office.

#### **FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY SECURITY AWARENESS AND CRIME PREVENTION**

Safety and security issues are covered during orientation for all new students. Topics included are related to personal security and crime prevention, how to report a crime, various School of Nursing policies, and campus and community services.

A common theme of awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

#### **Crime Prevention Tips**

##### ***Keys***

- Carry your keys at all times.
- Report lost or stolen keys immediately.
- Don't lend your keys to someone else
- Don't attach your ID to your key ring...this identifies lost keys as yours!

##### ***Your Personal Items***

- Do not keep large sums of money in your purse, book bags, etc. or leave valuable objects in plain view.
- Keep a list of your valuables including the make, model and serial number.
- Engrave your driver's license number on valuable items.
- Be sure you have insurance to cover theft or damage of personal property.
- Never lend someone your credit card or give someone your "pin" number.
- Keep your car locked and do not leave valuable items in your car in plain view.
- Lock your bicycle.

***You***

- Always carry your name badge with you.
- Never walk or jog alone at night or in isolated areas during daylight - carry a whistle to summon help.
- If you find yourself alone at night in the Franciscan Education Center/School of Nursing building, call Security to obtain a ride or escort. (765-423-6192)
- Don't hitchhike or get into a car with someone you don't know well.
- When walking to your car, keep your keys out and check the backseat of the car before you get into it.
- Always let someone know where you are going and who you will be with.
- If you are with someone and feel unsafe, leave immediately.
- Always stay with groups of friends you trust.
- Use caution posting photos and personal information on social websites such as Facebook and Myspace.
- Report any suspicious activity to Security immediately.

**FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY  
ALCOHOL AND SUBSTANCE ABUSE INFORMATION**

St. Elizabeth School of Nursing has adopted policies regarding alcohol (*Nursing Student Handbook – Health Section*), and that prohibit the possession or use of illegal drugs (*The Nursing Program’s Drug Prevention Program – Policy # 9732-I-450030*). The St. Elizabeth School of Nursing alcohol policy although permitting the consumption of alcohol in some situations by those of legal age, specifically prohibits the possession, use, or sale of alcohol by anyone under the age of 21. Possible sanctions for students violating the alcohol or drug policies can be found in the Policy # 9732-I-450030 that is published in the *Nursing Student Handbook* and include sanctions up to and including dismissal from the Program. The Policy states that students found in violation, which would include underage drinking laws, will be referred to the proper law enforcement officials for possible prosecution.

The U. S. Department of Education notes that:

"Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics."

**FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY  
SEXUAL ASSAULT PREVENTION AND RESPONSE**

In addition to the Indiana Statutes that define rape, sexual battery, and criminal deviate conduct, inappropriate sexual behavior at the St. Elizabeth School of Nursing includes: **Unwelcome touching of another person; indecent exposure; acts of voyeurism; the use of force (actual, implied, or threatened) to gain sexual favors; sexual activity with a person who is unconscious or substantially mentally impaired\* (including impairment through intoxication).**

\*At St. Elizabeth School of Nursing, "substantially mentally impaired" means that a person under the influence of alcohol or drugs is not "capable" of giving informed consent to sexual activity. If you have sexual contact with someone who is "under the influence," you are responsible for committing an act of inappropriate sexual behavior as defined by the School of Nursing.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. St. Elizabeth School of Nursing strongly advocates that a victim of a sexual assault should report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Security Officer or professional staff member. Filing an incident report with Security will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a report will:

- ensure that a victim of sexual assault receives necessary medical treatment and tests,
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, eat, drink, rinse mouth, or change clothing prior to a medical exam,
- assure the victim has access to free confidential counseling.

When a sexual assault victim contacts Security, a designated staff member from the School of Nursing for Sexual Assault Reporting and, (with the victim's permission), the Lafayette Police Department will be notified, and the victim will be transported to a Franciscan Health Lafayette Emergency Department for an exam to be conducted by a specially trained Sexual Assault Nurse Examiner (SANE). The SANE examination will involve evidence collection as well as providing victim support.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the School of Nursing judicial system, or only the latter. To the extent desired by the victim, a representative from the School of Nursing will help the victim understand available options and support the victim with his or her decision. Counseling services will be available from the Nursing Student Assistance Program (NSAP) provided free of charge to all St. Elizabeth nursing students.

A student found responsible for sexual misconduct may be suspended or dismissed from the St. Elizabeth School of Nursing. The victim has the right to ask for a change in academic situations and the School will make reasonable accommodations within its resources and abilities.

## **Tips to Help You Avoid Sexual Assault...as a victim or an assailant**

Any sexual assault is a crime of violence, and although rape by a stranger can and does occur in our imperfect world, it is much more likely that a victim of a sexual assault knows their assailant. Here are a few things for you to consider that might help keep you from becoming a victim or an assailant.

- Know who you are with, and know them well before being alone with them.
- Don't leave a beverage unattended or accept a drink from an open container.
- Express your boundaries clearly and remember that "NO" means "NO." You have the right to say NO at any time.
- If your partner says "NO," and you choose to ignore it, you have become a sex offender. Please note that a person who is "under the influence" of drugs or alcohol CAN NOT give consent. Having sex with someone who is drunk EQUALS rape.
- ANY use of force, threat or coercion is unacceptable.
- Tell your friends where you are and who you are with.
- Avoid isolated places.
- The use of alcohol or drugs interferes with your ability to think and communicate clearly.
- If you feel uncomfortable, call a friend and/or remove yourself from the situation.
- Unwanted touching is a crime.

## **FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY SEX OFFENDERS**

Students may obtain information regarding registered sex offenders from the Director Safety and Security of Franciscan Health Lafayette.

Information may also be available online at: <http://www.insor.org/insasoweb>.

## **FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY CRIME STATISTICS**

The Director St. Elizabeth School of Nursing and the Director Safety and Security Franciscan Health Lafayette prepares an annual crime report to comply with the *Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act*. Campus crime, arrest and referral statistics include those reported to FHLA-Security Officers, other designated campus officials including but not limited to: vice presidents, directors, advisors to student organizations, and professional staff, and local enforcement agencies. The Crime Statistics Report is prepared annually each Fall semester for the previous calendar year.

Each year, an e-mail notification will be issued to all students and staff that provides the Web site to access this report.



**ON CAMPUS REPORT:**

### Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

### VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

### Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.  
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

### Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.  
**Do not include disciplinary actions that were strictly for school policy violations.**  
**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**  
**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

### Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.  
**The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.**  
**If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.**

**Count unfounded crimes in the year in which they were originally reported.**

a. <u>Total unfounded crimes</u>	Number		
	2014	2015	2016
	0	0	0

**FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY  
FIRE SAFETY**

Fire safety is the responsibility of everyone and it is important that each resident know how to protect themselves, and what actions they can take to minimize the chance of a fire in the Franciscan Education Center.

***In the Franciscan Education Center/School of Nursing:***

- **NEVER ignore a fire alarm.**
- Know your escape route in advance and how far it is to the exit (always have an alternative).
- Do not overload extension cords - get a power strip with an over-current protector that shuts off power automatically if there is too much current being drawn.
- Immediately report any electrical problem.
- Do not connect multiple extension cords together.
- Do not route cords under doors or carpets - cords can short circuit, overheat and ignite.
- Do not staple extension cords.
- Use only UL listed extension cords and appliances.
- Do not use cheater plugs.
- Do not use Halogen lamps.
- Know where the fire extinguishers are in the building.
- Do not use appliances prohibited by the Franciscan Education Center/School of Nursing.
- Recognize that alcohol consumption is a factor in 50% of fire related deaths in the US.
- Never disable a smoke alarm or tamper with fire equipment.

***If you are in the Franciscan Education Center/School of Nursing and the fire alarm sounds:***

- Touch any closed door to halls to see if it is warm before opening it.
- Open the door with care, and if it is safe, proceed to the exit and evacuate and move away from the building. Be sure to close any doors behind you to keep smoke and fire out of the room.
- If the hallway is filled with smoke, get low to the floor where there is the best chance to find the cleanest air.
- Move away from the building and don't re-enter until instructed.
- If you are unable to exit the building, hang something out of the window to let the fire department know you are in the room.

**FRANCISCAN HEALTH – LAFAYETTE CAMPUS SECURITY AND SAFETY  
EMERGENCY CONTACT INFORMATION**

Nursing students are busy students. However, if there's an emergency or situation where 1) a student must be reached immediately or 2) School of Nursing Faculty/professional assistance is needed, please consult the list below and contact the staff member you feel is most appropriate. For phone calls after 4:30 p.m. and before 8:00 a.m., call the Office of Safety and Security at 765-423-6192. An officer can place you in contact with the person you need.

**SAFETY AND SECURITY**

Franciscan Health Lafayette – Central campus (Franciscan Education Center) – 765-423-6192

Franciscan Health Lafayette – East campus – 765-502-4911

<b>DIRECTOR, SCHOOL OF NURSING</b> Michelle Gerrety, EdD, MSN, RN Director, St. Elizabeth School of Nursing Program Director, STESON-USF Cooperative Nursing Program 765-423-6408 <a href="mailto:michelle.gerrety@franciscanalliance.org">michelle.gerrety@franciscanalliance.org</a>	<b>NURSING PROGRAM HEALTH OFFICER</b> Kimbra Weesner, MSN, FNP-C, RN Assistant Professor of Nursing Student Health Officer 765-423-6932 <a href="mailto:kimbra.weesner@franciscanalliance.org">kimbra.weesner@franciscanalliance.org</a>
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## ACCREDITATION - RIGHT TO KNOW

St. Elizabeth School of Nursing (as a legal entity of Franciscan Health Lafayette [FHLA], an Indiana nonprofit corporation) is approved by the Indiana State Board of Nursing to award a DIPLOMA and thus allows the graduates of St. Elizabeth School of Nursing to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). In addition, St. Elizabeth School of Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) as a DIPLOMA program.

University of Saint Francis (governed by its own Board of Trustees and incorporation) is accredited by The Higher Learning Commission. The Bachelor of Science in Nursing program at University of Saint Francis is accredited by the Commission on Collegiate Nursing Education (CCNE). For information regarding current accreditation status, go to <http://www.ccneaccreditation.org/>

Any student or individual wishing to review the School's accreditation status may do so by requesting such documents from the Office of the Director, School of Nursing, during regular business hours Monday through Friday, or by contacting:

Indiana State Board of Nursing – Professional Licensing Agency 402 W. Washington Street, Room W072, Indianapolis, IN 46204 Phone: 317-234-2043, Fax: 317-233-4236 Email: <a href="mailto:hpb2@pla.state.in.us">hpb2@pla.state.in.us</a> <a href="http://www.in.gov/pla/2490.htm">www.in.gov/pla/2490.htm</a>	Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road, Suite 850, Atlanta, GA 30326 Phone: 404-975-5000 <a href="http://www.acenursing.org">www.acenursing.org</a>
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## INFORMATION REGARDING APPROVAL OR ACCREDITATION

St. Elizabeth School of Nursing (School) in Lafayette, Indiana and University of Saint Francis (University) in Fort Wayne, Indiana, as two legally separate institutions entered into a contractual agreement and established a cooperative nursing program curriculum effective May 2107. The nursing curriculum is offered as a Diploma-BSN Cooperative Nursing Program between St. Elizabeth School of Nursing and University of Saint Francis. As such, upon completion of study, the graduate is awarded a DIPLOMA IN NURSING from St. Elizabeth School of Nursing and a BACHELOR OF SCIENCE IN NURSING (BSN) degree from University of Saint Francis.

The St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program has been reviewed and approved by the Indiana State Board of Nursing (ISBN) under its authorization for Approval of Schools of Nursing and continues to recognize St. Elizabeth School of Nursing as a State Board of Nursing Approved School of Nursing. (Approved on April 20, 2017.)

St. Elizabeth School of Nursing (as a legal entity of Franciscan Health Lafayette [FHLA], an Indiana nonprofit corporation) is thus approved by the Indiana State Board of Nursing to award a DIPLOMA and thus allows the graduates of St. Elizabeth School of Nursing to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). In addition, St. Elizabeth School of Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) as a DIPLOMA program. For information regarding current accreditation status, please contact:

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road, Suite 850  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

University of Saint Francis (governed by its own Board of Trustees and incorporation) is accredited by The Higher Learning Commission. The Bachelor of Science in Nursing program at University of Saint Francis is accredited by the Commission on Collegiate Nursing Education (CCNE). For information regarding current accreditation status, go to <http://www.ccneaccreditation.org/>

**NUMBER:** 9732-II-100020 **DATE:** August 1997  
**DEPARTMENT:** Nursing Program **REVISED:** May 18, 2017  
Administrative Council  
**REPLACES** **REVIEWED:** May 18, 2017  
**PROCEDURE #:** S-10-691-II-0020

**MANAGEMENT OF REPORTABLE COMPLAINTS OF THE  
COOPERATIVE NURSING PROGRAM**

**PURPOSE:** The-St. Elizabeth School of Nursing - University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”) seeks to maintain an environment as a place of work and study for faculty, staff, students, management and administrators that fosters an atmosphere committed to excellence and quality which is conducive to the intellectual, spiritual, moral, social, and professional development of the entire nursing education community. However from time to time issues may arise that require an individual student, faculty, staff, or member from the public to present a complaint against a member of the school’s faculty, staff, administration, policy or procedure.

**GENERAL INFORMATION:** N/A

**PERSONNEL:** Nursing Program Administration, Affiliate University, Nursing Faculty and Students.

**PROCEDURE:**

- I. It is the procedure of the Nursing Program that all specific, written and individually signed complaints regarding individual faculty, staff or administrative members; policies and procedures of the CNP’s curriculum, affiliated university or the programs ability to meet accreditation standards and criteria will be investigated and procedurally handled as follows:
  - A. All letters of complaint must contain specific information about the alleged violation related to the Nursing Program policy, procedure or treatment of the individual(s) involved, or related to the Indiana State Board of Nursing Rules or to the Standards or Criteria for accreditation.
  - B. Letters must be individually signed and have a return address to be considered.
  - C. Response to the complaint will be written after investigation, with a copy of the complainant’s letter forwarded to any individual named in the complaint. A copy will be sent to the President/CEO and Vice President Mission Integration of Franciscan Health Lafayette (FHLA), and if applicable, Vice President for Academic Affairs of Affiliated university.
  - D. Records of complaints, responses and resolutions shall be maintained, summarized and reported to the appropriate approval and accrediting bodies.
  - E. Complaints about violations related to accreditation standards or criteria should be addressed to:

For St. Elizabeth School of Nursing – Diploma Program:

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road, Suite 850  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

OR

For the University of Saint Francis Bachelor of Science in Nursing (BSN) degree (the St. Elizabeth School of Nursing – University of Saint Francis Cooperative Nursing Program is a program option for the BSN degree from USF):

Commission on Collegiate Nursing Education (CCNE)  
One DuPont Circle, NW, Suite 530  
Washington, D.C., 20036  
(202) 887-6791

<http://www.ccneaccreditation.org/>

The Nursing Program and Franciscan Health Lafayette, (FHLA) reserves the right to revise and promulgate from time to time investigation and disciplinary procedures of the Nursing Program and FHLA and its constituencies (students, staff, faculty, management, and administrators).

- II. It is the obligation of all constituencies to adhere and enforce the Nursing Program's and FHLA's policies. If the complaint is related to a:
- A. **Student to Student.** If the complaint is against another nursing student, and not against an employee of the Nursing Program or (e.g. staff, faculty, administrator, or another student employed by the Nursing Program or related administrative controlled academic services department of the nursing program), the jurisdiction for investigation and response resides with the Administrative Director, Academic Services/School of Nursing or administrative designee.
  - B. **Student to Student or Student to Faculty of Affiliate University.** If the complaint is against another student or faculty member of the University, the jurisdiction for investigation and response resides within the affiliated University's policy. The Administrative Director, Academic Services/School of Nursing or administrative designee should be contacted for assistance.
  - C. **Nursing Faculty to Student or Student to Faculty of Academic Services Department or Employee of FHLA** If the complaint is against an employee of the Academic Services Department or Nursing Program or FHLA (e.g. faculty, staff or administrator or even a student employee), the involved individual should contact the Administrative Director, Academic Services/School of Nursing or administrative designee, or the appropriate FHLA supervisor, department director or the FHLA Director of Human Resources.
    - 1. If the complaint involves a staff, coordinator, faculty, manager/department chair of the Nursing Program the complaint shall be filed directly with the Academic Services/School of Nursing Director.
    - 2. If the complaint involves the Administrative Director, Academic Services/School of Nursing or a manager, supervisor, or department director of a FHLA department, the complaint shall be filed directly with the FHLA Director of Human Resources or the President/ CEO of FHLA.
    - 3. All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released by the Nursing Program or FHLA to a third party or to anyone within the Academic Services Department or FHLA who is not involved with the

investigation. Nor will anyone involved be permitted to discuss the subject outside the investigation. The purpose of this provision is to protect the confidentiality of the person who files a complaint, to encourage the reporting incidents of harassment, and to protect the reputation of anyone wrongfully charged. Violations of confidentiality will be handled through the Nursing Program or FHLA discipline policy.

4. The Academic Services/School of Nursing Administrative Officer or the FHLA Director of Human Resources or their designee will investigate the complaint by conferring with the parties involved and any named or apparent witness (es). Everyone shall be guaranteed an impartial and fair hearing. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.
  5. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop and to prevent its recurrence will be taken.
- D. **Confidentiality.** The Nursing Program and FHLA are committed to the maintenance of confidentiality and will take disciplinary action for breaches of confidentiality in the course of investigation, however, confidentiality cannot be guaranteed when investigating a complaint or the sanctions, if imposed.
- E. The Nursing Program and FHLA reserve the right to initiate their own investigation of any instances of alleged harassment even where no formal or informal complaint has been made.
- F. **Cooperation Required.** It is a violation of this policy to refuse to fully cooperate in any investigation.
- G. **Retaliation Prohibited.** Any person who retaliates against anyone for complaining violates this policy and such conduct is prohibited and subject to disciplinary action.
- H. In the event the Nursing Program or FHLA sustains any economic harm from any person's violation of the Nursing Education Harassment Policy 9732-I-100019 or this procedure, then that person will be held strictly liable to the Nursing Program and FHLA for reimbursement of such damages or settlement cost including legal fees.
- I. This procedure does not create or extend any contractual or other legal duties owned by the Nursing Program or FHLA to any individual, except as required under prevailing federal or state law.

<b>NUMBER:</b>	9732-I-100019	<b>DATE:</b>	August, 1996
<b>DEPARTMENT:</b>	Nursing Program Administrative Council	<b>REVISED:</b>	May 18, 2017
<b>REPLACES POLICY #:</b>	S-10-691-I-0019	<b>REVIEWED:</b>	May 18, 2017

### **HARASSMENT POLICY OF THE COOPERATIVE NURSING PROGRAM**

**PURPOSE:** The St. Elizabeth School of Nursing (School) – University of Saint Francis Cooperative Nursing Program (CNP or hereinafter referred to as the “Nursing Program”) seeks to maintain a campus environment as a place of work and study for faculty, staff, students, management and administrators that fosters an atmosphere committed to excellence and quality which is conducive to the intellectual, spiritual, moral, social, and professional development of the entire nursing educational community.

**GENERAL INFORMATION:** Although it is impossible to detail all instances which represent harassment, the following may assist in defining harassment behavior.

- A. Harassment is defined as any person’s conduct which unreasonably interferes with an employee’s or student’s status or performance by creating an intimidating, hostile or offensive working or educational environment.
- B. Sexual harassment includes unsolicited, non-reciprocal behavior by a person who is in a position of control or can affect an employee’s job or a student’s status or who uses the power of authority of his/her position to cause that employee or student to submit to unwanted sexual attention, or to judge that he/she will be adversely affected for the refusal to submit. Sexual harassment may consist of a variety of behaviors including, but not limited to, subtle pressure for sexual activity, inappropriate touching or language, demands for sexual favors, and physical or verbal abuse.
- C. Harassment on the basis of gender (sex), race, color, religion, national origin, ancestry, age, military status, marital status, sexual orientation, physical disability, pregnancy, or mental disability, political affiliation or any other legally protected characteristic includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, bullying, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct personally or technologically via social media directed against the individual because of his/her gender (sex), race, color, religion, national origin, ancestry, age, military status, marital status, sexual orientation, physical disability, pregnancy, or mental disability, political affiliation or any other legally protected characteristic
- D. For purposes of this policy, reference to student means a student of the St. Elizabeth School of Nursing (School) - University of Saint Francis (University) Cooperative Nursing Program (CNP).
- E. For purposes of this policy, reference to Academic Department of Nursing Education means the Academic Nursing Department or related departments under the administrative control of the Academic Services Department of Franciscan Health Lafayette and/or the St. Elizabeth School of Nursing.

**PERSONNEL:** Academic Department of Nursing Education Administration, Affiliate University, Nursing Faculty and Students.

**EQUIPMENT:** N/A



**POLICY:**

- A. Harassment is a form of conduct which is injurious to a productive learning or work experience. As such, harassment is deemed contrary to the Cooperative Nursing Program, Franciscan Health, and University of Saint Francis Missions, and is therefore prohibited.
- B. Harassment is a form of discrimination. The Nursing Program's Administration and/or the administration of Franciscan Health Lafayette and/or University of Saint Francis will investigate and take either formal or informal action or otherwise respond to harassment complaints based on the policies and procedures currently established for the Cooperative Nursing Program (CNP).
- C. The CNP reserves the right to revise and promulgate from time to time investigation and disciplinary procedures of the Nursing Program and its constituencies (students, staff, faculty, management and administrators).
- D. It is the obligation of all constituencies to adhere and enforce the Nursing Program and Franciscan Health Lafayette (FHLA) policies.

If one believes they have been the victim of harassment, they must first convey to the person doing the harassing that they are offended by the other's behavior and they want that behavior to stop. If the behavior does not stop, they should then contact the appropriate Administrator of the Nursing Program, FHLA, or University of Saint Francis official or the designated official charged with implementation of the Harassment Policy of the Cooperative Nursing Program, the FHLA Harassment Policy or the University of Saint Francis Harassment Policy.

- A. **Student to Student.** If the harassment complaint is against another nursing student, and not against an employee of the Academic Department of Nursing Education or (e.g. staff, faculty, administrator, or another student employed by the Academic Department or related administrative controlled department of the Academic Department of Nursing Education), the jurisdiction for investigation and response resides with the Administrative Director, Academic Services/School of Nursing or administrative designee.
- B. **Student to Student or Student to Faculty of Affiliate University.** If the harassment complaint is against another student or faculty member of the University, the jurisdiction for investigation and response resides within the University's Harassment Policy. The Administrative Director, Academic Services/School of Nursing or administrative designee should be contacted for assistance. Students may also contact the University of Saint Francis Vice President for Student Affairs who serves as the University's Title IX Coordinator. At the time of policy revision, the contact information is: Dr. Bob Pastoor, Interim VP for Student Affairs; RPastoor@sf.edu.
- C. **Nursing Faculty to Student or Student to Faculty of Nursing Program or Employee of FHLA.** If the harassment complaint is against an employee of the Nursing Program or FHLA (e.g. faculty, staff or administrator or even a student employee), the involved individual should contact the Administrative Director, Academic Services/School of Nursing or administrative designee, or the appropriate FHLA supervisor, department director or the FHLA Director of Human Resources.
  - 1. If the complaint involves a staff member, coordinator, faculty, manager/departmental chair of the Academic Department of Nursing Education, the complaint shall be filed directly with the Academic Department of Nursing Education Administrative Officer.
  - 2. If the complaint involves the Administrative Director, Academic Services/School of Nursing or a manager, supervisor, or department director of a FHLA department, the complaint shall be filed directly with the FHLA Director of Human Resources or the President/ CEO of FHLA.
  - 3. All complaints involving FHLA employees will be forwarded to the Office of the FHLA Director of Human Resources.
  - 4. All complaints will be handled in a timely and confidential manner. In no event will



information concerning a complaint be released by the Academic Department of Nursing Education or FHLA to a third party or to anyone within the Academic Department of Nursing Education or FHLA who is not involved with the investigation. Nor will anyone involved be permitted to discuss the subject outside the investigation. The purpose of this provision is to protect the confidentiality of the person who files a complaint, to encourage the reporting incidents of harassment, and to protect the reputation of anyone wrongfully charged. Violations of confidentiality will be handled through the Academic Department of Nursing Education or FHLA discipline policy.

5. The Academic Department of Nursing Education Administrative Officer or the FHLA Vice President Mission Integration, Director Human Resources or their designee will investigate the complaint by conferring with the parties involved and any named or apparent witness(es). Everyone shall be guaranteed an impartial and fair hearing. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.
  6. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.
- D. **Confidentiality.** The Nursing Program Administration and FHLA are committed to the maintenance of confidentiality and will take disciplinary action for breaches of confidentiality in the course of investigation; however, confidentiality cannot be guaranteed when investigating a harassment claim or the sanctions, if imposed.
- E. The Nursing Program Administration and FHLA reserve the right to initiate their own investigation of any instances of alleged harassment even where no formal or informal complaint has been made.
- F. **Cooperation Required.** It is a violation of this policy to refuse to fully cooperate in any harassment investigation.
- G. **Retaliation Prohibited.** Any person who retaliates against anyone for complaining of harassment violates this policy; and such conduct is prohibited and subject to disciplinary action.
- H. In the event the Nursing Program Administration or FHLA sustains any economic harm from any person's violation of this policy, then that person will be held strictly liable to the Nursing Education Program and FHLA for reimbursement of such damages or settlement cost including legal fees.
- I. **Consensual Relationships.** Serious concerns exist regarding amorous relationships in the employment or educational context. The elements of authority, power, respect, trust, influence, and approval by faculty or employment supervisors over students are extremely susceptible to exploitation. Anyone who engages in such conduct risks serious questions as to whether the consent is valid and not a result of the unequal power relationship. The Nursing Program Administration and FHLA will give critical attention to any claim of invalid consent in the context of sexual harassment.
- J. This Harassment Policy does not create or extend any contractual or other legal duties owned by the Nursing Program Administration of the CNP or FHLA to any individual, except as required under prevailing federal or state law.
- K. Harassment of any kind - personal or those violating federal law (sexual harassment, Title VII, or on the basis of protected status, Title IX) - violates the policies of the School or FHLA. Nursing Program Administration of the CNP is committed to ensuring and maintaining an academic and work environment without harassment. Any individual who, after appropriate investigation, is found to have engaged in harassment of any form, will be dealt with through the disciplinary procedures dependent upon that person's relationship to the Nursing Program Administration of the CNP or FHLA as set forth above, and the investigation and disciplinary policies and procedures as then adopted by the School or FHLA. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of

support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, contact the University of Saint Francis Vice President for Student Affairs who serves as the University's Title IX Coordinator. At the time of policy revision, the contact information is: Dr. Bob Pastoor, Interim VP for Student Affairs; [RPastoor@sf.edu](mailto:RPastoor@sf.edu).

### **OFFICIAL NOTIFICATION PRACTICE**

*Official Notification:* Official notifications may be made via the student's School of Nursing mailbox, his/her [franciscanalliance.org](http://franciscanalliance.org) e-mail address, in class or in clinical. The primary means for providing information to students (e.g., exam results, information about clinical or course activities, etc.) is through the [franciscanalliance.org](http://franciscanalliance.org) e-mail address. Official notices of policy changes or important school-wide information also will be provided to students via their [franciscanalliance.org](http://franciscanalliance.org) e-mail address. The student is responsible for checking these sources regularly, preferably each official school day but at least a minimum of three times during the business week. It is suggested that students check mailboxes both before and after class. Remember to bring your mailbox key. Check for e-mail communications a minimum of daily. Computers can be accessed in the school of nursing, if needed, during any hours the library is open. Students will be held responsible for information distributed in class or clinical whether the student is physically present or not.

## HOW ARE OUR STUDENTS DOING

To help you make a good decision about whether to apply for the St. Elizabeth School of Nursing and University of Saint Francis Diploma-BSN Cooperative Nursing Program, ST. ELIZABETH SCHOOL OF NURSING wants you to know that, according to the latest information as of April 30, 2017:

### Our Pass Rate is:

St. Elizabeth School of Nursing NCLEX Pass Rates (First-time Test Takers)	
2016	2015
94.8% (Rate is for program graduates who tested for the first time in 2016.)	94.7% (Rate is for program graduates who tested for the first time in 2015.)

*The National Passing Average for 2015 was 84.53% and for 2016 was 84.57% for First Time Candidates.*

### Our Job Placement Rate is:

Our job placement for the 2015 graduates is 100%. Of the 47 graduates from the Class of 2015 who pursued employment as a registered nurse, 47 successfully secured employment as registered nurses. (1 Graduate has not applied for RN position)

Graduates earned RN positions in a variety of care settings including: surgery centers/operating rooms, urgent care centers, emergency departments, critical care/intensive care units, home health and hospice agencies, medical-surgical units, labor/delivery/postpartum/newborn nursery units, cardiac care centers, renal care/dialysis centers, psychiatric hospitals, and pediatric outpatient offices. Employment information was gathered via graduate responses to a survey or other requests for employment information.

### Our Completion Rate is:

287 students were admitted to the program between August 1, 2009, and July 31, 2012. Thirty-three (or 11%) of these students left the program due to academic reasons. Sixty-nine (or 24%) of these students left the program due to non-academic reasons. Non-academic reasons include personal and/or family obligations, relocation, financial barriers, and decisions to change major or to transfer to another institution of higher learning.

85% (or 185) of the 218 students admitted to the program between August 1, 2009, and July 31, 2012, graduated in either 2014, 2015 or 2016 (excludes those students who left the program due to non-academic reasons).

64% (or 185) of the 287 students admitted to the program between August 1, 2009, and July 31, 2012, went on to graduate in either 2014, 2015 or 2016 (includes those students who left the program due to non-academic or academic reasons).

Information of Student Achievement through standardized tests, Student, Graduate and Employer Satisfaction Ratings and Program Complaints are available upon request from the Office of the Director, School of Nursing. 1501 Hartford Street, Lafayette IN 47904, (765) 423-6408.

Information regarding the Accreditation Status of the School or Record of Reportable Complaints may be made by contacting:

Accreditation Commission for Education in Nursing (ACEN)

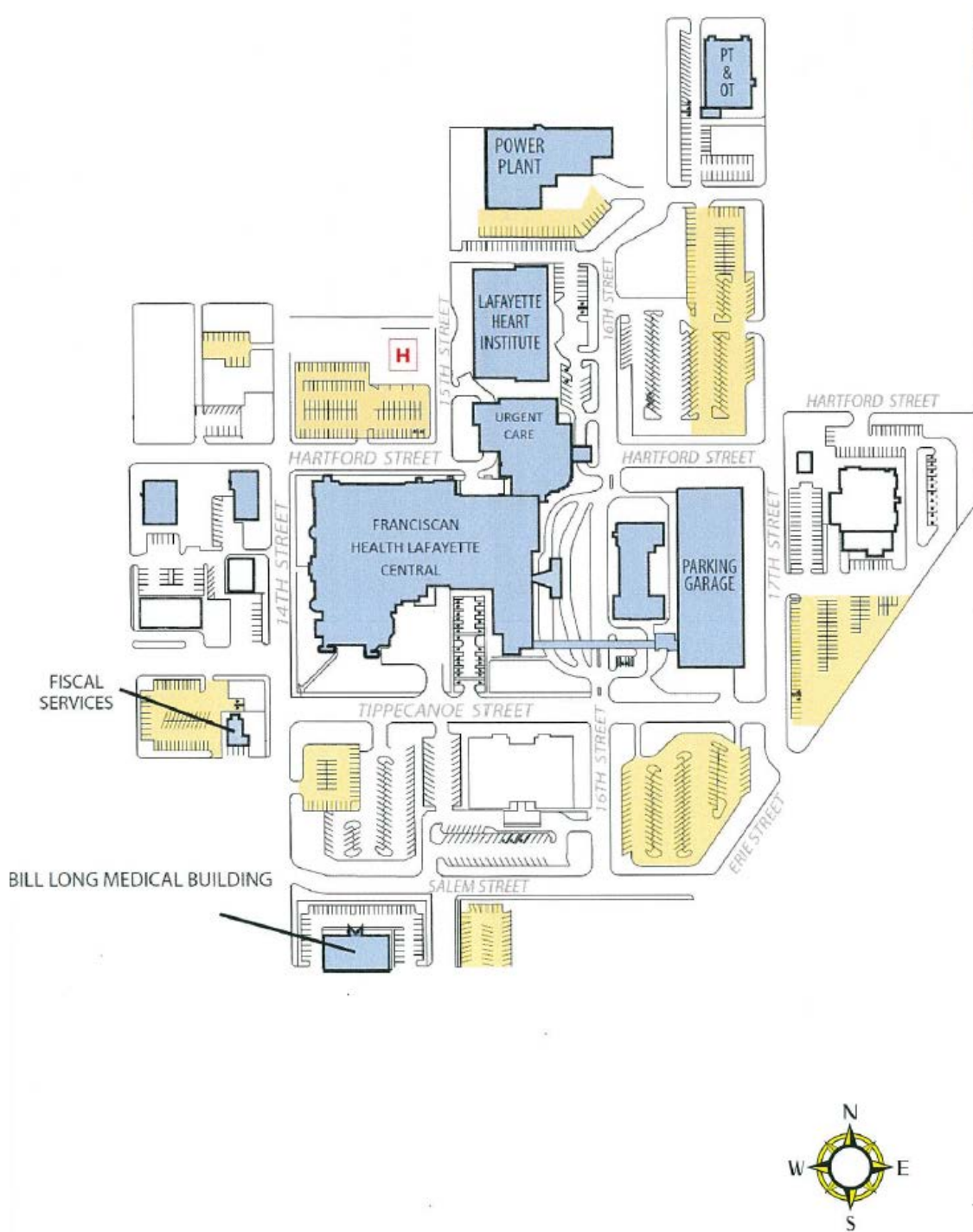
3343 Peachtree Road, Suite 850

Atlanta, GA 30326

(404) 975-5000

[www.acenursing.org](http://www.acenursing.org)

## CENTRAL CAMPUS



Students are asked to park in lots or parking garage along 16<sup>th</sup> St. and enter the East side of building.

# CAMPUS PARKING

Franciscan Health Lafayette – East Campus  
 Students are to use “Staff” parking spots (yellow)

