

**Creighton Memorial
Saint Joseph's Hospital**

School of Nursing

Student Guide

To get adjusted to the world
Is after all the wisest aim.
It won't adjust itself to us,
For it was here before we came.

STUDENT ASSOCIATION

The Student Association is an organization of the students enrolled in the Creighton Memorial St. Joseph's Hospital School of Nursing.

The purposes of this organization are to develop in the individual student a sense of social responsibility, to promote a more complete understanding between the students and the faculty, and to maintain the high scholastic, moral, and social standards of the school.

The Student Association meets each month. The date and time will be posted on the bulletin board. Affiliating students receive associate memberships which empower them to join freely in all discussions and activities except voting. Attendance at all meetings is required. Absence will be allowed by presenting a written excuse for the following two reasons, first, illness, and second, clinical assignment. Any excuses other than these must be signed by the Director or by one of the faculty advisors to the Association before the meeting. A box for excuses will be placed on the desk in the lobby of the school prior to a scheduled meeting. A twenty-five cent fine will be collected by the treasurer for any unexcused absence.

Psychiatric Senate

The psychiatric Senate is a Standing Committee of the Student Association with a representative from each of the affiliating schools as well as a representative from Creighton Memorial St. Joseph School of Nursing. The President and Vice-president and faculty advisor of the Association are ex-officio members of the Senate.

The Senate endeavors to take active measures in counseling affiliate students and to promote better interpersonal relationships among the faculty, affiliates and the students of Creighton Memorial Saint Joseph's Hospital School of Nursing.

The Senate meets as often as necessary.

Bulletin Boards

The official bulletin boards are located on the first floor of the school. Students are responsible for reading all notices and announcements posted on the boards and complying with them. Special notices for students enrolled in the Psychiatric Nursing Program, as well as the weekly time schedules, will be posted on the Our Lady of Victory office bulletin board. Read the bulletin boards every day.

Evening and Social Regulations

The residence is open until ten o'clock each evening during the school year and until ten-thirty o'clock each evening following the close of the summer semester until the beginning of the fall semester. Students shall be in the residence and on the dormitory floors at this time unless on a late permit or overnight. Students retire at ten-thirty o'clock in the evening during the school year and at eleven during the summer months.

Late permits are granted as follows: Either one overnight and one twelve o'clock leave, or two twelve o'clock leaves or two overnights each week. When a student wishes a late leave, she requests a late permit slip and signs her name in the late permit book. When a student returns to the

dormitory after ten o'clock in the evening, she will enter through the hospital ambulance entrance. At this time she will sign the book at the entrance and will give the late permit slip to the attendant at the door.

Special regulations are given to the students who live in the Lion's Den. These are posted in the Den.

An overnight slip with the name and address of the person with whom the student will spend the night is completed before leaving the residence. These forms are kept in the middle drawer of the desk in the lobby. If it is a regular overnight permit, no signature is needed on the request slip, but if it is a request for an extra overnight, the signature of the Director of Nursing must be obtained. Students will also sign the overnight book before leaving the residence.

Special requests will be made to the Director of Nursing before six o'clock in the evening. A special late permit to be absent after midnight must be signed by the Director of Nursing.

If a student is unable to return to the Residence at the regular time, she will telephone the residence office. If she is unable to contact the residence office, the student may leave her name and message at the hospital switchboard. For example, a train or bus schedule may change or car trouble may develop which would delay the student's prompt return to the Residence.

Senior* privileges are granted Creighton Memorial St. Joseph Hospital School of Nursing students in this way: 1) late permits and over-nights may be taken without permit slips; 2) when Seniors return to the hospital from late leaves they must sign in book at the desk; 3) one o'clock permits may be used at the student's discretion; and 4) special permits to be absent from the Residence after one o'clock in the morning must be obtained from the Director of Nursing.

Students may take guests to their rooms in the dormitory after obtaining permission from the school office. With the Director's permission students may entertain overnight guests in the dormitory. A fee of fifty cents per guest will be charged.

Uniform Regulations

Hair should be arranged so that it is neat, in place, and off the collar. If the hair is long and does not clear the uniform collar, students will wear hair nets.

Clear nail polish may be worn except while on duty in the operating rooms, the labs and delivery rooms, and the premature nursery.

Jewelry worn with the uniform is restricted to wrist watches, diamond engagement rings, and wedding rings. No other jewelry is worn with the regulation uniform.

Sleeves and belts will be worn in accordance with proper uniform regulations. Wear the belts with the correct number of buttons placed in front of the uniform and the cuffs of the sleeves folded back only once.

When assigned to night duty, students wear white sweaters, as necessary for warmth, over the uniform. When students accompany patients out of doors for recreation, colored jackets may be worn over the uniform.

When in regulation uniform, students wear their caps, white hose and shoes.

Surgical uniforms will be worn in the operating rooms, diet kitchen, pediatric department, newborn nursery and labor and delivery departments of obstetrics. Turbans, rather than caps, will be worn in the operating rooms, newborn nursery and the labor and delivery department.

Students do not wear turbans in the Chapel or in class.

GENERAL INFORMATION

Mail Delivery

Each student living in the Residence is assigned a mail box with a combination lock. Mail is delivered daily, except on Sundays and holidays, and is placed in the mail box after ten o'clock in the morning.

Incoming packages may be picked up from the counter in the school office and should be signed for in the book provided for this purpose. Insured mail and registered letters and packages may also be called for in this office. Students will sign for all insured and registered mail. The names of students who receive packages will be posted on the hall bulletin board each morning and afternoon.

Telephone Calls:

From eight o'clock in the morning until five o'clock in the afternoon all personal telephone calls are made on the pay telephones located on the dormitory floors. After this time personal calls may be made over the library and infirmary telephones. Students are asked to cooperate in limiting telephone calls to ten minutes and to allow two minutes to lapse between calls. Long distance calls, suburban calls, and telegrams will be made on the pay phones. Telephone calls should not be made after ten-thirty in the evening.

While on duty personal telephone calls are not permitted. Necessary messages for students who are on duty will be received in the school office and will be relayed from there to the student. Below are the telephone numbers of each floor in the Residence and of the cottages.

Residence

Second floor.....	Jackson 8953
Third floor.....	Jackson 9871
Fourth floor.....	Jackson 9592
Fifth floor.....	Jackson 9673

Cottages

2306 So. 10th.....	Jackson 6224, Ext. 414
1005 Martha.....	Jackson 6224, Ext. 442
1007 Martha.....	Jackson 6224, Ext. 443
1009 Martha.....	Jackson 6224, Ext. 444
2536 So. 10th.....	Jackson 6224, Ext. 436

Sportswear

Students will not wear jeans, pedal pushers, or shorts at any time on first floor of the school. Shorts or slacks may be worn for recreational purposes, if modesty is observed. Indiscretion in this matter will be considered by the Student Association.

Restricted Areas

Students and affiliates are obliged to refrain from frequenting places which the Student Association considers undesirable. They will use good judgment in selecting places for recreation. All students who do not know Omaha should confer with the Social Director.

Elevator Regulations

When using the elevator, please close both doors so it may be used by all. Refrain from using the elevator after the housemother has made rounds at approximately ten-thirty o'clock in the evening. Students may use the elevator to ride up, but should walk down the stairs unless one is handling heavy luggage or packages.

Kitchenette

The kitchenette is located on the ground floor of the residence and is open for use at all times.

An electric refrigerator, range, utensils, dishes, and dining tables are available.

Food stored in the refrigerator must be marked with the student's name. Please do not take food which belongs to someone else. The utensils and dishes are for the use of all, so do not remove them from the kitchenette. Students who use the dishes, silver, glasses, or pans, will wash, dry, and return them to their proper place.

Food may be stored in your room, if it is placed in tightly covered metal containers.

Rumpus Room

The Rumpus Room located near the kitchen is a lounge where guests may be entertained and informal get-togethers and parties are held. Contact the Director or the Social Director before planning a party to make certain the Rumpus Room is Available. There is also a sewing machine available for use in the Rumpus Room.

Hospital Cafeteria

Breakfast is served from 6:15 to 8:30 A.M. except Saturday, Sundays and holidays, when the cafeteria opens at 6:30 A.M. Dinner is served from 10:45 A.M. to 1:30 P.M. except Saturday, Sunday and holidays the cafeteria closes at 1:00 P.M. Supper is served from 4:45 to 6:15 except Saturday, Sundays and holidays when the cafeteria closes at 6:00 P.M.

For students assigned to 3-11 or 11-7 duty, night supper is served from 9:45 to 11:00 P.M. in the small dining room west of the south elevator on the ground floor of the hospital.

When the student enrolls in the school she will be issued a \$12.50 meal ticket with which to purchase meals. A total of \$25.00 is allowed for meals each month. If this proves to be inadequate, another ticket may be obtained from the school office upon request. If a student loses a meal ticket, there is no charge for the first loss. If she loses a second meal ticket, a charge of fifty cents is paid before receiving another one. If a third is lost, a charge of \$1.00 is made. Fifty (50¢) cents will be added to each additional meal ticket lost after the first loss. If a lost meal ticket has been found, a refund will be given.

Chapel Schedule

Daily Mass is at 5:50 A.M. Sunday Masses are at 5:30 A.M., 7:15 A.M. and 8:00 A.M. Confessions are heard on Saturdays from 4:00 to 5:00 P.M. and 7:00 to 9:00 P.M. The same schedule is observed on Thursdays before First Fridays and on the days preceding Holy Days.

A **Novena** to Our Lady of Perpetual Help is held each Tuesday after the 5:50 A.M. Mass. Benediction of the Most Blessed Sacrament is given Tuesday, Friday, and Holy Days after the first Mass.

Night Prayer for students on duty 11-7 is held every evening in the Chapel at 10:30 P.M. This devotion lasts ten minutes and should be attended to seek God's Blessing and protection during the night.

The school has an active Sodality of Our Lady. The Catholic students may participate in its activities

Non-Catholic students may attend the religious services of their respective churches. They may consult the Director, the Social Director, or one of their non-Catholic classmates about the location of protestant churches.

Health Program

A health nurse is on duty in the infirmary from 8:00 A.M. to 4:30 P.M., Monday through Friday. It is required that every student report any illness, minor symptom, injury or health problems to her immediately, or, in her absence, to the Director of Nursing.

When a student is unable to go on duty, a note must be left in the Director's office by 7:00 A.M. She will then notify the Nursing Service that the student will not be on duty, and she will also notify the health nurse.

An affiliating student who is ill more than five days must remain and make up the time before returning to her home school.

Students will not consult a staff doctor or interne, without the knowledge and permission of physician and nurse in charge of student health. Special laboratory tests or examinations by specialists will be done upon the advise of the student health physician. When a student has been referred to a physician for a special examination or treatment, she is to report to the health nurse and physician at her earliest convenience.

Guests may visit students in the infirmary with permission of the Director of Nursing. Visiting hours will be the same as the hospital visiting hours - 2-4 P.M. and 7-8:30 P.M.

Medications regularly stocked by the infirmary are dispensed to the students free of charge. When special medications are prescribed, they are purchased at the pharmacy at cost. The hospital reserves the right to make charges for special laboratory tests or treatments. The cost of dental care, eye examinations, and glasses will be paid by the student.

In cases of emergency illness or accidents when away from the school, students will notify the health physician and nurse, or in their absence, the Director of Nursing. The responsibility for expense of illness and accidents occurring off the campus and not in the line of duty is assumed by the student.

Transportation

Students who wish to ride down town by bus should board the bus that stops in front of the hospital. To return, they take Bus #8(13 & Deer Park) on 16th and Douglas(in front of Herzberg's store).

EDUCATIONAL POLICIES

Class Attendance

Students are required to attend all scheduled classes. Absence from class is allowed only for serious reasons, such as death or illness in the immediate family; in such event, contact the Director or her assistant to obtain a written permission for absence from class, and inform your instructors that you will be absent. For any other absence, a written request is presented to the Director or Director of Education to obtain written permission.

Following a class absence, the student is required to make up class work and to write the examinations scheduled on the days on which the student was absent from class. She will pay the required fee for special arrangements for the examinations. The student should take the initiative in consulting the Director of Education in regard to making up class work.

Classes are scheduled for 50 minute periods. Students remain in the class room fifteen minutes after the scheduled time for class. If the instructor has not arrived or sent a message at the end of this time, the class is automatically dismissed.

Library

The Medical Library is open for your use on Monday through Thursday from 8:30 A.M. to 9:00 P.M., on Friday from 8:30 A.M. to 5:00 P.M., and on Saturday from 8:30 A.M. to 1:00 P.M. The reading room is open every evening until 10:00 P.M. Changes in library hours for holidays or other reasons will be posted on the bulletin board near the library desk.

Traditions and Regulations

The traditions and regulations of the Creighton Memorial St. Joseph's Hospital School of Nursing have been explained to you in this booklet. They are intended to guide you and to promote the welfare of the student group. The faculty hopes that your life in the school will be pleasant and conducive to successful educational achievement.

Please keep this booklet for ready reference. You are encouraged to seek additional help and guidance whenever you wish.