

Nurse Residency Program

P. L 102-573, SECTION 118

(Previously NURSING EDUCATION CENTER FOR INDIANS [NECI])

PARTICIPANT HANDBOOK

Rev. December 2003

INDIAN HEALTH SERVICE

Nursing Program

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**INDIAN HEALTH SERVICE
SECTION 118/NECI**

CONTENTS

PARTICIPANT OBLIGATIONS. Page 1-4

GENERAL INFORMATION Page 5-8

ACADEMIC REQUIREMENTS Page 9-10

BOOK PURCHASES AND REIMBURSEMENT Page 11

TUTORIAL SERVICES Page 12

WORK ASSIGNMENT Page 13

ATTENDANCE AND LEAVE POLICIES Page 14

FORMS

- ACADEMIC REQUIREMENT STATEMENT**
- AUTHORIZATION FOR RELEASE OF GRADES**
- REQUEST FOR TUTOR**
- VERIFICATION OF LICENSURE**
- CONTRACT**

Congratulations, you have been selected to pursue advanced education in nursing with the Section 118 Program. We wish you the best in your semesters to come.

This handbook has been developed to guide you and your supervisor while you are enrolled in the Section 118 Program. Please contact the IHS Program Director for clarification and interpretation of Program requirements.

PARTICIPANT OBLIGATIONS

1. A full academic course load must be taken each semester:
Fall & Spring semester...12 credit hours
Summer Session I..... 6 credit hours
Summer Session II.....6 credit hours

 2. **Academic Requirements (pages 9-10):** All students must maintain a minimum grade point average (GPA) of 2.0 on a 4.0 scale and maintain a minimum cumulative GPA of 2.5 on a 4.0 scale.

 3. **Failure to Progress:** Failure to progress is defined as:
 - (A) failure to maintain a GPA of 2.0 on a 4.0 scale during the academic school year; or
 - (B) receiving a grade of W (Withdrawal) or I (Incomplete).

Students failing to progress will automatically be placed on Academic Probation. Students must successfully demonstrate academic progression during the next term or they will be involuntarily dropped from the program.

 4. **Required Authorizations:** All students must seek prior approval of the Program Director to:
 - (A) drop or withdrawal (W) from a course;
 - (B) accept an Incomplete (I) in a course, or
-

(C) transfer to another academic institution.

If changes are made without approval, the participant will be liable for costs incurred and will be dropped INVOLUNTARILY from the Program.

5. Withdrawals (W): Only one grade of W is allowed per academic school year. Repeated courses are not counted as part of the required full semester course load. Students who receive a grade of “W” for two consecutive semesters will be rated as **“continued failure to progress” and will be dropped INVOLUNTARILY from the Section 118 program.**

6. Incompletes (I): Only one grade of I is allowed per academic school year. Repeated courses are not counted as part of the students required full semester course load. All students must complete Incomplete (I) course work by the end of the next semester. Students who receive a grade of I for two consecutive semesters will be rated as **“continued failure to progress” and will be dropped INVOLUNTARILY from the Section 118 Program.**

7. If the student fails to meet the academic requirements or leaves the Section 118 Program, the participant will take full responsibility for **any/all amount due the training facility.**

8. The Program Director must be notified as soon as possible if a delay is expected in calculated date of graduation.

9. Copies of transcripts or grade reports must be submitted at the end of each semester to the IHS Program Director. An official transcript must be submitted upon graduation.

10. All Section 118 training must be completed at an NLN accredited academic institution.

11. Work Study: Work study requirements begin on the first week of each semester. During the week of semester finals, one workday can be utilized as educational leave for study. If there are no scheduled classes you are expected to go to your clinical assignment, i.e. spring break, semester break, or school-holiday (unless annual leave has been requested). Section 118 students are required to complete eight (8) hours of clinical nursing work per week at an Indian Health facility. Between semesters and during summer sessions students are required to work in a full time capacity (40 hours/per week) if they are not enrolled as a full-time student. All students must obtain approval from the Program Director to enroll for intercession or summer school courses. In accordance with the Section 118 requirements, the program will not pay overtime, differential, or holiday pay.

(A) **Scheduling:** Scheduling should be consistent throughout the semester. Students should be assigned to work a specific day each week. In order to facilitate the delivery of nursing care services, students may be scheduled to completed work their 8 hours of work-study during a day, evening or night shift, weekend or holiday. Shift and/or weekend differentials, overtime and compensatory pay is the responsibility of the facility.

(B) **Holidays:** If the students scheduled work day falls on a national holiday, it is at the Supervisor's discretion to either grant the holiday as a day off or require the student to work.

1) Students who works on a federal holiday are eligible for holiday pay. In accordance with the Section 118 requirements, the program pays no overtime, differential, or holiday pay.

2) Students not required to work on the federal holiday day can count those eight hours as work-study.

3) Students must report for work during school holidays.

4) When the school is closed between semesters or during other holiday periods, the participant is expected to work at their site. Annual leave may be taken during holiday periods.

(C) **In Climate Weather:** In the event that severe weather occurs and school is cancelled, the time-off will be charged as annual leave.

(D) **Sick Leave (SL):** The immediate supervisor has the discretion to grant SL. The student is not required to make up the scheduled eight hours of work-study. The immediate supervisor should monitor and review excessive SL requests if those SL requests fall on the students regularly scheduled work days.

(E) **Annual Leave (AL):** AL can be granted at the discretion of the immediate Supervisor to allow the student to:

(1) prepare for examinations and/or finals;

(2) complete special school projects i.e.; term papers, research

projects, etc.

- (3) allow the student time off and/or vacation time between school semesters; and
- (4) as needed for emergencies not covered by Sick Leave.

All AL or SL requests must be approved and/or denied by the immediate supervisor. Leave requests are to be submitted to the immediate supervisor. It is not recommended to advance AL and/or SL during the time period the student is participating in training however, requests should be evaluated on an individual basis. It is recommended that the students Supervisor include the Section 118 Program Director in the decision to advance leave, as the action may affect the student's participation in the Section 118 Program.

- (F) **AWOL or LWOP:** Students must adhere to their facilities Leave Policy. Failure to report for scheduled duty and/or fail to notify their immediate supervisor of their absence is grounds for disciplinary action.

Schedules and work performance by all Section 118 participants are subject to review by the Program Director. Students are not required to mail or fax in copies of their work study schedules. Failure to fulfill work study requirements and failure to meet academic progression requirements are grounds for involuntary dismissal from the Section 118 Program.

GENERAL INFORMATION

1. **The IHS Section 118/NECI Program is administered by the IHS Nursing Program, Rockville, MD, (301) 443-1840.**
2. **Section 118 Roster:** An updated roster of participants is kept in the IHS Nursing Program Office. **Please notify this office of any change in your telephone number, residence or e-mail address.**
3. **Collect phone calls:** Collect phone calls cannot be accepted by the office. The following toll free number is available to contact the Division of Nursing: 1-800-543-0387.
4. **Message-phone:** The IHS Program Directors direct line is (301) 443-1028; please leave a voice message if calling when the office is closed or when the IHS Program Director is out of the office.
5. **Service Obligation:** **ALL Civil Service, Tribal or Urban scholarship recipients assume a period of service obligation three (3) times the amount of training time.**
6. **Uniforms:** Each participant is expected to meet the university uniform requirement as well as that of the Indian health care worksite. **Uniforms and associated uniform fees are not covered by the Section 118 Scholarship Program for Civil Service, Commission Corps, Tribal or Urban employees who are receive a uniform allowance.**
7. **Housing & Child Care:** Any lodging costs in addition to usual pay and allowances are not provided. Arrangements for living quarters and day care are the sole responsibility of the participant.
8. **Transportation:** Travel costs are not paid. Transportation to and from the university or clinical setting is the responsibility of the participant.
9. **Health Services:** Medical and dental services are available at the PHS Indian Hospitals or Clinics. Contract Health Service rules apply. The Program does not assume responsibility for Health Benefits other than those already paid as part of an employment benefits package.

10. **Professional Association Dues:** Participation in professional associations is encouraged, but expenses for dues are the sole responsibility of the participant.

 11. **Compliance with program requirement.** Participants must comply with the Section 118 Program requirements for continued funding. This is defined as meeting the obligations of the Section 118 Program, including but not limited to submission of required documents in a timely manner, completing required 8 hour work study. Students will be involuntarily removed from the program if they fail to meet all program requirements.

 12. **Personnel:** Participants are full-time employees and are entitled to pay, benefits and accruals of annual and sick leave.
 - A) Section 118 civil service participants are eligible for “within grade” (step) increases however during training are not eligible for promotion.
 - B) All requests for salary increases for Tribal and Urban participants must be accompanied by authorization or policy statements
 - C) Commissioned Corps participants remain eligible for promotions if the appropriate time in grade and/or service has been met.
 - D) Lump sum payments for sick leave and/or annual leave are not paid by the Indian Health Service, Section 118 Program. Lump sum payments for SL or AL is the employer’s responsibility.

 13. **Licensure:** The Office of Personnel Management requires updated information on the RN/LPN license each time it is renewed. Send proof of update to the Program office and a copy will be sent to Personnel. Nurses with expired licensures are immediately withdrawn from the Section 118 Program.

 14. **Contract:** Each participant must have a signed Section 118 contract in their student files before beginning classes.
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15. **Student Program of Studies:** A class schedule for each school session must be submitted on this form before classes begin. It is the responsibility of each participant to send the form into the Headquarter Nursing Office at the beginning of the semester. Any change in schedules requires prior HQ Nursing authorization.

16. **Tuition:** The Program will pay authorized tuition and fees. **Tuition for courses repeated will be the responsibility of the student. The Program will not process payment twice for the same course. Some fees are not eligible for payment by the program. It is the student's responsibility to pay such fees.** It is advised that the student check with either the Program office or the school finance office each semester/quarter to become aware of any fees not paid by the Program.

17. **Dismissals:** Section C of the Indian Health Nurse Residency Program Contract will be applied immediately for any participant who fails to meet the academic requirement of the program or who resigns, or is involuntarily dismissed.

18. **Required Documents.** Each student is required to submit 30 days prior to the start of each semester the following documents:
 1. Current address and telephone number (form supplied)
 2. Course curriculum or program of studies (form supplied)
 3. A list of required books, estimated costs and payment information. Failure to submit these documents will be considered non-compliance with program requirements and may lead to INVOLUNTARY withdrawal.

19. **Required Reporting.** Students must immediately inform the Program Director of academic difficulty.

20. **Default.** Default is defined as the failure of the student to meet the program requirements, failure to maintain academic progress, failure to complete the work obligation, failure to repay all funds as stipulated in the contract.

ALL Section 118 scholarship recipients (Licensed Practical Nurses, Registered Nurses) must return to work within two weeks after graduation.

LPN scholarship recipients funded to pursue an Associate Degree in Nursing (ADN) or Bachelor of Science Degree in Nursing (BSN) is allowed sixty days (60) after graduation to set for the RN-NCLEX examination. Successful candidates must apply for a full-time RN position within thirty (30) days of receiving notification of meeting state licensure requirements in order to begin service obligation.

Successful RN candidates must continue working as a LPN however; their service obligation is not reduced until the scholarship recipient successfully passes NCLEX and is hired into a full-time RN position. Failure to meet certification requirements after three attempts will automatically place the candidate into default status.

RN scholarship recipients funded to pursue a BSN must return to a full-time clinical or administrative RN position to begin service obligation.

ACADEMIC REQUIREMENTS

POLICY:

The participant must receive a minimum grade of “C” in required nursing courses and maintain an overall cumulative grade point average (GPA) of 2.5 on a 4-point scale. Participants are responsible for faxing or mailing in copies of grade reports or copies of transcripts at the end of each semester.

IMPLEMENTATION:

1. The participant must sign the Authorization for Release of Grades and submit it to the Registrar of the School, so that grades will be sent to the IHS Program Director. Although some schools have their own required form, they do not always send copies of transcripts when requested. Check with the school to discover their policy. **It is the Section 118 Participant’s responsibly to assure that grades are submitted within 30 days of the end of each semester.** Failure to submit grade results within this time period is considered failure to comply with program requirements.
2. The participant is required by the Freedom of Information Act to sign a release form, the Academic Requirement Agreement.
3. **It is not permitted to withdraw or drop courses without authorization.** Only one “W” (Withdrawal) grade is allowed per academic year. A grade of (W) in more than one course per semester places the student automatically on ACADEMIC PROBATION for “failing to progress.” Participants receiving a grade(s) of “W” in two consecutive semesters will be classified as “continued failure to progress” and will be dropped INVOLUNTARILY from the Section 118 program.

The Program Director must authorize all grades of (I) Incomplete.

Participants receiving a grade(s) of (I) in two consecutive semesters will be rated as “continued failure to progress.” Failure to meet program requirements are grounds for involuntary dismissal from the program.

4. Students are considered enrolled in full-time status if they are enrolled in 12 credit hours for fall and spring semesters and if they are enrolled in 6 hours during each summer session. College Officials must present any exception to this in writing.

6. **ACADEMIC PROBATION:** The IHS Program Director will not notify participants in writing of ACADEMIC PROBATION status. Participants will be classified on academic probation if a semester or quarter GPA falls below 2.0 on a 4.0 scale, or the cumulative GPA falls below 2.5 on a 4.0 scale, or if the grade for any required course is less than a “C” which includes “W” and “I” grades. A participant will not be retained in the Program if conditions of probation are not cleared in the next term. Nor will a participant be retained in the Program if she/he cannot progress in the nursing levels, i.e. failure of a required course.

7. **Exceptions to Dismissal:** Students must submit two letters of recommendation for support from Nursing faculty and one (1) Area Nurse Consultant recommendations and letter from student outlining personal circumstance and plan of action for academic success.

8. **Program Plan:** All participants are expected to complete their program of study in the shortest possible time. During the first semester in the Program, the participant and his/her school advisor should develop a course plan with a targeted graduation date. This plan should be submitted to the Program for approval, and will serve as the individualized plan for the participant.

9. **Service Obligations:** Service obligations must be served at the facility that sponsored the participant. Licensed Vocational Nurses (LVN)/ Licensed Practical Nurses (LPN) who have received their Associate Degree in Nursing (ADN) or Bachelor Degree in Nursing (BSN) and successfully pass the NCLEX must apply for a Registered Nurse (RN) position under personnel rules and regulations. If a suitable assignment is not available at the sponsor’s site then the participant must apply to any vacant RN positions within their geographic Area.

Commissioned Corps participants must be on orders to come out of training the day after graduation. This requires the service unit to begin the paperwork process at least 60 days before graduation. In all cases, reimbursement of salary and benefits will stop on the last day of the pay period of graduation day.

The service obligation is three years for every year funded. The formula to calculate the payback obligation is as follows four months=1 year, eight months=2 years and twelve months equal three years.

BOOK PURCHASES AND REIMBURSEMENT

POLICY:

The program will pay for required books only. Computers, computer software, calculators, stethoscopes, bandage scissors, pen lights, uniforms, lab coats, nursing caps, shoes, classroom/graduation pins, licensure fees, Basic Life Support (BLS) expenses, dictionaries, thesaurus and miscellaneous schools supplies are not covered by the program. Receipts are needed for all book purchases.

IMPLEMENTATION:

1. Book purchases will be handled through the IMPAC card program. Make a listing of all the required books that will be needed for your classes. This listing must be submitted 30 days prior to the start of the semester.
2. Mail or fax (301-594-6135) the complete list to the IHS Nursing Program Office, with the telephone number and name of the manager (or other appropriate person); this will allow us to call in the credit card number so the books can be charged.
4. Remember that the government does not pay state taxes. Any purchases made without prior approval by this office will be your responsibility to pay (including all taxes).
5. The Section 118/NECI Advisory Board has authorized reimbursement for one (1) State Board Review. The course must be taken within 1 month of graduation. The Program will reimburse the fee for one attempt for the initial registered nursing NCLEX examination or national certification. This is allowable only when passing the examination is the expected outcome of the program of study that was funded. The Program does **NOT** pay for the license itself.

TUTORIAL SERVICES

POLICY:

Funds for tutoring will be obligated on an individual basis when academic progress of required science and nursing major courses warrants it to maintain the minimum academic criteria.

IMPLEMENTATION:

1. Each participant must exercise the initiative to express the need for tutorial services to the IHS Program Director as soon as possible. This request for tutoring should be in writing. The IHS Program Director also has the option to assign a tutor when deemed necessary.
2. The participant shall confer with the course instructor about a recommended tutor. Documentation from the Academic Advisor justifying the need for a tutor is required.
3. The participant will provide the IHS Program Director with the name, address, Social Security Number and telephone number of the recommended tutor. The Program will assume follow-up for terms, funding agreement, and other information needed for tutorial services. Payment is made by check, and takes a minimum of 30 days to process.
4. The participant may be held responsible and liable for missed appointments with the tutor. It is the responsibility of the participant to make arrangements with the tutor to cancel or reschedule tutorial sessions.
5. A form will be forwarded to the tutor and the participant to schedule each session from the beginning to the end of the tutorial period. The tutor will provide the IHS Program Director with an invoice for payment upon completion of services. If cancellation is justified before the end of the tutorial agreement, the IHS Program Director should be notified immediately.
6. Tutorial services will not be provided for elective courses.
7. The same criteria will be utilized for tribal and urban participants; however, the funds for tutorial payment will be sent for inclusion in the appropriate contract, rather than processed through the Headquarters office (or by use of a credit card).

WORK ASSIGNMENT

PURPOSE:

The participant will gain work experience in IHS health care facilities and learn to clarify assignment procedures.

IMPLEMENTATION:

1. The usual tour of duty for work placements will be Monday through Friday during normal working hours. In some selected instances, a shift or weekend tour of duty may be allowed. Due to budget constraints, participants and service units are notified that the Program will not authorize differential, overtime, or holiday pay. However, if any work is done which would be eligible for such pay, it is the responsibility of the service unit to provide the compensation.
 2. Only the IHS Program Director is authorized to obligate the Program funds and personnel time.
 3. During school breaks, the participant is required to work full-time or take annual leave (i.e. day after Thanksgiving or between sessions). All leave needs to be approved and scheduled through the immediate supervisor.
 4. Civil Service and Commissioned Corps regulations govern all types of leave taken by Federal participants.
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ATTENDANCE AND LEAVE POLICES

POLICY:

The framework of the work-study program is described in this section. There are only four types of activities for the daily tour of duty that the participant should be involved:

- A. Classroom work,
- B. Clinical work assignment,
- C. IHS, Tribal/Urban work assignment, or
- D. Study or learning related activities such as research.

Personal activities, which require absence from class, clinical work, and study, constitute personal business and should be reflected as annual leave. Planned annual leave should be requested at least 72 hours in advance. Emergency annual leave and sick leave will be considered on an individual basis. The policies and procedures of the facility where work occurs must be followed.

IMPLEMENTATION:

1. Class and study time constitute the normal tour of duty. Days when major tests are taken are considered regular school days.
2. A formula is used to compute study time. Please note that all study time cannot be accomplished during the regular tour of duty. The participant is expected to use some personal time.

Formula: 3 hours of preparation for 1 credit hour; 12 hrs classroom x 3 = 36 hrs study + 8 hrs work = 56 hrs/wk total

ACADEMIC REQUIREMENT STATEMENT

This is to certify that I am aware of the academic requirements of the SECTION 118/NECI Program, namely:

1. I must receive a minimum grade of “C” in all Nursing major courses and maintain a 2.5 overall cumulative grade point average based on a 4-point scale. (This is applicable to all students including continuing students.)
2. I will stay enrolled as a full-time student, carrying at least 12 semester hours each fall and spring, and 6 semester hours each summer session. I understand that if I fail to maintain full-time enrollment I will be withdrawn from the Section 118 Program immediately.
3. Courses may not be dropped without prior approval of the Section 118/NECI, Director.
4. For processing of my acceptance to the Section 118 Program, please, sign, date, and send a copy of this form to the IHS HQ Nursing Office.

Signature

Date

AUTHORIZATION FOR RELEASE OF GRADES

I hereby authorize _____

_____ (____) _____
Address Telephone

to release a copy of my grades at the end of each semester to the following:

**IHS Program Director
Section 118/NECI
Division of Nursing
Reyes Building
801 Thompson Avenue
Rockville, MD 20852
Phone: (301) 443-1840
Fax: (301) 594-6135**

Signature

Social Security Number

Date

**INDIAN HEALTH SERVICE
Division of Nursing
Section 118/NECI
Reyes Building
801 Thompson Avenue Suite 300
(301) 443-1840 or (800) 543-0387**

REQUEST FOR TUTORIAL ASSISTANCE

1. _____
Name of Student Name of Nursing Program

2. **Circle One:** Fall Spring Summer 3. **Circle One:** Semester Quarter

4. I AM CURRENTLY PERFORMING UNSATISFACTORILY IN THE FOLLOWING COURSE:

COURSE NUMBER	TITLE	HOURS
_____	_____	_____

5. SPECIFIC DESCRIPTION OF PROBLEMS:

6. DESCRIBE TUTORIAL ASSISTANCE NEEDED:

7. NAME OF TUTOR: _____

8. TUTOR'S QUALIFICATIONS: (Attached Resume, to include Social Security #, Vendor EIN #, & Phone #)

IT IS THE RESPONSIBILITY OF THE TUTOR TO PROVIDE IHS WITH AN INVOICE UPON COMPLETION OF SERVICES. ONLY PAYMENT FOR AGREED SCHEDULE (See Below) WILL BE APPROVED.

9. TUTOR SCHEDULE	NUMBER OF HRS	RATE/HR	
TOTAL			
(ATTACH LIST-DATES)	(Session)	Fee/Hr	Per Week

_____ STUDENT'S SIGNATURE	_____ DATE
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_____ ADVISOR'S SIGNATURE	_____ DATE
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_____ SECTION 118/NECI DIRECTOR	_____ DATE
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