

*Lurleen B. Wallace*  
*College of Nursing and*  
*Health Sciences*

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**Undergraduate**  
**Student Handbook**  
**Fall 2010**

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**LURLEEN B. WALLACE COLLEGE OF NURSING  
AND HEALTH SCIENCES**

**JACKSONVILLE STATE UNIVERSITY  
700 PELHAM ROAD NORTH  
JACKSONVILLE, ALABAMA 36265-1602  
PHONE: (256) 782-5425  
1-800-231-5291  
FAX - (256) 782-5406  
[www.jsu.edu/depart/nursing/](http://www.jsu.edu/depart/nursing/)**

**2010**

The policies and requirements of the College of Nursing and Health Sciences are constantly being reviewed, and are subject to revision by the College. This is necessary in the light of developing technology and changes occurring in the nursing profession. Therefore, the policies and requirements as set out in the latest catalogue and Undergraduate Student Handbook of the College of Nursing and Health Sciences will be applicable to all students, regardless of what the policies were on the date of entry into the College.

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## **LURLEEN B. WALLACE COLLEGE OF NURSING AND HEALTH SCIENCES**

### **JACKSONVILLE STATE UNIVERSITY**

#### **BACKGROUND OF THE COLLEGE OF NURSING AND HEALTH SCIENCES**

The Lurleen B. Wallace College of Nursing and Health Sciences at Jacksonville State University is one of the few memorial colleges of nursing in the United States. It was created in 1967 by the Legislature of Alabama as a memorial to Governor Lurleen B. Wallace. The first class graduated from the College in August 1972. Graduates of this program earn a Bachelor of Science in Nursing (BSN) degree. The addition of a master's degree program with a major in community health nursing was approved and implemented in Fall 1999.

#### **ACCREDITATION AND MEMBERSHIP**

Jacksonville State University is accredited by the Southern Association of Colleges and Schools. Both the baccalaureate and master's programs of the Lurleen B. Wallace College of Nursing and Health Sciences are accredited by the Commission on Collegiate Nursing Education through 2015. Accreditation is an indication of public approbation, attesting to the quality of the education program and continued commitment of the sponsoring institution to support the program. The nursing program has maintained continuous accreditation and Alabama Board of Nursing approval since its inception.

For further information about the accreditation of the program, please contact the Commission on Collegiate Nursing Education at the following address:

Commission on Collegiate Nursing Education  
One Dupont Circle, NW, Suite 530  
Washington, DC 20036-1120  
(202) 887-6791

#### **PHILOSOPHY**

The College of Nursing and Health Sciences faculty subscribe to the commitment of the University to maintain high academic standards, thereby ensuring quality through teaching, counseling, and the promotion of excellence. Professional nursing is a field of higher education which belongs within the University. Building on a strong liberal arts education, the student is prepared broadly for living. Like all programs at the University, the College of Nursing and Health Sciences strives to meet the personal, social and cultural needs of the students while preparing them for professional careers. The professional component prepares the student to render nursing care which demonstrates belief in the multi-dimensional wholeness of individuals.

Individuals are viewed as holistic beings comprised of three dynamic subsystems: biological, social, and personal. Each of the subsystems interacts to form an integrated whole which is continuously affected by the state of growth and development from conception to death. Individuals function within the context of a family and community that is part of an ever-changing environment. Through its diverse culture, values, ideas, beliefs, and customs, the environment influences individual behaviors. In turn, individuals can influence the environment through interaction with social, economic, and political forces. As such, individuals are capable of self-direction, affecting change, and influencing others who are part of a multicultural society.

Individuals have basic needs which must be met in order for them to function at their optimal health levels. When stress threatens fulfillment of one or more of these basic needs, the individual may require help in adapting and coping in order to reestablish an optimum level of functioning within new limitations.

The promotion and maintenance of health are necessary to optimize the potential of individuals. Health is seen as the state of equilibrium among the three subsystems (biological, social, and personal) and the environment. Health care is concerned with the promotion of wellness, prevention of illness, and the restoration of health, thus, maximizing the fullest potential of the individual. Health care is provided through collaboration with health professionals and should be affordable and accessible to all individuals.

The professional nurse must possess a knowledge base of humanistic and scientific concepts from which theories can develop. Nurses acquire this knowledge base through the teaching-learning process which involves an interaction between the cognitive, affective, and psychomotor domains and is manifested by a change in behavior. Both educator and learner share in the responsibility for creating an atmosphere that will stimulate intellectual curiosity, creativity, critical thinking, and independent learning. The educator facilitates the learning process by recognizing the unique needs of the learner and providing an environment for the development of a professional nurse who is able to utilize the nursing process with clients in a variety of settings.

As a profession, nursing is creative and imaginative and is directed by a therapeutic purpose. As an applied science, nursing utilizes knowledge from the biological and behavioral sciences as well as the humanities in order to enhance the health status of individuals. The nursing process incorporates specific arts, skills, and knowledge which enable nurses to promote interaction between individuals and their environment and initiate positive health measures that benefit individuals, communities, and society.

Professional nursing promotes and supports health and enhances the quality of life. The nurse functions in roles that are independent in situations which are specifically related to nursing, but interdependent in situations which require the collective judgment of a multidisciplinary team from several different professions. The professional nurse is an advocate for the consumer of health care and is responsible and accountable to the profession of nursing and society for explanations of assessment, actions and outcomes.

3/1999

## **MISSION STATEMENT**

The mission of the College of Nursing and Health Sciences is to provide excellence in professional undergraduate and graduate education and service to the community, as well as to pursue scholarly activities.

## **GOALS**

To achieve this mission, the College will:

1. Provide nursing curricula that foster the development of the nurse as a practitioner, a leader, an advocate, a change agent, a teacher, and a consumer of research;
2. Assist students to acquire a knowledge base necessary for the generalist/advanced practice nurse, to encompass critical thinking skills, communication skills, and therapeutic nursing interventions;
3. Provide an opportunity for the development of skills in observation, experimentation, and analysis necessary for the practice of nursing;
4. Provide programs by which non-generic nurses may attain the baccalaureate educational level in nursing;
5. Provide programs by which baccalaureate prepared nurses may attain the master's educational level in nursing;
6. Provide professional studies to a culturally and economically diverse population;
7. Provide leadership necessary for strengthening and improving the delivery of therapeutic nursing interventions to the individual, family, and community;
8. Contribute to the health and educational needs of the individual, family, and community;
9. Provide continuing education programs based on the needs of nurses in the community;
10. Foster innovation in nursing practice and nursing education, including, but not limited to, incorporation of informational technologies.

3/2001

## **PROGRAM OBJECTIVES**

Graduates of the baccalaureate nursing program will be able to:

1. Synthesizes knowledge, skills, and values from the arts and sciences to provide safe and quality care to diverse populations.
2. Integrates knowledge and skills in leadership, quality improvement, and safety in providing high quality health care.
3. Synthesizes evidence-based practice to improve patient outcomes and identify practice issues.
4. Synthesizes knowledge and skills related to information management systems and patient care technology to deliver safe and effective evidence-based care.
5. Examines the role of financial and regulatory health policies and their effects on health care systems.
6. Synthesizes effective communication and collaboration as an interprofessional team member to deliver high quality, safe patient care.
7. Analyzes programs for health promotion, disease and injury prevention across the lifespan to improve individual, family, and population health
8. Emulates core values associated with professionalism to ensure responsibility and accountability to the nursing profession.
9. Synthesizes knowledge, skills, and values that ensure high quality, patient centered care.

06/2010

## **ORGANIZING FRAMEWORK**

The organizing framework for the nursing curriculum is based on the faculty's belief about HUMANS, HEALTH, NURSING, AND SOCIETY and the interaction of these concepts. The eclectic design is derived from the synthesis of nursing theories and supportive theories from the sciences and humanities.

HUMANS are multi-dimensional, free-willed beings who progress along the developmental continuum. Human biologic, personal, and social systems combine to form the holistic nature of the individual. Through continuous interaction with the environment, individuals experience constant, dynamic states of change. When change leads to disequilibrium and/or stress in one system, repercussions occur in other systems which potentially impact health status. In addition to being viewed as individuals, humans are viewed within aggregate populations and subpopulations (i.e., families, groups, communities, and/or societies). By examining aggregates, health-related and illness-related characteristics are identified and distinguished within populations. These findings are analyzed and form the basis for nursing interventions designed for individuals as well as aggregates.

HEALTH is a dynamic state or process that changes over time and varies according to circumstances. Health variations are the result of the human being's relationship to the internal and external environments; it is more than a state of well being. Conditions of freedom and unrestricted choice are essential to health because they allow for expansion of an individual's potential to maximize daily living and increased consciousness about one's situation as it exists in the environments. Nursing recognizes health as a personal commitment to one's patterns of relating to the circumstances; thus health, as a process and an outcome, is central to nursing.

NURSING is both an art and a science that requires the use of critical thinking, communication, therapeutic interventions, and evaluation. The mission of professional nursing is to appraise and enhance health status, health assets, and health potential of humans. The domain of nursing is best described as the delivery of care to individuals, families, groups, communities, and society; the utilization of the nursing process to provide therapeutic nursing interventions; and the evaluation of the achievement of therapeutic outcomes. The professional nurse is expected to function skillfully in a variety of roles including, but not limited to, clinician, educator, leader, change agent, and advocate.

SOCIETY forms the external environment with its associated legal, ethical, and moral parameters as set forth by a diverse, multi-cultural population. American society offers freedom of choice for individuals, implying a societal acceptance that health/optimal health status is both a right and responsibility of individual members. Restructuring within the health care delivery systems forms the context for professional nursing practice and includes a variety of acute care and community-based practice settings. Health care values and standards formed within society may either enhance or impede health status/health resources for individuals, families, groups, or communities.

5/1998



## PROFESSIONAL VALUES

Professional values serve as a foundation for nursing practice. Practicing nursing with an appreciation of respectfulness, caring and human dignity leads to a sense of honor and fulfillment. Nurse educators are challenged to convey core values while introducing students to the professional role. The faculty of the college join together in the responsibility to teach nursing values and show how they are translated into practice.

The faculty of the college use diverse teaching strategies to support the development of values. In the clinical setting, faculty encourage students to reflect on situations that involve the application of values. In the classroom, scenarios are introduced that promote awareness of issues and values prevalent in society. Faculty strive to develop a learning environment in which ethical behavior is expected and respected. Faculty endeavor to display behaviors that convey fairness, concern, respectfulness and integrity.

Students who are joining the profession learn to take on the responsibility of promoting nursing values through their actions. Students agree to uphold standards of honesty, integrity and accountability. Students develop a climate of inclusiveness, respect and growing self-awareness as they interact with patients, colleagues and faculty. Students are encouraged to speak out when they notice injustices and to show concern for those who are vulnerable.

The following values are embraced as core professional values by the faculty, staff and students of our college:

**Altruism** is concern for the well being of others. Nurses show altruism by advocating for patients, especially for those who are unable to protect themselves. Through unselfish support, especially mentoring colleagues in their professional growth, nurses show altruism. Altruistic actions help to create a climate of caring and professionalism.

**Respect for autonomy** defends the right to self-determination. Nurses demonstrate this value by protecting patients' rights to be involved in making decisions about their care. Nurses develop partnerships with patients and their families to facilitate sharing of information and to honor the rights of patients and their proxies to consent or to refuse. Within the college, autonomy is supported when faculty, staff, and students participate in governance and decision-making.

**Human dignity** is respect for the innate worth of each human being. Nurses who respect human dignity find value in others because of their humanity, not because of their wealth, social standing or level of alertness. Every human being deserves a life of dignity, including courtesy and privacy. As much as possible, human beings should have the opportunity to participate in worthwhile efforts while developing their unique talents. Participation contributes to a sense of dignity and being valued.

**Integrity** is the quality of wholeness. Nurses who act with integrity show wholeness in the harmony of their ethical beliefs and their actions. Integrity embraces honesty, accountability and responsibility. Nurses with integrity maintain high standards of care by respecting professional standards of practice and developing greater professional competency. Nurses also respect integrity when they acknowledge themselves and others as whole persons with unique identities. A person's wholeness includes qualities of identity, culture, personality, and varying physical abilities that are made welcome. Nurses approach people who are different with empathy and respect.

**Social justice** is the aspect of justice that is expressed in social arrangements, whether local or global. Social justice upholds the principle that all human beings are equally deserving of dignity and human rights. Nurses support the right of all patients to have access to health care without discrimination. Nurses act in solidarity with those who are poor and vulnerable, seeing the interconnections between all people. Within the college, the value of social justice inspires faculty and students to provide fair opportunities and to repair social disadvantages.

### Reference

American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC: Author.

## THE PROFESSIONAL SCHOLARS' CODE

### I. Professional Scholars' Code

#### A. Introduction

The academic community of student, faculty and staff at the College of Nursing and Health Sciences (CNHS) strives to develop, sustain and protect an environment of honesty, trust and respect. Students within the system receive the benefits of the academic pursuit of knowledge, free from the obstacles of academic dishonesty and unprofessional behavior. The Professional Scholar's Code demands that students act with integrity and professionalism in all of their endeavors. Exhibiting honesty and professionalism in academic pursuits and reporting violations of the Professional Scholar's Code will encourage others to emulate professional behavior and integrity in the nursing profession. Every student who approaches their studies with honesty and forthrightness suffers when another student attains an unfair advantage through academic dishonesty and/or unprofessional behavior. Most importantly, the safety of patients is jeopardized when students are dishonest in completing program requirements (The University of Florida, 2006, p. 5).

The nursing profession is one of highest distinction that promotes honesty and integrity. The CNHS requires students, faculty, and staff to comply with the standards of conduct deemed appropriate for the nursing profession by the American Association of Colleges of Nursing Essentials of Baccalaureate Education, the American Association of Colleges of Nursing Essentials of Masters Education, the American Nurses Association's Code of Ethics, as well as those delineated in the Professional Scholars' Code of the College of Nursing and Health Sciences.

#### B. Dissemination and Clarification

1. All students, faculty, and staff in the College of Nursing and Health Sciences shall be informed of the Professional Scholar's Code upon registration and/or employment in the college and thereby assume the responsibility of abiding by the spirit of honesty and professionalism in their academic pursuits. The establishment of a Professional Scholars' Code is not intended to be an indication that academic dishonesty and unprofessional behavior is commonplace at this institution. The Professional Scholars' Code is a method of reaffirming the existing code of honor and professionalism which has prevailed at this college since its inception.
  - a. The Scholars' Code shall be part of the Student and Faculty Handbooks. It is the responsibility of students, faculty, and staff to be familiar with this policy.
  - b. It shall be the responsibility of each faculty member to inform students of the Professional Scholars' Code as part of the course orientation at the beginning of every semester, through the course syllabus/notebook or other effective means. Faculty shall support the principles of academic integrity and fairness through course policies and procedures.
  - c. The appropriate officials and offices shall conduct an orientation for all upper division nursing students, incoming nursing faculty and staff to familiarize these individuals with the provisions of the Scholars' Code prior to attending classes or teaching.
2. Unprofessional behavior is the improper conduct by a student which infringes on the reasonable freedom of others or which is otherwise detrimental to the proper conduct of the University. Violations within these areas will be processed appropriately without regard to the sex, race, color, religious affiliation, national or ethnic origin, age, veteran status, or disability of any of the participants.

## II. Violation of Professional Scholar's Code

Any action by students revealing dishonesty or a lack of integrity in professional matters is considered a violation of the Professional Scholar's Code. Actions of this nature should be reported to the course faculty.

### A. Violations of Academic Honesty

Though the following list does not include all of the possible violations of the Professional Scholars' Code, it is indicative of the types of actions which must be prohibited in order to maintain professionalism at this University.

1. Dishonesty on an examination, problem solution, exercise, or assignment which is offered by the student in satisfaction of course requirements or as extra credit is a violation of the Professional Scholars' Code. Dishonesty occurs when a student gives, receives, makes, or uses unauthorized assistance. Dishonesty includes but is not limited to the following: using notes or cheat sheets, copying another individual's work, having another person take an examination for the student, giving false reasons for absence or tardiness, or improper use of electronic equipment. These actions violate the principles of the Professional Scholars' Code.
2. Plagiarism is the act of passing off the ideas, works, and writings of another as one's own. It's most blatant form consists of copying verbatim the work of another without citation. This most obvious type of plagiarism requires a degree of premeditation and careful planning, but plagiarism can be the result of carelessness, negligence, or ignorance of acceptable forms of citation. An act of plagiarism includes copying of another person's ideas or words, interspersing one's own words within another's work, paraphrasing another's work (using ideas or theory but rewriting the words), fabricating sources of data, and other uses of another's ideas or words without acknowledgement (A.T. Still University, Student Handbook, 2008). It is incumbent on each student to learn the proper forms of citation and to exercise due caution in the preparation of papers and assignments. If there are questions regarding how to apply the Professional Scholars' Code in a particular situation, the student should request immediate clarification from the instructor.
3. The submission of commercially prepared papers, reports, or themes in satisfaction of course requirements is prohibited. The use of another's academic work wholly, or in part, as a means of satisfying course requirements is also prohibited. Falsifying or misrepresenting the results of a research project or study is a violation of the Professional Scholars' Code.
4. Examinations, practical exercises, and problem solutions, whether administered in the classroom or given in a take-home form should be the work of the individual who submits them. Unless it is intended to be a take home test, the exercises shall not be removed from the classroom/lab/computer lab. **STUDENTS SHALL NOT SHARE TEST INFORMATION/EXAM QUESTIONS WITH ANY OTHER STUDENTS DURING OR AFTER THE ADMINISTRATION OF AN EXAMINATION.**
5. Group work and other forms of collaboration may be authorized by an instructor for a specific assignment. The presumption remains, however, that unless otherwise permitted and specified by the instructor, all academic work is to be an individual effort. In this spirit, the Professional Scholars' Code prohibits both the giving and receiving of unauthorized assistance.

A student of the College of Nursing and Health Sciences who submits an examination or other work certifies that the work is his or her own and that he or she is unaware of any instance of violation of this code by himself/herself or others.

### B. Violations of Professional Behavior

Any behavior or action by students revealing dishonesty, lack of integrity, or unprofessional behavior is considered a violation of the Professional Scholar's Code. Such violations can occur in the classroom, clinical setting or community and include, but are not limited to, breach of confidentiality; clinical tardiness; clinical absence without notification to assigned clinical faculty; violation of patient rights; disrespect of faculty, staff, or patients; clinical practices deemed unsafe by faculty; falsifying

documentation; fraudulently reporting information; substance abuse or, any other act or behavior deemed unprofessional or dishonest by faculty. A student of the College of Nursing and Health Sciences who engages in unprofessional behavior will be subject to enforcement of the Professional Scholar's Code.

C. Suspected Violations of Professional Scholar's Code

1. Students suspected of violating the Professional Scholar's Code will be notified verbally and in writing.
2. The student has the right to seek advice from his/her Academic Advisor or the Director of Student Services.
3. The student may admit the offense or deny it and offer written evidence supporting the denial. Faculty will employ due diligence in assuring due process.
4. Faculty will consider the nature of the offense, evidence presented by the student and make recommendations.
5. Consequences for students found guilty of violation of the Professional Scholar's Code may include, but are not limited to additional assignments, zero credit for an assignment, failure of course, or dismissal from program.
6. Should the student wish to appeal the faculty recommendations, the Dean of the CNHS may be contacted.

References

University of Florida. (2006). Academic Honesty Guidelines. Retrieved from the internet December 7, 2009 at: [www.dso.ufl.edu/judicial/academic.php](http://www.dso.ufl.edu/judicial/academic.php)

A.T. Still University (ATSU). (2009). Student Handbook. Retrieved from the internet December 7, 2009 at: [www.atsu.edu/student\\_services/handbook/pdf](http://www.atsu.edu/student_services/handbook/pdf)

### Professional Scholars Code Agreement

The students of the College of Nursing and Health Sciences recognize that academic honesty and integrity are fundamental values of the nursing profession and this University community as evidenced by the Professional Scholar's Code. Students who enroll at the College of Nursing and Health Sciences commit to holding themselves and their peers to the high standard of honor required by the Professional Scholars Code. **Any individual who becomes aware of a violation of the Professional Scholars Code is bound by honor to take corrective action** (University of Florida, 2006).

We, the members of the College of Nursing and Health Sciences, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

On all work submitted at the College of Nursing and Health Sciences, the following pledge is required: "On my honor, I will neither give nor receive unauthorized aid in doing any or all assignments."

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

5/2004

**BACHELOR OF SCIENCE in NURSING  
(BSN)**

**For Students Entering Fall 2009 and Thereafter**

**(62 Semester Hours)**

*Suggested Plan of Study. The following list of courses is not intended to be a substitute for individual advisement by a College of Nursing and Health Sciences Academic Advisor.*

**Area I (6 Semester Hours)**

EH 101 English Composition I .....	3
EH 102 English Composition II .....	3

**Area II (12 Semester Hours)\***

Literature .....	3
Literature .....	3
Fine Art .....	3
EH 141 Oral Communication .....	3

\*Minimum of 3 hours of literature and 3 hours of fine art required. A 6-hour sequence of either literature or history is required.

**Area III (11 Semester Hours)**

BY 101/103 Intro. Biology I.....	4
CY 105/107Gen. Chemistry I .....	4
MS 112 Precalculus Algebra .....	3

**Area IV (12 Semester Hours)\*\***

History.....	3
History.....	3
PSY 201 Principles of Psychology .....	3
PSY 222 Human Development .....	3

\*\* Minimum of 3 hours of history required. A 6-hour sequence of either literature or history is required.

**Area V (21 Semester Hours)**

BY 263 Anatomy and Physiology I .....	4
BY 264 Anatomy and Physiology II .....	4
BY 283 Health Microbiology .....	4
MS 204 Basic Statistics .....	3
FCS 322 Normal Nutrition .....	3
NU 121 Nursing Ethics .....	3

**Upper Division Nursing Courses  
(67 Semester Hours)**

**First Semester (14 Semester Hours)**

NU 311 Foundations of Nursing Practice ..... 6  
 NU 306 Pharmacology .....4  
 NU 309 Health Assessment .....4

**Second Semester (13 Semester Hours)**

NU 324 Child and Family Health .....5  
 NU 325 Adult Health in Secondary and Community Settings .....5  
 NU 322 Health Deviations and Clinical Interventions .....3

**May Semester (3 Semester Hours)**

NU 340 Professional Practice and Care of the Aging Population .....3

**Third Semester (12 Semester Hours)**

NU 404 Childbearing Families .....5  
 NU 405 Community/Mental Health .....5  
 NU 433 Advanced Health Deviations and Clinical Interventions .....3

**Fourth Semester (13 Semester Hours)**

NU 424 Adult Health in Secondary, Tertiary & Community Settings .....5  
 NU 426 Community Health Across the Lifespan .....5  
 NU 422 Nursing Leadership and Health Policy .....2

**Fifth Semester (12 Semester Hours)**

NU 428 Practicum.....6  
 NU 455 Transition to Professional Nursing.....4  
 NU 400 Research and Outcomes Management .....2

**TOTAL 129 Semester Hours**

**DESCRIPTION OF COURSES - NURSING (NU)**

- 121. Ethics in Nursing (3).** Examines ethical reasoning and decision-making in relation to moral, legal, and professional standards. Specific issues confronting the health care delivery system will be analyzed.
- 306. Pharmacology (4).** *Prerequisite: Acceptance to upper division. Concurrent enrollment in NU 309 and NU 311 required.* Designed to introduce the nursing student to the basic principles of drug therapy, drug calculations, and drug classifications. Lab required.
- 309. Health Assessment (4).** *Prerequisite: Acceptance to upper division. Concurrent enrollment in NU 306 and NU 311 required.* Focuses upon patient assessment and nursing diagnosis, utilizing the approaches of history-taking and physical examination. Lab required.
- 311. Foundations of Nursing Practice (6).** *Prerequisite: Acceptance to upper division. Concurrent enrollment in NU 306 and NU 309 required.* This clinical nursing course provides the first contact with individuals/families as clients/patients and emphasizes the development of skills in problem-solving, nursing process, communication, and therapeutic nursing interventions. Lab required.
- 322. Health Deviations and Clinical Interventions (3).** *Prerequisite: Completion of first semester upper division courses.* An in-depth study of disease processes across the life span. Health promotion and disease prevention will be integrated by emphasizing risk factors and relevant therapeutic approaches to reduce the incidence of acute and chronic health problems.
- 324. Child and Family Health (5).** *Prerequisite: Completion of first semester upper division courses.* Course through which students learn to provide nursing care to the child and family across the primary, acute, and tertiary care settings. Emphasis on the promotion of normal growth and development, as well as, restorative and preventative interventions for optimal health. Lab required.
- 325. Adult Health in Secondary and Community Settings (5).** *Prerequisite: Completion of first semester upper division courses.* Course through which students learn the responsibilities of professional nursing in providing nursing care to the adult patient with various medical-surgical problems. Lab required.
- 330. Death: Nursing Care of the individual and Family. (3).** *Prerequisite: Admission to upper division and successful completion of first semester upper division.* Designed to allow students to expand their knowledge and understanding for end-of-life nursing care. This course will provide a learning experience to expand the student's knowledge in providing comfort, utilization of special assessment techniques for complex patient symptoms, as well as assisting the family and patient to cope with suffering, grief, loss and bereavement. The course will build upon basic nursing principles and will expand student's working knowledge of legal and ethical principles, ability to analyze the complex issues surrounding dying and barriers to competent end-of-life care.
- 340. Professional Practice and Care of the Aging Population (3).** *Prerequisite: Completion of first semester upper division courses.* Provides an overview of the aging process with an emphasis on the development theories, physiological changes and psychosocial concepts related to the older adult.



- 341. Concepts of Human Sexuality (3).** *Prerequisite: Acceptance to STEP Program for RN students only.* Selected conceptions and misconceptions of human sexuality are analyzed in relationship to their implications for the professional nurse role.
- 343. Concepts of Emergency/Disaster Nursing (3).** *Prerequisite: Acceptance to STEP Program for RN students only.* Course designed to assist students in utilizing knowledge from the biophysical and psychosocial sciences to implement care for patients in the pre-hospital emergency setting.
- 344. Perspective in Women's Health (3).** *Prerequisite: Acceptance to STEP Program for RN students only.* Provides an overview of current women's health issues across the lifespan. Course focuses on the social, political, economic, and cultural influences on women's health.
- 345. Communication of Ethical Issues (3).** *Prerequisite: Acceptance to STEP Program for RN students only.* Using ethical decision making as a framework, professional communication will be evidenced through peer critique and scholarly writing. Personal and professional values will be identified through technical, analytical, persuasive, and creative writing.
- 347. Lifestyle Strategies for Optimal Health (3).** Course designed to assist nursing students in assessing health risks of individuals/families and in intervening appropriately, thus promoting health and reducing risk for disease, disability, and premature death.
- 350. Professional Roles (5).** *Prerequisite: Acceptance to STEP Program for RN students only.* Course designed to assist the Registered Nurse in making the transition to the professional role (BSN).
- 352. Health Assessment Across the Lifespan (3).** *Prerequisite: Acceptance to STEP Program for RN students only.* Provides a foundation for developing a holistic approach as it applies to the physiological, psychological, sociocultural, and environmental health status of individuals. Designed to assist the Registered Nurse with improving communication skills, interview techniques, history-taking, and physical examination techniques in patient/client evaluations.
- 365. Pharmacology for Practicing Nurses (4).** *Prerequisite: Acceptance to STEP Program for RN students only.* This course focuses on current pharmacological concepts for practicing nurses. Emphasis is on current drug classifications, commonly used drugs, assessing client responses to drug therapy, client teaching and nursing interventions related to drug therapy.
- 400. Research and Outcomes Management (2).** *Prerequisite: Completion of first and second semester upper division courses for traditional BSN students. Acceptance to STEP Program for RN students only.* Designed to assist students to develop knowledge and skills in the research process, to become consumers of research, and to conceptualize the significance of research as the foundation of evidence-based nursing practice.
- 404. Childbearing Families (5).** *Prerequisite: Completion of first and second semesters upper division courses.* Clinical course designed to enable the student to practice the various roles assumed by professional nurses in the provision of family centered maternal-infant care. Lab required.

- 405. Community/Mental Health (5).** *Prerequisite: Completion of first and second semesters upper division courses.* Designed to enable students to understand the dynamics of mental health with emphasis on therapeutic care of psychiatric clients/families and therapeutic use of self. Lab required.
- 422. Nursing Leadership and Health Policy (2).** *Prerequisite: Completion of first and second semesters upper division courses.* Provides an overview of concepts of professional leadership and management and their use in the practice setting. Emphasizes organizational structure, management, professional issues, advocacy, health care economics, and health policy.
- 423. Nursing Management and Leadership (3).** *Prerequisite: Acceptance to STEP Program for RN students only.* Provides an overview of concepts of professional leadership and management and their use in the practice setting for the practicing nurse. Emphasizes organizational structure, management, professional and leadership issues.
- 424. Adult Health in Secondary, Tertiary, and Community Settings (5).** *Prerequisite: Completion of first, second, and third semesters upper division courses.* Enhances and further develops the student's ability and knowledge to care for adults with complex health problems together with their need for sophisticated nursing interventions. Lab required.
- 426. Community Health Across the Lifespan (5).** *Prerequisite: Completion of first, second, and third semesters upper division courses.* Enables the student to use an epidemiological approach in coping with health and illness problems of families, aggregates of populations, and communities. Lab required.
- 428. Practicum (6).** *Prerequisite: Completion of first, second, third, and fourth semesters upper division courses.* Offers the students the opportunity to explore specific areas of interest in the nursing major prior to entering the world of work. Requires completion of coursework supportive of interest area. Lab required.
- 433. Advanced Health Deviations and Clinical Interventions (3).** *Prerequisite: Completion of first and second semesters of upper division courses.* Enables students to integrate concepts in pathophysiology, health deviations, nursing interventions, laboratory tests, and pharmacology as these topics relate to populations at risk.
- 442. Transcultural Nursing and Healthcare (4).** *Prerequisite: Acceptance to STEP Program for RN students only.* An exploration of theoretical foundations for cultural diversity in health and illness, with emphasis in assessment and analysis of selected cultures as related to nursing and health care practices.
- 444. Implementation of Professional Nurse Role (3).** *Permission of Instructor Required.* Experience an in-depth analysis of professional nurse role in selected clinical settings. Credit for ROTC Advanced Camp may be given with approval.
- 446. Independent Study (2).** *Prerequisite: Permission of Advisor.* Special project in nursing studies. Pass/fail grade only.
- 447. Independent Study (1).** *Prerequisite: Permission of Advisor.* Special project in nursing studies. Pass/fail grade only.

- 448. Directed Study (3).** Offers the student the opportunity to explore specific areas of interest in nursing in either the theoretical and/or clinical arenas. Requires completion of coursework to support the areas of interest.
- 455. Transition to Professional Nursing (4).** *Prerequisite: Completion of first, second, third, and fourth semesters upper division courses.* Designed to be a capstone course of the baccalaureate nursing program. Emphasis is placed on application of nursing interventions addressing client needs: safe effective care environment (management of care and safety and infection control), health promotion and maintenance, psychosocial integrity, and physiological integrity (basic care and comfort, pharmacological and parenteral therapies, reduction of risk potential, physiological adaptation). Validation of nursing knowledge related to critical thinking, decision making, prioritizing, delegation, problem solving, leadership/management and evaluation is a key component of this course.
- 456. Population-Based Health Care (6).** *Prerequisite: Acceptance to STEP Program for RN students only.* Course designed for the Registered Nurse to apply theoretical concepts related to primary, secondary, and tertiary care of families, aggregates, and populations. Emphasis is on the application of the nursing process and education for at-risk aggregates. Clinical experiences will be designed to meet the individual learning needs of the Registered Nurse student.

## **ADMISSION TO THE UPPER DIVISION OF NURSING FOR STUDENT ENTERING FALL 2010 AND THEREAFTER**

1. Requirements in Prerequisite Courses:
  - 1.1 Advisement for the upper division begins in the pre-nursing student's freshman year with academic advisement provided each semester.
  - 1.2 The grade point average for entry into the upper division ("Prerequisite GPA") is computed based exclusively on the courses that are used to satisfy the prerequisite requirements. Only courses for which a grade of "C" or above has been earned are acceptable to meet the prerequisite requirements. If a course is failed it can be repeated; however, all grades earned, up to and including the first passing grade, are used in the calculation of the Prerequisite GPA. Once a passing grade has been earned in a particular course, that course cannot be repeated to earn a higher grade. For any particular prerequisite requirement, if the transcript shows more than one course completed that is approved to meet that requirement, the course with the higher grade is used.
  - 1.3 Students requesting transfer credit from another institution must present at least the number of semester hours designated in this catalogue for credit in each transfer course.
  - 1.4 Students are not scheduled in any NU course prior to entry into the upper division with the exception of NU121.
  - 1.5 All prerequisites must be completed prior to entering the upper division or as approved by the Admission and Progression Committee (A&P).
2. Guidelines for Transfer Students
  - 2.1 All transfer credits must be validated in writing through the Registrar's office. Requests for admission into the upper division may be filed only after the student has been accepted into the University and the transfer credits have been evaluated by the Registrar.
  - 2.2 The articulation agreement of the University with junior colleges in the state establishes the equivalent courses for the advisement of transfer students.
3. Requirements for Admission Consideration
  - 3.1 Students are admitted to the upper division twice each year. The upper division normally requires five (5) semesters and one (1) May Semester for completion.
  - 3.2 The student shall contact the Office of Student Services of the College at least three months prior to date of entry to establish records for review. A separate application must be filed to request consideration for admission into the upper division of nursing.
  - 3.3 A Prerequisite GPA of at least 2.5 is required for consideration for admission into the upper division (See 1.2 above). In conformance with the stated mission of the College, students presenting program deficits may be considered for probational admission. A student admitted on probationary status may be required to schedule a reduced academic load in order to achieve program objectives, thereby increasing program length. A student admitted on probationary status must meet the conditions as specified by the A&P Committee.
  - 3.4 Each student's record will be reviewed as a basis for approval to enter the upper division. The review process may include a personal interview with the candidate, a background check, contact with personal references, and contact with previous nursing faculty if the student has been enrolled in other nursing programs. Students who have English as a second language must present a minimum score of the TOEFL (Test of English as a Foreign Language) exam taken within four years. To be eligible to apply for admission to upper division, minimum scores are: 560 for the TOEFL Written (paper based), 220 for the TOEFL CBT (computer based), and 83 for the iBT (internet based). Students native to countries where English is a commonly used language and/or those who have been living in a country for many years where English is a primary spoken language may request a waiver of this requirement. The College reserves the right to limit the number of students enrolled in nursing courses in order to make the most effective use of the educational resources available.
  - 3.5 A student who has been enrolled in any upper division nursing program (RN or LPN) and was unsuccessful in progressing satisfactorily in that program is ineligible to apply.

#### 4. Early Admission

- 4.1 In certain situations (e.g. for military personnel), students may request approval from Admissions and Progressions Committee for conditional admission prior to the normal admissions processing period for the semester for which the student wishes to enter upper division. Such a request must be submitted in writing through the Office of Student Services and must include a detailed explanation of why the exception to policy is necessary. If the request is approved, Admissions and Progressions Committee will provide written guidelines which will outline the student's responsibilities for maintaining the conditional admission status and any additional specific circumstances under which the admission will be revoked.

03/2010

### **ADVISEMENT PROCESS UTILIZING ATI**

Each student will be responsible for bringing the following information to advisement at their scheduled time:

1. ATI scores with ATI Topics to Review from previous semester
2. Transcript from MyJSU
3. Completed Trial Schedule

Students who arrive for advisement without the above information will be rescheduled.

Faculty will:

1. Post times and dates for advisement.
2. Keep ATI scores and transcripts in advisees' files.
3. Refer student to course coordinator for the course to be remediated to formulate a remediation plan.
4. Forward student names that completed and did not complete remediation to the secretary responsible for ATI data.

For remediation the student must:

1. Score 90% on non-proctored ATI exams.
2. Review lecture notes and other available resources in media lab.
3. Return to course coordinator with plan for remediation.
4. Access the College of Nursing and Health Sciences home page on May 1 and August 1 for retesting schedules.

5/2007

## **PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION IN THE UPPER DIVISION OF NURSING**

In order to progress in the College of Nursing and Health Sciences, a student must be able to meet certain essential functions deemed necessary by the faculty for the practice of nursing. These abilities include, but are not limited to:

1. critical thinking skills sufficient to make decisions and judgments affecting clinical situations;
2. visual acuity sufficient for reading documents, observation, and assessment in clinical settings;
3. hearing ability sufficient for auscultatory assessment, monitoring alarms and emergency signals, and responding to verbal directions;
4. tactile ability sufficient for physical assessment;
5. motor skills and mobility sufficient for quick movements in a clinical setting, lifting at least 50 pounds, turning, positioning and transferring patients, performing CPR, calibrating machines and equipment, and performing adequate documentation;
6. communication skills sufficient to engage in verbal conversations with health care workers, patients, families, and communities;
7. ability to detect odors such as those involving bodily odors and those indicative of infection, fires, and chemical spills.

These skills are taken from the document entitled The Essentials of Baccalaureate Education for Professional Nursing Practice (2008), a publication of the American Association of Colleges of Nursing. A copy of this document is available upon request in the Director of Student Services Office located in the College. If these skills and essential functions cannot be met by the student, unassisted or with the provision of reasonable accommodations, the university reserves the right to deny admission or to advise the student to seek counseling from the university counseling center.

12/1999

### **RETENTION IN THE UPPER DIVISION OF NURSING FOR STUDENTS ENTERING FALL 2008 AND THEREAFTER**

1. A student must earn a "C" or above in all nursing courses.
2. When a student fails a nursing course, this course must be repeated the *following* semester if it can be scheduled by the College of Nursing and Health Sciences.
  - 2.1 Failure of the same nursing course twice constitutes dismissal from the nursing program.
  - 2.2 Failure of two (2) courses in the nursing curriculum constitutes dismissal from the nursing program.
  - 2.3 Failure of one nursing course and unsatisfactory clinical performance constitutes dismissal from the nursing program.
  - 2.4 Unsatisfactory clinical performance in two nursing courses constitutes dismissal from the program.
  - 2.5 Students who have been dismissed from the CNHS are ineligible for reapplication.
  - 2.6 For purposes of retention and progression, students who fail clinically and withdraw or drop prior to the academic penalty date established by JSU will be considered to have incurred a course failure.
3. A student's nursing practice must meet established standards, as determined by the faculty, in order to continue in clinical nursing courses. A student failing to meet these standards will not be allowed to progress in the curriculum.
4. A student must comply with all policies related to the annual health form in order to meet agency and College requirements. A student failing to meet this standard will not be allowed to progress in the curriculum.
5. Students must complete the College-Based Examination during their senior year.
6. A student admitted on probational status must meet the conditions as specified by the Admission and Progression Committee in order to progress in the curriculum.
7. Completion of the upper division of nursing courses must occur in seven (7) semesters.
8. This policy supersedes all University policies in decisions related to progression and retention in the upper division of nursing.
9. Upper division nursing students must comply with state and federal laws.

5/2008

## **CALCULATION EXAMINATIONS**

The student will be permitted to use a non-programmable calculator for the calculation of dosage problems in the classroom and clinical area. Students enrolled in clinical courses must score an 80% on calculations exams to pass the exam. If the student scores less than 80% on the first calculation exam, the exam may be taken once per week for the next two weeks up to a total of three exams. (Each exam must be spaced a week apart to allow for remediation.) The student will not be allowed to administer medications and will receive unsatisfactories for clinical medication administration until the calculation examination is mastered. If the student is not successful on the third attempt, the student will not be allowed to continue in the clinical portion of the course. The student must drop the course prior to the academic penalty date to avoid course failure. The student must then request retracking by the Admission and Progression Committee. The student is still held to the seven semester rule (if admitted to upper division prior to Fall 2006 or after Fall 2007) or eight semesters (if admitted in Fall 2006 or Spring 2007) for program completion.

Course coordinators will need to submit a list of any students who have not successfully completed the medication calculation exam after the third examination to the chair of the Admission and Progression Committee.

5/2007

## **ATI TESTING POLICY**

1. ATI Content Mastery Examinations will be a required component of each designated clinical course or other courses as applicable. As part of the preparation for these examinations, completion of the non-proctored examinations will be a course requirement in each course with a Content Mastery Examination or for the RN Comprehensive Predictor Examination.
2. Students will complete an Entrance ATI Critical Thinking Exam in the NU 311 and Exit ATI Critical Thinking Exam in the NU 428/455 courses.
3. The benchmark for ATI Content Mastery Series Examinations is Level II Proficiency. Remediation is recommended for students who fail to meet this benchmark.
4. Remediation is conducted through self-study using the ATI modules, textbooks, computer lab and video materials in the areas identified as below the benchmark. Students should complete the non-proctored exams with a minimum score of 90 percent prior to retesting on the proctored examinations.
5. Students in need of remediation are responsible for contacting course faculty/designees for assistance with remediation. Students must contact the ATI coordinator for retesting. Once remediation is completed evidence of completion should be given to the ATI secretary.
6. ATI Content Mastery Series Examinations scores may impact course grades up to 1%.
7. Students will take a diagnostic ATI Comprehensive Predictor Examination to determine their deficiencies. Students in NU 428 are required to meet the ATI RN Comprehensive Predictor Examination benchmark that corresponds to a 90% (+/-1%) probability of passing NCLEX. Each student will have two attempts to meet the benchmark. Unsuccessful attainment of the benchmark following the second attempt will result in an Incomplete in NU 428. Since students have only seven semesters to complete the upper division, should a student be in their seventh semester when they fail the first and second attempts to meet the ATI RN Comprehensive benchmark, they will be dismissed from the program. Students in their fifth or sixth semester will be given the opportunity to remediate during the following semester and make a third attempt to meet the benchmark. Unsuccessful attainment of the benchmark following the third attempt will result in a NU 428 course failure.

12/2009

## **ROUNDING POLICY FOR GRADES**

Beginning Fall 2009, grades will be reported in whole numbers only and will not be rounded.

Example: 70 = C; 80 = B; 90 = A  
69.999 & below = D; 70 – 79.99 = C; 80 – 89.99 = B; 90 & above = A

02/2009

## **INTERRUPTION IN CLINICAL SEQUENCE**

Generic students who do not complete the nursing sequence on a continual basis as scheduled, must re-apply for admission prior to registering for any nursing course through the academic advisor. (See “Re-application and Request for Change in Nursing Sequence” form.)

Students who have missed a total of two or more regular semesters of coursework during completion of the nursing sequence will be required to validate knowledge from previously completed courses (clinical and non-clinical) prior to readmission into the upper division of nursing. The Admission and Progression Committee is responsible for reviewing students requests for re-admission and advising the students about validation options.

12/1999

## **PROCEDURE FOR SPECIAL REQUESTS**

All requests will be considered on an individual basis. However, recommendations for approval or denial will be contingent upon meeting all special provisions.

1. Students submitting special requests requiring alteration of their tracking sequence will first discuss the request with the faculty advisor and complete “Reapplication and Request for Change in Nursing Sequence” form.
2. The advisor will make recommendations for retracking and submit them to the Chairperson of the Admission and Progression Committee (A&P). The retracking must include the student’s remaining curriculum sequence.
3. The A&P Committee will review the request and the projected impact on the classes involved prior to responding to the student’s request.
  - 3.1 If needed, a revision tracking sequence will be specified.
  - 3.2 The recommendation of the A&P Committee will be communicated with the student by mail.
  - 3.3 Copies of the letter will be forwarded to the academic advisor, chairperson of A&P, and a copy retained in the individual student’s file.

5/2004

## **CREDIT SYSTEM**

The unit of credit at Jacksonville State University is the semester hour. In the nursing courses, the credit allocations are derived as follows:

Didactic:	1:1
Clinical:	4:1

## **DISMISSAL FROM THE NURSING MAJOR**

The Dean and faculty of the College of Nursing and Health Sciences have the authority to request withdrawal of a student from the College of Nursing and Health Sciences, and to refuse re-admission to any student at any time if circumstances of a legal, moral, health, social, or academic nature warrant such action.

5/1991



**EDUCATIONAL MOBILITY  
STEP Program  
RN-BSN**

The College of Nursing and Health Sciences offers an online educational mobility program for students holding an unencumbered license as a registered nurse in the United States. The Strategic Teaching for Enhanced Professional Preparation (STEP) Program offers upper division nursing courses through the use of Internet and clinical projects. Registered nurses should seek individual advisement to determine a specific educational plan. For more information, please contact Dr. Phyllis Waits, RN, MSN, EdD, Director of STEP Program, College of Nursing and Health Sciences at (256) 782-5423, or (800) 231-5291, or e-mail pwaits@jsu.edu. STEP Program information is also available by contacting Ms. Tammy Johnson, BS, MPA, Director of Student Services for the STEP and MSN Programs at (256) 782-8489 or (800) 231-5291 or e-mail at tjohnson@jsu.edu.

**Application Deadlines**

- August 1<sup>st</sup> for Fall admission
- December 1<sup>st</sup> for Spring admission
- April 1<sup>st</sup> for Summer admission

**REQUIRED NURSING COURSES (Beginning Spring 2007)**

The required courses can be completed on-line in three semesters (one calendar year). Completion of the upper division STEP nursing courses must occur in ten (10) semesters. Using Internet, Blackboard, and other distance learning modalities, the program is delivered at a time and place convenient to the individual student. The following courses are required for registered nurses in the STEP program.

**Semester I**

NU 345 Communicaton of Ethical Issues .....	3 hrs.
NU 352 Health Assessment Across the Lifespan .....	3 hrs.
NU 365 Pharmacology for Practicing Nurses .....	<u>4 hrs.</u>
	10 hrs.

STEP recognizes the past academic and experiential knowledge of the Registered Nurse. RN students are awarded 35 hours of *Advanced Placement Credit* after successful completion of the first semester courses.

**Semester II**

NU 350 Professional Roles and Issues .....	5 hrs.
NU 400 Research/Outcomes Management.....	2 hrs.
NU 423 Nursing Management and Leadership .....	<u>3 hrs.</u>
	10 hrs.

**Semester III**

Nursing Elective .....	3 hrs.
Nursing Elective .....	3 hrs.
NU 456 Population Based Health Care .....	<u>6 hrs.</u>
	12 hrs.

**RN-BSN-MSN**

The RN-BSN-MSN option allows students to begin their graduate studies while earning the Bachelor of Science in Nursing (BSN) degree. At the time the RN is completing the baccalaureate program of study (STEP), coursework in the master’s program can also be completed. By enrolling in the RN-BSN-MSN Option, an RN can earn both a BSN and MSN with 3 fewer total hours than by completing the BSN and MSN programs separately. For more information, please contact Ms. Tammy Johnson, BS, MPA, Director of Student Services for the STEP and MSN Programs at (256) 782-8489 or (800) 231-5291 or e-mail at tjohnson@jsu.edu.

## GRADING POLICIES

### Grading System

The following represents the grading system used by the University and the basis upon which quality points are earned. The grade point average (GPA) may be determined by dividing the quality points earned by the number of hours attempted.

- A - four quality points per hour (90-100)
- B - three quality points per hour (80-89)
- C - two quality points per hour (70-79)
- D - one quality point per hour (60-69). This grade will not be assigned for EH 098, 099, 101, LS 094, 095, 098, 102, and PHS 099.
- NC - No credits (0-69). This grade is assigned only in English 098, 101, LS 094, 095, 097, 098, 104, and PHS 099.
- F - No quality points (0-59). Failing grades may not be removed from the academic record. This grade will not be assigned for EH 098, 101, LS 094, 095, 097, 098, 104, and PHS 099.
- P - Passing. Grade given for selected courses as specified in course descriptions in the catalogue. The grade of P does not affect the G.P.A. The grade of F on a pass or fail course is computed as a regular F grade.
- I - Incomplete - no quality points. See University Catalogue for details.
- W/P - withdrawn passing.
- W/F - withdrawn failing (counts as an F)
- X - Audit - no credit.

Transferred grades are accepted according to the letter grade sent by the issuing institution regardless of numerical scale on which the letter grade was based.

### Grade Point Averages

The University computes Grade Point Averages on all students. The GPA system ranges from 0-4. Hours attempted are divided into quality points in order to arrive at the Grade Point Average for students entering the upper division of nursing and for students enrolled in nursing courses.

## ACADEMIC FORGIVENESS POLICY AND PROCEDURES

Occasionally, during a particular semester, students encounter personal, emotional, or financial circumstances so devastating that performing academically at a level approximating their usual record of achievement becomes impossible. Normally, these students realize their situations in time to take the advisable course of action and withdraw from the University. If that is not done, however, and a student's grades for the semester are decidedly below that student's normal record, the student can petition for academic forgiveness. All course work taken, even hours completed satisfactorily during the semester for which forgiveness is declared, will be disregarded in the cumulative grade point average and as hours earned toward graduation. Academic forgiveness may be granted one time and is applicable only to JSU undergraduate course work.

### Procedure

Students may petition for academic forgiveness for only one semester (any fall, spring, May, or summer term) already completed at the University, provided the student has an overall GPA of 2.0 or higher.

Students cannot receive academic forgiveness for semesters in which they are registered for upper division nursing courses. Only academic forgiveness granted by JSU will be considered in GPA calculations for admission to the upper division.

Forms and details of this policy are available in the Office of the appropriate College Dean. Undecided majors should obtain this form from the Associate Vice President for Academic Affairs, Room 201 Bibb Graves Hall.

After review of the petition by the Dean, the Dean's designee, or the Associate Vice President for Academic Affairs, the Office of the Registrar will adjust the academic record and notify the student.

Once granted, academic forgiveness cannot be reversed. Students should be aware that graduate and professional schools often compute grade point average over all hours attempted when considering applicants for admission. Additionally, students should realize that although a semester may have been academically forgiven for purposes of completing degree requirements, all JSU coursework, including the forgiven semester, will be used in determining honors at graduation.

A petition will not be considered if the student has received a degree subsequent to the semester in question.

Adopted August 1995  
Revised 2/27/02

## **STUDENT GRIEVANCE PROCEDURE**

The student grievance officer (Director of Student Services of the College) will function in an ombudsman role and inform students of their rights and obligations in the grievance process.

The grievance procedure is designed to solve problems through discussion. It is progressive, in that each successive phase requires the participation of additional individuals within the channels of administration. The following outlines the phases. The problem may be resolved at any one of these specific phases:

1. The student must submit the complaint in writing within 3 working days of the incident. The student would then meet with specific faculty member(s) to resolve the problem.
2. If the problem is not resolved through this written grievance and meeting with faculty member(s) the student may meet with faculty member(s) and Course Coordinator. The faculty member and Course Coordinator will make decisions regarding the outcome of the problem.
3. If the problem is not resolved with the faculty member(s) and Course Coordinator, the student may meet with faculty member(s), Course Coordinator, and the Dean of the College. To insure that only the original conflict and pertinent matters are discussed, the involved faculty member(s) and student are present at all meetings and will submit written accounts of each meeting throughout each phase of the process. The decision of the Dean of the College is final.

Revised 6/2005

## **ATTENDANCE POLICY**

A student is held responsible for attending all courses for which he/she registers. The policy of the College of Nursing and Health Sciences states there shall be no unexcused absences from any class or clinical. Students with unexcused absences from clinical or scheduled examinations will be given an "unsatisfactory" for clinical and zero for examinations. The faculty will establish the legitimacy of the excuse provided by the student and the right to call the physician's office for verification is reserved. Students are expected to notify the instructor of an intended absence prior to classroom administration of the examination and/or clinical experience.

1/1999

## **STUDENT TARDINESS AND ABSENTEE POLICY**

The student is expected to be at the appropriate clinical site and prepared to begin clinicals at the designated time. When a student arrives at the clinical site after the designated start time, he/she is said to be tardy. The start time for each clinical is predetermined by the faculty, coordinated with the clinical agency, and provided to the student in writing at the beginning of each semester. A student must notify the clinical agency and designated faculty of their tardiness and expected time of arrival at least one hour prior to the beginning of the clinical day. The faculty will establish the legitimacy of the excuse provided by the student. Two unexcused tardies will result in the student receiving a clinical/course failure.

The student is expected to be at the appropriate clinical site and prepared to begin clinical at the designated time. When a student does not arrive at the clinical site and does not notify the designated faculty and clinical agency prior to the start time, he/she is said to have exhibited unprofessional behavior. Unprofessional behavior of this magnitude may result in a clinical/course failure.

04/2009

### **CLINICAL AGENCIES**

Various hospitals and health agencies in the area are used for student nurse experience. Students provide their own transportation to and from the clinical agencies. A student who rides with another is to provide his/her own liability insurance.

### **SMOKE-FREE ENVIRONMENT POLICY**

Considering health risks and factors related to quality of life for smokers and non-smokers, it is the policy of the College of Nursing and Health Sciences (Wallace Hall) that the environment be designated as a smoke-free environment. **NO** smoking will be permitted within the building at any time. This policy applies to faculty, visitors, and students.

Appropriate signage will be displayed on the front and rear entrances to the building. Students shall be advised of the policy upon admission to the upper division of nursing, and shall be held accountable if a policy violation occurs.

Individuals who choose to smoke may do so in a location that is twenty-five feet (or more) from the building. Faculty and staff will be responsible for educating students and visitors of established smoking regulations.

1/1999

### **AUDIO AND VIDEO TAPING POLICY**

It is the policy of the College of Nursing and Health Sciences that use of any audio or visual equipment including, but not limited to cell phones, video cameras, and laptops to record lecture content by students is not allowed, except in the case where a student has been determined by Disability Support Services (DSS) to need these learning methods to comply with section 504 of the American Disability Act (ADA).

01/2009

### **CALCULATOR POLICY**

The student will be permitted to use a non-programmable calculator for the calculation of dosage problems in the classroom and clinical area.

8/2002

### **USE OF CELL PHONES/PAGERS**

No cellular phones or other electronic devices are to be used in the classroom or clinical settings. Phones or electronic devices brought into class or clinical must remain in a non-audible, vibration mode or the OFF position. Emergency calls may be routed through the College office. Staff will forward all emergency messages when possible.

Cell phones, or other electronic devices are strictly forbidden in testing or test review.

5/2007

## EXPRESSION OF APPRECIATION

Students are discouraged from giving faculty gifts at the end of a course/clinical rotation. However, students may freely express their appreciation verbally or with a written note/card.

## LAB POLICIES FOR STUDENTS

1. No food or drink in lab.
2. No adhesives should be placed on beds, overbed tables, or bedside stands.
3. Dispose of all needles/jelcos in proper container.
4. IV arms should only be used on designated tables. Artificial blood **will stain** if leakage occurs.
5. If tape is used on models, please make sure it is removed as soon as demonstration is complete.
6. Students are responsible for returning items to designated location after practicing for checkoffs.
7. All equipment or kits must be signed out. Kits must be returned within one week or course faculty will be notified. If kit is needed for a longer period of time, special arrangements must be made due to needs of other students.
8. NU 424 students must return supplies to crash cart as listed on the clipboard found inside the cart.
9. Always bring nurse pacs to practice and checkoffs. Checkoffs cannot be completed without supplies in pac.
10. Passing equipment on to another student is not recommended. If the equipment becomes delinquent, the person who initially signed for the item will be contacted and held accountable for the delinquency.
11. All students must have a signed disclaimer on file with the clinical associate before participating in checkoffs or practice for checkoffs.
12. All students must assist in maintaining neatness and cleanliness in the lab.

1/2001

## DRESS CODE

The College of Nursing and Health Sciences use many different facilities for clinical experiences. In the clinical areas, the student assumes a role as a member of the nursing team, and while in that role must present a professional appearance. The dress code of the College is established to provide a uniform standard for professional appearance of the students. Certain specialty areas of clinical practice, e.g. the Operating Room or the OB/GYN unit, may require a unique uniform that differs from the standard. The clinical instructor, in coordination with the facility, will provide guidance with regards to unique clinical area uniform requirements. The student must assume responsibility for meeting the standards of the College dress code and presenting a professional appearance. Students who fail to meet the dress code standards are subject to removal from the clinical area and may receive an “Unsatisfactory” for meeting the clinical objectives for that day.

1. The female’s hair shall be worn off the face and collar or worn up while on duty. Barrettes, or other devices, worn to maintain the hair off the face and collar shall be of the same or similar color of the hair. Devices used to maintain the female’s hair shall be conservative and non-obtrusive. Ponytails must be pinned in place. Make-up should be natural looking.
2. The male’s hair shall be neatly trimmed and off the collar. Beard and mustache shall be neatly trimmed and covered when in specialty areas. Otherwise, male students shall be clean-shaven.
3. Fingernails for both men and women must be clean, short, and without polish. Acrylic nails are not permitted.
4. Jewelry shall be limited to wedding band: plain gold or silver. Earrings or any other rings, pins or other jewelry either clipped to the body or attached through pierced body parts, visible to the eye during the normal wear of the uniform are prohibited.
5. A watch is a required uniform item. Watches shall be of the analog type and must have a sweep second hand. Watchbands that are gold, silver, brown, white or black will be acceptable in the clinical area. The instructor will determine the appropriateness of a watch.
6. Visible tattoos are not permitted. The student must cover the tattoo with a faculty approved bandage.
7. The uniform top for women is a royal blue unisex V-neck scrub top with two lower patch pockets. JSU shall be monogrammed diagonally in white thread on the left upper front of the top. Women's royal blue scrub pants can be unisex drawstring or women’s elastic waist scrub pants. Cuffed pants and pants with cargo pockets are not permissible. Socks shall be crew length, solid white, and without stripes or logos of any kind.
8. The uniform top for men is either the royal blue unisex V-neck scrub top with two lower patch pockets or the unisex V-neck scrub top with a left breast pocket. JSU shall be monogrammed diagonally in white thread on the left upper front of the top. Men's royal blue scrub pants can be unisex drawstring or men’s elastic waist scrub pants. Cuffed pants and pants with cargo pockets are not permissible. Socks shall be crew length, solid white, and without stripes or logos of any kind.
9. If tee shirts are worn underneath, they should be solid white.
10. The uniform, for both men and women, shall be clean and neatly pressed. Students will be held accountable for the appearance of their uniforms. The clinical instructor has the final authority to determine if a uniform is excessively worn, stained, or otherwise no longer serviceable.
11. The lab coat for women is a short white collared jacket with two pockets located on each side of the lower front of the jacket.
12. The lab coat for men is a short white collared jacket with a pocket on the upper left front and two pockets located on each side of the lower front of the jacket.
13. The school insignia patch is located on the left sleeve two inches below the shoulder in the midline on lab coat for both men and women.

14. A white cardigan style sweater or the white lab coat is the only cover-ups that are appropriate with the uniform.
15. The nursing shoe shall be a closed, conservatively styled, white shoe with leather uppers. The shoe's upper shall not be suede, patent leather, canvas or any other artificial fabric. The entire shoe shall be no less than 99% white including the visible edge of the sole. Shoelaces shall be 100% white. The heel of the shoe should be one inch or less. Shoes with open toes or open heels are specifically prohibited. Shoes should be kept clean and white at all times, including shoelaces.
16. Students may wear their nursing school pin after it is officially presented at Honors Day.
17. Students entering clinical agencies on school-related business should wear appropriate street clothes (i.e. dress or dress pants), covered by the lab coat and wearing the picture ID issued by the College. Inappropriate street clothes include but are not limited to: blue jeans, shorts, tee shirts, sandals, tennis shoes, or tattered, dirty attire.
18. Students shall not wear scents, colognes, aftershave, or perfumes.
19. Students must wear the picture ID card issued by the College on all uniforms.
20. School attire, as defined in this policy, is only to be worn when functioning in the role of a student nurse. Students must at all times behave in a manner that reflects positively on both the College and the nursing profession at all times while wearing the uniform.
21. If a cultural or individual set of beliefs interferes with adherence to the standard dress code of the College of Nursing and Health Sciences, the student should complete the Evaluation of Dress Code Compliance form. Each request will be reviewed by the Student Alumni Committee on an individual basis. The Evaluation of Dress Code Compliance form should be submitted to the Dean's secretary to be forwarded to the Chair of the Student Alumni Committee.

## STUDENT RESPONSIBILITY FOR MEDICAL CARE

In the event of sickness or injury, students are responsible for all costs related to the provision of medical care, as needed, in the clinical setting.

## BLOOD AND BODY FLUID EXPOSURE POLICY

### Philosophy

The Lurleen B. Wallace College of Nursing and Health Sciences faculty, staff, and students adhere to Standard Blood and Body Fluid Precautions. One principle of these precautions is to assume that all patients are potential carriers of blood borne disease. In addition, health care workers should assume themselves to be potential carriers. They must exercise caution so as to protect both patients and health care workers from exposure to blood and body fluids.

Students are responsible for adhering to the established accidental exposure policies, procedures of the clinical agency, and the College with respect to reporting and documentation of the incident.

### Prevention

Students are required to receive the Hepatitis B vaccine series, as indicated in the '*Requirements for Hepatitis B Vaccine*' Policy. Students that present reactions or life threatening complications must provide written documentation from their health care provider to be exempt from this requirement.

Before entering the clinical setting, all students are instructed on Standard Blood and Body Fluid Precautions and post-exposure procedures.

### Post-Exposure Protocol

When someone is directly exposed to or in contact with blood or other potentially infectious materials, the response shall be as follows:

1. If the potential exposure involves a needle stick, puncture injury, cut, or fluid contact, wash the area with soap and water for at least 15 seconds. In the case of a mucous membrane exposure, rinse the site with copious amounts of water or normal saline solution. Irrigate the eyes with commercially prepared isotonic solution in eye wash stations, if available, or with saline solution or clean water. Flush splashes to the nose, mouth, or skin with water.
2. The student must immediately consult Northeast Alabama Occupational Health Center (256-741-6464 or 256-231-0556) or their own health care provider, emergency health care provider, or infectious disease specialist regarding the advisability of post-exposure prophylaxis. **The health care provider will make the judgment as to whether the exposure warrants prophylaxis.** Coordination of the student's plan of care and follow-up will be the responsibility of the student and the student's health care provider.



3. Students must notify faculty, staff and/or preceptor of exposure. While the faculty, staff or preceptor may provide information regarding the advisability of seeking prompt medical attention, the ultimate decision as to the management of the exposure is the joint responsibility of the student and the student's health care provider.
  - a. The clinical instructor or preceptor will notify the agency charge nurse or immediate supervisor. It is recommended that the clinical agency's infectious disease nurse, if available, also be notified. An incident (exposure) report should be completed. If the agency will allow, a copy of the report should be obtained and forwarded to the Course Coordinator. If the agency will not provide a copy of the report, the clinical instructor or preceptor should write a memorandum for record to the Course Coordinator, summarizing the details of the exposure.
  - b. Immediately after notifying the agency, the clinical instructor or preceptor should call the college secretary at 256-782-5425 or toll free at 1-800-231-JAX1, option #8 to initiate notification of the Course Coordinator. The Course Coordinator will notify the Dean within 3 days that an incident has occurred.
4. Notification of the patient (if the exposure source is known), risk screening of the patient or other diagnostic testing of the patient, if indicated, will be coordinated in accordance with agency policies.
5. Northeast Alabama Regional Medical Occupational Health Center, the student's own health care provider, emergency health care provider, or infectious disease specialist will manage the student's post-exposure baseline and follow-up laboratory tests for bloodborne pathogens. Students are responsible for coordinating the release of their initial test results to the health care provider of their choice, if needed. The College is not responsible for ensuring the student's compliance with post-exposure care.
6. Students will be responsible for all costs with regards to their post exposure medical care.

**POSSIBLE EXPOSURE TO BLOOD BORNE PATHOGENS  
RELEASE OF LIABILITY**

I \_\_\_\_\_ am aware that the Lurleen B. Wallace College of Nursing and Health Sciences requires participation in patient treatment and clinical procedures during the course of nursing classes. I am also aware that as a result of my voluntary participation, I may be exposed to infectious diseases and am participating in the clinical work voluntarily.

I have been informed by my clinical instructor/preceptor \_\_\_\_\_ that on this date I have been involved in an incident that may have resulted in my being exposed to infectious disease. I understand that it is the policy of the College of Nursing and Health Sciences to release me from clinical practicum in order that I have the opportunity to seek medical evaluation of risk status and further treatment. It is my decision to refuse to seek medical evaluation for risk status and further treatment. By my signature below, I release Jacksonville State University, any of its employees, and the participating agency \_\_\_\_\_ from any liability for injury, illness or infection that may be contracted as a result of this incident.

I am aware that I am responsible for following the agency policies with regards to reporting and documentation of the exposure incident, regardless of my decision to seek medical attention. I understand that I am responsible for any future financial expenses resulting from my decision not to seek medical evaluation at this time, or any expenses resulting in the future should I elect to change my mind and seek care in the future.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinical Instructor/Preceptor

\_\_\_\_\_  
Date

The signed release of responsibility will be maintained in the student's permanent file.

## HEALTH INSURANCE POLICY

All students are required to have health insurance while attending clinicals. Verification of health insurance is due on the first day of class.

1. The student will complete and submit the “Health Insurance Form” to the course coordinator. At this time, the course coordinator will collect the forms and view the health insurance card or verification of payment submitted to the insurance company for validation.
2. The Secretary will maintain a record of the forms collected the first day of class; the course coordinator is responsible for reviewing the record for their course and insuring that no student goes to clinical with an outstanding deficit.
3. Prior to onset of clinicals, the forms will be submitted to the College Secretary for filing in the student’s permanent record.

## HEALTH INSURANCE FORM

Verification of Medical Insurance for \_\_\_\_\_ (Semester) \_\_\_\_\_ (Year)

Student’s Name (print): \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Name of Insured (name on card): \_\_\_\_\_

Contract #: \_\_\_\_\_

Group #: \_\_\_\_\_

Effective date: \_\_\_\_\_

I certify that the above information is accurate and true. I am fully covered with medical insurance that extends through the end of this semester. If this insurance status changes before the end of the semester, I will notify my Course

Coordinator and will purchase additional insurance immediately. **I understand I cannot attend clinicals unless I am covered with medical insurance.**

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_ Faculty’s Initial: \_\_\_\_\_

03/2009

## **PROCEDURE FOR STUDENT HEALTH APPRAISALS**

In accordance with affiliate agencies and College of Nursing and Health Sciences (CNHS) requirements, all students are to have a physical examination upon admission to the upper division and subsequent years while enrolled. The findings are to be reported on the appropriate health forms. The following procedure outlines student Initial and annual Health Appraisals must be completed at the CNHS designated facility.

1. The "Health Appraisal Form" will be mailed to the student along with a letter of admission. Thereafter, the "Health Appraisal Form" is to be obtained from the CNHS website.
2. The student should then contact the designated facility to arrange an appointment for the Health Appraisal to be completed.
3. The Health Appraisal must be completed prior to the first day of class for all upper division nursing students.
4. Subsequent Health Appraisals must be completed prior to the first day of class.
5. If an individual elects to have a titer, he or she must assume financial responsibility for the test. If the test reveals a non-immune status, the student must follow the Centers for Disease Control (CDC) recommended guidelines.
6. The completed health forms will be reviewed by the designated facility medical review officer and healthcare providers. All deficiencies must be rectified and the student must be cleared by the designated facility prior to the first day of class.
7. The designated facility and the CNHS will maintain an electronic database that specifies the date of the initial and subsequent physical examinations.
8. Any student who does not comply with the policy stated herein will not be allowed to function in the clinical area until the completed health form is submitted. Failure to comply with guidelines may result in course failure and possible dismissal from the program.

06/2009

## **REQUIREMENTS FOR MEASLES, MUMPS, RUBELLA (MMR) AND TETANUS**

All nursing students involved in clinical courses must present written documentation of immunity to Measles (Rubeola), Mumps, and Rubella.

- Students born in 1957 or later must do one of the following to be considered immune to measles, mumps, or rubella:
  - Provide documentation of (a) physician-diagnosed measles or mumps disease
  - Provide laboratory evidence of measles, mumps, or rubella immunity from a blood sample titer
  - Provide evidence of appropriate vaccination against measles, mumps, and rubella (i.e., administration on or after the first birthday of two doses of live measles and mumps vaccines separated by 28 days or more, and at least one dose of live rubella vaccine).
- Students born in 1957 or later without serologic evidence of immunity or prior vaccination should receive 2 doses of MMR, 4 weeks apart.
- Students born before 1957 should discuss the need for MMR vaccination with medical staff at the CNHS designated facility if they do not have a history of physician-diagnosed measles and mumps disease (or laboratory evidence of immunity from blood sample titer) and do not have laboratory evidence of rubella immunity. These students may be particularly vulnerable in the event of a mumps outbreak.

If blood titers reveal an "indeterminate" or "equivocal" level of immunity, the student will be considered nonimmune. Further recommendations related to any of the above categories may be made by medical staff at the CNHS designated facility. As a result the student may be required to sign a "Low Titer Waiver".

All nursing students involved in clinical courses must present written documentation for Tetanus, Diphtheria, and Pertussis. All students who have completed a primary series of a tetanus/diphtheria-containing product (DTP, DTaP, DT, Td) should receive Td boosters every 10 years.

Students should also be given a 1-time dose of Tdap as soon as feasible (give if TD booster has not been received in the last two years).

06/2009

## REQUIREMENTS FOR HEPATITIS B VACCINE

Healthcare personnel (HCP) who perform tasks that may involve exposure to blood or body fluids should receive vaccination and demonstrate immunity toward Hepatitis B. This includes all nursing students involved in clinical courses. The following process should be followed by students of the CNHS:

1. Students should receive a 3-dose series of hepatitis B vaccine at 0-, 1-, and 6-month intervals.
2. Within 1-2 months following dose #3, the student should be tested for hepatitis B surface antibody (anti-HBs) to document immunity.
3. If the anti-HBs is less than 10 mIU/mL (negative) the student is unprotected from hepatitis B virus (HBV) infection; the student is required to revaccinate with a 3-dose series.
4. The student should then retest anti-HBs 1-2 months after dose #3 (of the second series).
5. If the anti-HBs is positive, the student is immune. No further testing or vaccination is recommended.
6. If the anti-HBs is negative following 6 doses of vaccine, the student is a “non-responder”.

Students who are non-responders are considered susceptible to HBV and should be aware regarding precautions to prevent HBV infection and the need to obtain HBIG prophylaxis for any known or probable parenteral exposure to hepatitis B surface antigen (HBsAg)-positive blood. It is also possible that non-responders are persons who are HBsAg positive. Testing should be considered and discussed with medical staff at the CNHS designated facility. Students found to be HBsAg positive will be counseled and medically evaluated.

Students who do not demonstrate immunity to Hepatitis B will be required to sign a “Low Titer Waiver”.

Note: Anti-HBs testing is not recommended routinely for previously vaccinated HCP who were not tested 1-2 months after their original vaccine series. These HCP should be tested for anti-HBs when they have an exposure to blood or body fluids. If anti-HBs negative, the HCP should be treated as if susceptible.

05/2009

## REQUIREMENTS FOR VARICELLA (CHICKENPOX) VACCINE

All nursing students enrolled in clinical courses must present written documentation of immunity to varicella (chickenpox) through one of the following:

- Having received 2 doses of varicella vaccine given at least 28 days apart
- Having had a physician diagnosis of a history of varicella or herpes zoster or laboratory confirmation of disease
- Demonstrate laboratory evidence of immunity

Before a student can receive the varicella vaccine, the Alabama Department of Public Health (ADPH) requires a **negative varicella titer**. The ADPH guidelines state that individuals who receive their first dose of varicella vaccine after the thirteenth birthday must be given two doses at least one month apart.

If a blood titer test reveals a non-immune status, the student must follow the Centers for Disease Control (CDC) recommended guidelines and receive two (2) doses of vaccine. This is also a requirement from the clinical affiliates that are used for clinical. Students must assume financial responsibility for receipt of the vaccine.

05/2009

## **REQUIREMENTS FOR TB SKIN TEST**

All nursing students involved in clinical courses must present written documentation for Tuberculosis (TB) screening with negative results (or appropriate treatment if positive) within three months prior to matriculation. Students will be required to obtain a two-step Tuberculin skin test before starting clinical rotations and are mandated to renew the Tuberculin one-step skin test once per year. The TB skin test must be valid through the clinical semester.

Students testing positive will be required to comply with the current Centers for Disease Control (CDC) treatment recommendations as directed by the facility designated by the CNHS. Failure to comply with the CDC requirements will result in dismissal from the nursing program.

05/2009

## **REQUIREMENTS FOR BASIC LIFE SUPPORT (BLS) CERTIFICATION**

All students enrolled in the upper division of nursing must maintain and show proof of Basic Life Support certification. Acceptable proof is a valid and current card issued by a Cardiopulmonary Resuscitation (CPR) certification provider. This card is also referred to as a CPR card. Upon entry into the program and at the beginning of each semester, students must show the CPR card to the instructor on the first day of class.

The American Red Cross certifies for one (1) year and calls this class, "CPR for the Professional." The American Heart Association certifies for two (2) years and calls this class, "BCLS for the Healthcare Professional." Agencies typically charge around \$50 or more for initial certification and \$35 or more for recertification if the student already has a valid CPR card. When inquiring about the class, be sure the class covers:

- *Adult*: one and two rescuer CPR
- *Adult*: conscious and unconscious foreign body airway obstruction
- *Child*: CPR
- *Child*: conscious and unconscious foreign body airway obstruction
- *Infant*: CPR
- *Infant*: conscious and unconscious foreign body airway obstruction
- Use of pocket mask
- Use of a bag valve mask
- Automatic External Defibrillator

Acceptable CPR training must include hands-on training and skills verification! Acceptable CPR cards must be issued through an approved American Heart Association or American Red Cross training agency! Internet based training that provides a CPR "card" that is downloaded from the web is NOT acceptable. If you have questions call Mr. Hofland at 782-5276

## **PREGNANCY IN CLINICAL COURSES**

Students enrolled in clinical nursing courses are expected to be fully capable of performing the various tasks required by the clinical nursing program without endangering patient or self. Therefore, the following policy regarding pregnancy will be effective.

1. Upon learning of the pregnancy, the student will provide the College with a statement from her attending health care provider concerning the expected date of delivery and her ability to perform in the clinical setting.
2. The student will provide a copy of the statement from her attending physician to the student's clinical Course Coordinator. If enrolled in two (2) concurrent clinical courses, both clinical Course Coordinators must be notified.
3. As long as the student remains pregnant, at the beginning of every semester, each clinical Course Coordinator will be provided with a current (within 30 days) statement from the student's attending physician clearing the student to participate in the clinical setting.
4. A student will not be permitted to enroll in or remain in clinical nursing courses if the pregnancy will unduly interfere with the performance of her clinical assignments. The student is responsible for immediately notifying the clinical Course Coordinator of any significant changes in her pregnancy status that might affect her ability to perform clinical assignments or might endanger herself, her expected child, or the patients in the clinical setting.
5. A more stringent policy may be put into effect if experience shows that the implementation of this announced policy is hazardous to the health of the student, her expected child, or the patients served in the clinical courses.

## HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

The Health Insurance Portability and Accountability Act of 1996, referred to as HIPAA, was originally enacted as a means to allow employees to maintain their healthcare coverage when changing jobs, but has grown into regulations for the healthcare industry.

Certain types of patient information are referred to as Protected Health Information and are legally protected under the HIPAA Privacy Regulations and must be treated in a special way.

Protected Health Information encompasses almost anything that can be used to identify the patient such as name and address. It also includes identifiers such as birth date, social security number, medical record number, telephone number, or patient account number. Any piece of information that can be used to discover the individual identity of a specific patient or lead to access to the patient's medical information equals **protected health information**.

Under the HIPAA Privacy Regulations, agencies are required to give patients a copy of its written Notice of Privacy Practices at the time of registration for admission or for an outpatient service encounter. This document will disclose how the agency plans to access, use, and disclose the patient's protected health information.

Failure to abide by the HIPAA Privacy Act of 1996 is a violation of the Professional Scholar's Code and is subject to disciplinary action. Disciplinary action will be enforced against persons who do not follow the privacy policies and procedures that are required under the Health Insurance Portability and Accountability Act of 1996.

### HIPAA STATEMENT OF UNDERSTANDING

I have read and understand the HIPAA privacy policy. I understand that I am legally responsible for the implementation of these rules in class and clinical areas. I also understand that the College of Nursing and Health Sciences or the federal government may enforce disciplinary action for any infraction of these rules.

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Student Name

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Date



## REQUIREMENT FOR CRIMINAL BACKGROUND CHECK

In accordance with policies of affiliate agencies, all students are to be cleared through a criminal background check prior to engaging in clinical activities. (*TJC Standard HR.1.20.05 requires a criminal background check for staff and students as well as volunteers who work in the same capacity as staff who provide care, treatment, and services.*)

As of September 1, 2004, all upper division nursing students must be successfully cleared through a criminal background check prior to enrolling in NU 311 Foundations of Nursing Practice. Further, as of September 1, 2004, all students enrolled in higher-level clinical courses must be cleared via a criminal background check prior to engaging in any clinical activities. Participation in clinical activities is mandatory for completion of course requirements. Students barred from participation in clinical activities will not be able to meet course requirements, and will therefore be unable to successfully progress in the nursing curriculum.

Procedure:

1. Students will sign the appropriate permission form for the criminal background check.
2. All criminal background checks must be completed through the contracted source of the College of Nursing and Health Sciences.
3. Specific information obtained through criminal background checks will be shared with Jacksonville State University faculty and appropriate staff. Specific information obtained through criminal background checks will also be shared with affiliate clinical agencies. Anonymity will be maintained whenever possible.
4. The Jacksonville State University College of Nursing and Health Sciences will provide appropriate documentation to affiliate clinical agencies confirming that all students participating in clinical activities have been cleared through an approved criminal background check.

## CONSENT TO AND PERMISSION FOR CRIMINAL BACKGROUND CHECK

I \_\_\_\_\_ acknowledge and am aware that the Jacksonville State University College of Nursing and Health Sciences requires participation in clinical activities during the course of nursing classes. I am also aware that policies of affiliate agencies require that all students are to be cleared through a criminal background check prior to engaging in clinical activities. (*TJC Standard HR.1.20.05 requires a criminal background check for staff and students as well as volunteers who work in the same capacity as staff who provide care, treatment, and services.*)

I therefore consent to and give permission for Jacksonville State University College of Nursing and Health Sciences to conduct a criminal background check on me.

I understand that specific information obtained on the criminal background check will be shared with the Jacksonville State University College of Nursing and Health Sciences faculty and appropriate staff. I understand that specific information on the criminal background check will also be shared with clinical agencies. I also understand that participation in clinical activities is mandatory for completion of the Lurleen B. Wallace College of Nursing and Health Sciences course requirements. Students barred from participation in clinical activities will not be able to meet course requirements and will therefore be unable to successfully progress in the nursing curriculum at Jacksonville State University.

\_\_\_\_\_  
**Print** Full Name (Include middle name)

\_\_\_\_\_  
 (Maiden Name if Applicable)

\_\_\_\_\_  
 Student SS#

\_\_\_\_\_  
 Date of Birth

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

07.2009

## **IMPAIRMENT AND SUBSTANCE ABUSE TESTING POLICY**

### **I. Philosophy**

Jacksonville State University (JSU) College of Nursing and Health Sciences (CNHS) is committed to maintaining a drug-free workplace and academic environment. In compliance with Federal law, the University has adopted a University Drug-Free Workplace Policy that prohibits the illegal manufacture, distribution, dispensing, possession, or use of a controlled substance. All CNHS students, faculty, and staff must become familiar with and comply with this university-wide policy, which applies to behavior that not only occurs on the University campus but also on property owned or controlled by the University and/or a University-sponsored or University-supervised activity at other locations. This policy is accessible at <http://www.jsu.edu/depart/undergraduate/catalog/pdf/jsucatalogue07-09.pdf>. The JSU College of Nursing and Health Sciences Impairment and Substance Abuse Testing Policy, as described below, is intended to compliment the University's Drug-Free Workplace Policy. This policy applies to CNHS students, faculty, and staff at any time and in any location while in a role affiliated with JSU.

### **II. Alabama Board of Nursing Requirements**

Lurleen B. Wallace College of Nursing and Health Sciences students, faculty and professional RN staff shall comply with legal, moral, and legislative standards in accordance with the Alabama Law Regulating Practice of Registered Nursing (Alabama Board of Nursing, 2009). These standards determine unacceptable behavior of the nurse which may be cause for denial of license to practice as a registered nurse and are as follows:

“The board may also deny, revoke, or suspend any license issued by it or to otherwise discipline a licensee upon proof that the licensee: is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article, as defined by board rules and regulations” (Nurse Practice Act, Article 2, Section 34-21-25).

Nursing students must understand the Alabama Board of Nursing's regulations concerning candidate review of eligibility for initial and continuing licensure. Questions on the application for Licensure as a Registered Nurse by Examination include: (1) Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation? (2) Have you within the last five years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances? (3) Have you ever been arrested or convicted for driving under the influence of alcohol/drugs? (4) Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness? (5) Have you ever had disciplinary action or is action pending against you by any state board of nursing? (6) Have you ever been placed on a state and/or federal abuse registry? (7) Have you ever been court martialled/disciplined or administratively discharged by the military? ([www.abn.state.al.us](http://www.abn.state.al.us).)

The application for licensure by examination may be denied after the application has been reviewed. Each applicant is evaluated on an individual basis. The Board of Nursing cannot predetermine approval or denial of licensure until the entire application and supporting documentation has been received and reviewed.

### **III. Purpose**

For obvious health and safety concerns, students, faculty, and staff must conduct health care and educational activities fully in control of their manual dexterity and skills, mental facilities, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students, faculty, and staff in a health care setting, poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies. The College of Nursing and Health Sciences recognizes its responsibility to provide a safe, efficient academic environment for students, faculty, and staff and to cooperate with clinical agencies in

providing for the safe and effective care of their patients during nursing students' clinical experiences in their facilities. Therefore, the following policy has been adopted to:

1. Prevent substance abuse and/or activities or behaviors a) that are prohibited by the University's Drug-Free Workplace Policy, state or federal laws or b) which may subject the involved student, other individuals, and the University to legal penalties or consequences, or c) which may cause a deterioration of the atmosphere and circumstances under which the care of patients and the nursing educational programs are conducted;
2. Cooperate with affiliating clinical agencies by requiring nursing students, faculty, and staff reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate College of Nursing and Health Sciences officials; and
3. Require all students enrolled in clinical courses in the College of Nursing and Health Sciences to submit to pre-admission testing, random testing, and mandatory drug testing based upon reasonable suspicion of substance abuse.
4. Require all faculty and staff employed in the College of Nursing and Health Sciences to submit to pre-employment testing, random testing, and mandatory drug testing based upon reasonable suspicion of substance abuse.

#### **IV. Definitions of Terms Used in Policy**

Drug Testing means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

1. Pre-clinical testing means that all students will be tested prior to engaging in any clinical activity and/or patient care.
2. Pre-employment testing means that all faculty and professional RN staff will be tested prior to employment in the College of Nursing and Health Sciences.
3. Random testing means that students, faculty, and professional RN staff will be arbitrarily selected for drug testing using a computerized system. This testing can occur at any time during employment or enrollment in upper division of the BSN or MSN program.
4. Reasonable suspicion testing means that evidence exists which forms a reasonable basis for concluding that it is more likely than not that a student, faculty, or staff has engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

Impaired means that a person's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon chemical substances.

Nursing student means any individual formally enrolled in the College of Nursing and Health Sciences in pursuit of the BSN or MSN degree, including registered nurses (RN) and students taking courses via distance education, regardless of the specific location of the student.

Faculty and staff means any person employed in the College of Nursing and Health Sciences.

Substance abuse means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student, faculty, or staff while on University or affiliated clinical site premises or while participating in any University-or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; and (c) a student, faculty, or staff's use of alcohol or any drug in such a way that their performance in any nursing course, including activities at any clinical site, is impaired.

## **V. Policy Requirements**

### **A. Drug and Alcohol Prohibitions and Duty to Notify of Drug/Alcohol Convictions**

1. Substance abuse as defined in this policy, or a violation of any term of the Jacksonville State University Drug-Free Workplace Policy while engaged in any University affiliated experience is strictly prohibited. All students, faculty, and staff in the College of Nursing and Health Sciences courses or programs are required to abide by these rules when reporting to nursing-related courses and clinical experiences and while at affiliating clinical agencies (including parking lots and grounds).
2. Under no circumstance should nursing students, faculty, and staff participate in nursing-related courses or clinical activities while they are impaired.
3. Nursing students who violate these rules will be deemed to be unable to meet the essential qualifications/functions of the nursing curriculum. Nursing students determined to have violated these prohibitions shall be dismissed from the College of Nursing and Health Sciences.
4. A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Any such violation must be reported to the Dean of the College of Nursing and Health Sciences within five days. Such violation, if substantiated, will result in disciplinary action up to and including student's dismissal from the College of Nursing and Health Sciences. A nursing student who fails to notify the Dean of the College of Nursing and Health Sciences within five days of an administrative action or legal conviction for any such violation shall result in dismissal from the College of Nursing and Health Sciences.
5. Faculty and staff determined to have violated these prohibitions shall result in termination from the College of Nursing and Health Sciences.

### **B. Student, Faculty, and Staff's Agreement to Submit to Drug Testing and to Consent to Release of Test Results to Dean of the College of Nursing and Health Sciences**

1. The student must agree to submit to drug testing prior to being assigned to an affiliating agency, for random testing, and for reasonable suspicion. The nursing student shall sign a consent: a) to abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which a student is assigned; b) to submit to any drug/alcohol testing (random or reasonable suspicion) required by the College of Nursing and Health Sciences and/or the affiliating clinical agency; and c) to release a copy of any and all drug/alcohol test results to the Dean of the College of Nursing and Health Sciences (see Attachment A for consent). Failure to sign such consent shall be grounds for non-placement at an affiliating clinical agency and shall result in dismissal from the program.
2. Faculty and staff must agree to submit to drug testing prior to employment, random testing, and reasonable suspicion. Faculty and staff shall sign a consent: a) to abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which they are assigned; b) to submit to any drug/alcohol testing (random or reasonable suspicion)

required by the College of Nursing and Health Sciences and/or the affiliating clinical agency; and c) to release a copy of any and all drug/alcohol test results to the Dean of the College of Nursing and Health Sciences (see Attachment B for consent). Failure to sign such consent shall result in termination.

3. A student, faculty, or staff's failure to submit to a required drug testing, or attempting to tamper with, contaminate, or switch a sample shall result in dismissal from the College of Nursing and Health Sciences.
4. The cost of all drug/alcohol testing required shall be borne by the student, faculty, or staff. Neither the University nor the College of Nursing and Health Sciences shall absorb drug/alcohol testing costs for students, faculty, or staff.

## **VI. Procedures for Drug Testing Requested by the College of Nursing and Health Sciences**

### **A. Procedure for Pre-Clinical/Pre-Employment Drug Testing Requested by the College of Nursing and Health Sciences**

1. Drug testing for pre-clinical **generic students** will be arranged by the College of Nursing and Health Sciences. The cost of this drug testing will be assumed by the student.
2. Drug testing for pre-clinical for **MSN students** will be arranged by the student, but must be conducted in a qualified laboratory setting. The cost of this drug testing will be assumed by the student. The student will be provided a list of specific drugs for testing by the Director of the MSN Program.
3. Drug testing for pre-employment for faculty and staff will be arranged by the College of Nursing and Health Sciences. The cost of this drug testing will be assumed by faculty or staff.
4. Drug testing will be conducted by a certified collector in accordance with established methods and procedures. Confidentiality of the student, faculty, and staff as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a urine sample, securable urine containers, and chain of custody procedures. This procedure ensures that the samples identified to a student, faculty, or staff actually contain materials from that individual, that the samples are protected from tampering, and that the analysis of them is done in accordance with federal guidelines.
5. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, training hospital, College of Nursing and Health Sciences, or for the use of any drugs which are reasonably suspected of being abused or used by the student, faculty, or staff.
6. Non-negative test results will be confirmed by additional testing. If the test is positive, the entirety of the relevant available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the students, faculty, and staff records in the College of Nursing and Health Sciences.
7. The Dean of the College of Nursing and Health Sciences will notify a student, faculty, or staff who has a positive drug test. If the results of a student, faculty, or staff tests confirms the presence of a prescribed drug (verified negative) the person may be required to obtain a written statement from the prescribing physician or a Substance Abuse Professional (at the discretions of the College of Nursing and Health Sciences) stating that the drug level is within prescribed limits and that the level does not indicate abuse. The prescribing physician or a Substance Abuse Professional must indicate that the drug will not interfere with safe practice in the clinical area.
8. Failure to submit to pre-clinical or pre-employment drug testing shall result in dismissal from the program or termination from the College of Nursing and Health Sciences.
9. A positive substance abuse test shall result in dismissal from the program or termination from the College of Nursing and Health Sciences.

**B. Procedure for Random Drug Testing Requested by the College of Nursing and Health Sciences**

1. Drug testing for random drug testing will be arranged by the College of Nursing and Health Sciences. The cost of this drug testing will be assumed by the student, faculty, or staff. Any “non-negative” screening that requires additional testing will be paid by the student, faculty, or staff. Failure to comply with all aspects of random testing will result in dismissal from the program.
2. Students, faculty, and staff will be arbitrarily selected for random drug testing using a computerized system.
3. Random drug testing can occur at any time.
4. Students, faculty, and staff will be notified by CNHS faculty/staff if their name is selected.
5. Students, faculty, and staff will be required to report immediately for testing as directed by faculty/staff of the College of Nursing and Health Sciences.
6. Drug testing will be conducted by a certified collector in accordance with established methods and procedures. Confidentiality of the student, faculty, and staff as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a urine sample, securable urine containers, and chain of custody procedures. This procedure ensures that the samples identified to a student, faculty, or staff actually contain materials from that individual, that the samples are protected from tampering, and that the analysis of them is done in accordance with federal guidelines.
7. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, training hospital, College of Nursing and Health Sciences, or for the use of any drugs which are reasonably suspected of being abused or used by the student, faculty, or staff
8. Non-negative test results will be confirmed by additional testing. If the test is positive, the entirety of the relevant available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the students, faculty, and staff records in the College of Nursing and Health Sciences.
9. The Dean of the College of Nursing and Health Sciences will notify a student, faculty, or staff who has a positive drug test. If the results of a student, faculty, or staff tests confirms the presence of a prescribed drug (verified negative) the person may be required to obtain a written statement from the prescribing physician or a Substance Abuse Professional (at the discretions of the College of Nursing and Health Sciences) stating that the drug level is within prescribed limits and that the level does not indicate abuse. The prescribing physician or a Substance Abuse Professional must indicate that the drug will not interfere with safe practice in the clinical area.
10. Failure to submit to immediate random testing shall result in dismissal from the program or termination from the College of Nursing and Health Sciences.
11. A positive substance abuse test shall result in dismissal from the program or termination from the College of Nursing and Health Sciences.

**C. Procedure for Reasonable Suspicion Drug Testing Requested by the College of Nursing and Health Sciences**

1. Any student, faculty, or staff who demonstrates behavioral changes reasonably suspected to be related to substance abuse as defined herein will be subjected to testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty/staff member and/or the clinical agency. The nursing student, faculty, and staff's request to drug

test will be documented (see Attachment C) and may be based on a variety of factors, including but not limited to:

- a. observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug;
  - b. erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance;
  - c. information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;
  - d. substance abuse-related conviction by a court, or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.
2. Drug testing for reasonable suspicion will be arranged by the College of Nursing and Health Sciences, unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be assumed by the student, faculty, or staff.
  3. Drug testing will be conducted by a certified collector in accordance with established methods and procedures. Confidentiality of the student, faculty, and staff as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures. This procedure ensures that the samples identified to a student, faculty, or staff actually contain materials from that individual, that the samples are protected from tampering, and that the analysis of them is done in accordance with federal guidelines.
  4. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, training hospital, College of Nursing and Health Sciences, or for the use of any drugs which are reasonably suspected of being abused or used by the student, faculty, or staff
  5. Non-negative test results will be confirmed by additional testing. If the test is positive, the entirety of the relevant available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the students, faculty, and staff records in the College of Nursing and Health Sciences
  6. The Dean of the College of Nursing and Health Sciences will notify a student, faculty, or staff who has a positive drug test. If the results of a student, faculty, or staff tests confirms the presence of a prescribed drug (verified negative) the person may be required to obtain a written statement from the prescribing physician or a Substance Abuse Professional (at the discretions of the College of Nursing and Health Sciences) stating that the drug level is within prescribed limits and that the level does not indicate abuse. The prescribing physician or a Substance Abuse Professional must indicate that the drug will not interfere with safe practice in the clinical area.
  7. If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease and the student will be released from further action.
  8. Failure to submit to drug testing for reasonable suspicion shall result in dismissal from the program or termination from the College of Nursing and Health Sciences.
  9. A positive substance abuse test shall result in dismissal from the program or termination from the College of Nursing and Health Sciences.

## **VII. Confidentiality**

All drug testing results will be treated by the College of Nursing and Health Sciences as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student, faculty, or staff has consented in writing to the

release of the information. The College and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student, faculty, or staff, or by his/her personal representative, in any court of law or with any state or federal administrative agency.

## **VII. Appeal Process**

A nursing student may appeal the college's decision to dismiss or not re-admit a student through the established Grievance Procedure.

Used with permission from *The University of Alabama Capstone College of Nursing, Substance Abuse Policy/Drug/Alcohol Testing Policy*.

9/2009



**Attachment A**

**LURLEEN B. WALLACE COLLEGE OF NURSING AND HEALTH SCIENCES**

**Consent to and Permission for Drug Screening**

I have read, understand, and agree to abide by the impairment and substance abuse testing policy guidelines.

I hereby release the designated testing agency and its director, Jacksonville State University, and faculty of the College of Nursing and Health Sciences from any claim in connection with the drug screening guidelines.

I understand that in the event any legal action is taken as a result of the drug screening guidelines, confidentiality may no longer be maintained.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

*This form will be maintained by the College of Nursing and Health Sciences and will be disclosed to appropriate clinical agencies upon their request.*

## **FINANCIAL ASSISTANCE**

Several types of assistance are available to students in the College of Nursing and Health Sciences. These include:

- Federal Pell Grant
- Alabama State Grant Program
- Federal Supplemental Educational Opportunity Grant
- Federal Perkins Loan
- Federal Direct Student Loan Programs
- Federal Direct Subsidized Student Loan
- Federal Direct PLUS
- Campus Employment
- General Scholarships

Other programs may be available. Information concerning assistance programs, eligibility and application procedure can be obtained by contacting the Financial Aid Office.

## **NURSING SCHOLARSHIPS**

Nursing scholarships are awarded to junior or senior students enrolled in the upper division of Lurleen B. Wallace College of Nursing and Health Sciences. These awards are based on merit, and where merit is equal, consideration is given to need. Information concerning nursing scholarships may be obtained through the Office of Student Services. These scholarships are awarded each spring.

## **SPECIAL NURSING COSTS**

### **TRAVEL EXPENSES**

The student nurse is responsible for all travel associated with clinical nursing requirements.

### **PROFESSIONAL APPAREL**

Student nurse apparel is ordered at the time of acceptance into the upper division of nursing. Complete information concerning the uniform and dress code is available in the College of Nursing and Health Sciences. The approximate cost is \$75.00.

### **TESTING, EVALUATION AND PROFESSIONAL LIABILITY INSURANCE**

Students in the upper division of nursing are required to take selected standardized competency examinations. Students will pay \$920.00 (\$349.00 at Admission to Upper Division, \$276.00 at 3<sup>rd</sup> Semester and \$295.00 at 5<sup>th</sup> Semester). This includes 3 yrs. Professional Liability Insurance, criminal background check, Drexel Standardized Test-Taking Workshop, 5 semester ATI Testing and Evaluation Package, final semester self-paced and live ATI review, and interactive clicker device.

### **HEALTH INSURANCE**

Health insurance coverage is mandatory for all upper division students. Each student must present official proof of coverage on the first day of class. If you do not have health insurance, you may purchase it through Midwest National Life Insurance Company of Tennessee. Payment must be handled directly through the insurance company.

### **NURSING SKILLS PACK**

Supplies and equipment must be purchased. Cost is approximately \$45.00 - \$85.00 per semester.

## SENIOR EXPENSES

Composite Pictures	Approximately \$40.00 (Additional pictures may be purchased)
College of Nursing and Health Sciences Graduate Pin	Approximately \$47.00 - \$467.00
At the beginning of the semester prior to graduation, senior students may purchase the College of Nursing and Health Sciences Graduate Pin. Orders are placed in the College of Nursing and Health Sciences through the Office of Student Services.	
Application for Degree	Approximately \$ 20.00
Cap and Gown	Approximately \$ 40.00
NCLEX Review Course (optional)	Approximately \$ 400.00
State Board Fees	Approximately \$ 135.00
NCLEX Testing Fees	Approximately \$ 200.00

## REQUIREMENTS FOR GRADUATION

To be considered a candidate for the degree of Bachelor of Science in Nursing the student must:

1. Fulfill the specific requirements for this degree as set forth in the University Catalogue.
2. Earn a minimum of 64 semester hours from a four-year college or university, 32 semester hours of which must be resident work at JSU. This requirement must be met, even if a student has been admitted to advance standing or has transferred credits.
3. Have no more than 12 semester hours in correspondence work.
4. Be expected to complete general subject requirements for graduation during the freshman and sophomore years in so far as this is possible.
5. Complete 129 semester hours of university work, and must earn a minimum "C" average, 2.0 G.P.A. and attain other standards approved by the faculty.
  - a. A student must earn a minimum "C" or better in each prerequisite and upper division nursing course.
  - b. At least 52 semester hours of the credit presented for a degree must be in courses numbered 300 and above.
  - c. The student must successfully complete the English Competency Exam. The College BASE Examination must be taken. See Tests and Examinations Section of the University Catalogue.

## LICENSURE INFORMATION

Completion of the B.S.N. degree fulfills one of the qualifications for licensure by examination as listed below. The student is advised to review qualifications for licensure as well as grounds for denial of licensure before beginning the nursing major.

### ELIGIBILITY FOR RN LICENSURE BY EXAMINATION

Qualifications for licensure by examination include:

- high school graduation or equivalent
- good moral character
- successful completion of requirements for graduation from a Board approved registered nursing program (for RN licensure).
- not in violation of Code of Alabama, 1975 Section 34-21-25, or Alabama Board of Nursing Administrative Code 610-x-8-.01 and 610-X-8-.05

While an applicant may meet the above qualifications, final approval to take the licensure examination and become licensed in Alabama is subject to action by the Board of Nursing.

### GROUND FOR DENIAL OF LICENSE

Grounds for denial of a RN license by examination include but are not limited to:

- conviction of a felony
- conviction of a misdemeanor or felony involving moral turpitude or gross immorality
- conviction of a state or federal law relating to controlled substances (may be misdemeanor or felony)
- failure to show good moral character as pertains to nursing
- abuse of or addiction to alcohol or other drugs
- being mentally incompetent
- unprofessional conduct
- false representation of facts on application for licensure

(*Code of Alabama*, 1975, Section 34-21-25; Alabama Board of Nursing Administrative Code 610-X-8.01; 610-X-8-.05)

**Applicants should also be aware that they must disclose (on application to take the licensure exam) arrests that did not result in convictions, if they have ever been on a state and/or federal abuse registry, or been court martialled/disciplined or administratively discharged by the military and attach those court records (to the application). Misdemeanors must also be disclosed.  
(memorandum: ABN: 1-20-94, 6-21-99)**

## **STUDENT AFFAIRS**

Students in the College of Nursing and Health Sciences are eligible to participate in all University student affairs. Student nurses are active in the University Student Government Association, sororities, fraternities, ballerinas, athletics, and the religious life of the campus.

### **JACKSONVILLE ASSOCIATION OF NURSING STUDENTS**

The Jacksonville Association of Nursing Students (JANS) is a constituent of the National Student Nurses' Association (NSNA). JANS/NSNA's collaborative leadership activities can provide opportunities to meet and network with other nursing students. There are opportunities to participate in local, state, regional, and national conventions, educational offerings, as well as hold office at the local, state, and national level. In addition, JANS sponsors various activities through the year which are directed toward university, community and state projects. Membership information and meeting schedules are available at the JANS office.

### **NURSES CHRISTIAN FELLOWSHIP**

The Nurses Christian Fellowship was founded in 1940 when small groups of nurses got together, began to pray, and support each other. Meetings include: fellowship, bible study, and prayer. Students take the leadership role in this organization, but activities are over seen by a faculty member.

### **SIGMA THETA TAU**

Sigma Theta Tau is the International Honor Society of Nursing. The Zeta Xi Chapter of the College of Nursing and Health Sciences is chartered by Sigma Theta Tau. The purposes of this organization are to recognize superior achievements and leadership, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.

Sigma Theta Tau endeavors to seek out and reward students in baccalaureate or higher degree nursing programs who have demonstrated ability in nursing as evidenced by superior academic achievement. Undergraduate candidates must have completed at least one-half of the required nursing curriculum, have at least a 3.0 GPA, and be in the upper 35% of their class. Graduate candidates must have completed one-fourth of the Master's curriculum and have at least a 3.5 GPA. Other criteria for invitation to join are stated in the Sigma Theta Tau By-laws.

## **STUDENT SERVICES**

### **COUNSELING AND CAREER SERVICE**

Counseling and Career Services offers personal, educational, and career counseling for JSU students. Personal counseling is conducted in a private setting under the strictest confidence. Counselors are available on an individual or group basis. Counseling and Career Services features a comprehensive career library, on-line computer resources for making vocational and educational decisions, and is the registration site for CLEP, ACT, GRE, MAT, and other examinations.

Counseling and Career Services provides employment assistance to graduating seniors and alumni through on-campus interviews, job listings, career fairs, referrals, computer resources, corporate information, and individual counseling. In addition, Counseling and Career Services coordinates programs for part-time, off-campus employment, internships, and cooperative education experiences. For information, call (256) 782-5475.

## **DISABILITY SUPPORT SERVICES**

Disability Support Services (DSS) provides academic support services as required by Section 504/ADA, removing unfair barriers, and equalizing opportunities to otherwise qualified students. DSS does provide additional programming for students who have sensory disabilities. DSS works with faculty and staff to facilitate the student's integration into the academic community. For information, call (256) 782-8380.

## **MULTICULTURAL SERVICES**

Multicultural Services promotes cultural diversity within the University community. The office enhances the University environment through programs and activities to develop leadership and academic skills, as well as to increase awareness of diverse cultures and backgrounds. For information, call (256) 782-5886.

## **STUDENT HEALTH CENTER**

The Williams Student Health Center is a primary health care facility providing outpatient medical services as well as promoting preventive health measures. Services include health education, health screening, treatment of short-term illnesses, emergency first aid, physical examinations, allergy injections, and family planning. Medications are available through physicians dispensing.

The Student Health Center is located between Sparkman Hall and Mason Hall. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Call for an appointment at (256) 782-5310.

## INCLEMENT WEATHER

The following guidelines have been adopted by the faculty to be used in the event of inclement weather (such as snow, ice, or hurricane) which may affect student's attendance in class/clinical. The purpose of this policy is to provide a mechanism for deciding whether clinical travel is expected, since official University closings may not be announced until later in the morning.

1. The clinical Course Coordinator is responsible for contacting clinical instructors to discuss inclement weather conditions. By faculty consensus, a decision shall be made regarding class/clinical attendance. It is suggested that contacts be initiated early for example, at 05:00 if clinicals begin at 07:00.
2. Clinical instructors will notify students in their groups of cancelled clinicals. A telephone tree calling system may be used for notification. Clinical instructors should maintain a list of students' phone numbers for this purpose.
3. Students are responsible for evaluating the safety of travel in their vicinity, using information from news reports, the Highway Patrol, or other valid sources. Students should not travel if conditions are unsafe, even if clinicals have not been canceled. Students should not, for example, travel over iced bridges, closed roads, or flooded areas. Students are responsible for notifying faculty if they are unable to attend clinicals because of weather and road conditions.
4. If the University officially closes due to inclement weather, canceled clinical days do not need to be rescheduled. If the University does not close, all missed clinical days must be made up.
5. The Course Coordinator shall be responsible for notifying the Dean of cancelled classes/clinicals.

## SEVERE WEATHER WARNING PREPAREDNESS GUIDELINES

The following procedure is to be used when severe weather procedures are implemented by the Jacksonville State University Director of Safety. The Dean's office will be notified to implement the severe weather preparedness plan. All students, clients, visitors, faculty, and staff will seek shelter in the following sheltered locations of the ground floor of Wallace Hall: Room 106, lobby men's and women's rest rooms, xerox room, and the administrative hallway.

1. Dean's Secretary will notify the College secretaries and the Media Specialist/Designee of all severe weather warnings. For severe thunderstorm warnings and tornado watches, classes and staff should be notified and reminded of the evacuation procedure. Tornado warnings will warrant evacuation to sheltered rooms on the ground floor.
2. Media Specialist/Designee will be responsible for checking every room and office on the second floor and notifying all present of the need to seek shelter on the first floor. The Media Specialist/Designee will also check the fire extinguishers monthly and keep a supply of flashlights stocked in the cabinet of the front counter of the administrative area. It is the Media Specialist's responsibility to make sure that each classroom has a copy of the "Severe Weather Warning Preparedness Guidelines" posted with suggested evacuation route. The Designee will prepare the annual report by September 30<sup>th</sup> of each year.
3. College Secretary will be responsible for checking all rooms and offices on the first floor and notifying all present of the need to seek shelter in secure areas.
4. Faculty (who are in class) will be responsible for lining their students up in single file. Classrooms on the West Side of the building will evacuate down the stairwell and turn to the right (men's room). Classrooms on the East Side of the building will evacuate down the stairwell and turn left (women's room). If additional areas for students are needed they can evacuate to the administrative work room (122) and/or the hallway in front of the Dean's Office. Faculty in downstairs offices are to go to room 106. Faculty in the upstairs offices who are not in class will evacuate down the stairwell to the administrative workroom (122). Administrative staff should exit to the administrative workroom (122).
5. Student Services Director and Secretary will schedule a severe weather drill each semester or at appropriate intervals.

## **FIRE SAFETY PROCEDURE**

### **Purpose:**

- To inform the employee of appropriate precautions in the event of a fire.
- To provide guidelines for employees during a fire.
- To provide a mechanism that will enable the employee to prioritize in the event of an emergency situation.

### **Fire Safety Procedure:**

1. Alert others in the building of immediate danger.
2. Pull the nearest fire alarm and give exact location of fire.
3. Evacuate all students and visitors in a single file to a fire protected area, shut off all lights and close all windows.
4. Make every possible effort to extinguish the fire and/or contain it to its immediate area.

## **EVACUATION AREAS**

### **Upstairs**

1. If fire is downstairs, evacuate through back door to grassy area to the right of the College.
2. If fire is upstairs, evacuate to nearest exit in a single file away from fire.

### **Downstairs**

1. Lobby fire - administrative staff exit through Dean's office around building to front parking lot across the street from the College.
2. Faculty exit building through left side door to front parking lot across from the College.
3. Kitchen fire - exit through front door to parking lot across the street from the College.

**NEVER GO THROUGH A FIRE AREA WHEN THERE IS AN ALTERNATE  
ESCAPE.**



### **Method of Operation of Fire Extinguishers:**

Obtain the fire extinguisher closest to you. Take to the scene of the fire.

- Remove the locking pin by pulling straight out
- Aim the nozzle at the base of the flame and squeeze trigger
- Fan the nozzle slowly back and forth to provide a smothering blanket of powder at base of flame.

Water is a conductor of electricity and should never be used in extinguishing a grease fire, an electrical fire, or in close conjunction with electrical equipment.

### **General Rules:**

1. Avoid PANIC.
2. Never alarm students or visitors by unnecessary and exciting motions.
3. Know your responsibilities and act with reassurance.
4. A fire drill should be conducted biannually by the Director of Student Services.

### **Bomb Threat Evacuation Procedure**

1. After receiving a bomb threat, pull the nearest fire alarm.
2. The Dean's office is to be notified of the bomb threat so that the appropriate agencies may be notified.
3. Evacuation procedures will be the same as stated in the Fire Safety Procedure.
4. Remain calm and alert.
5. If the threat is by telephone, keep the caller on the line as long as possible. Ask the caller to repeat the message.
6. Listen for distinguishing background noises such as music, voices, aircraft, church bells, motors, etc. that might give an indication to the caller's location.
7. Listen carefully to the voice of the caller - note whether male or female, has an accent or speech impediment.
8. Ask about the location of the bomb, type, and time of detonation. Tell the caller the building is occupied and innocent people could be hurt.
9. Take note about the caller's knowledge of the building by the descriptions given of locations.

8/2006

## GUIDELINES FOR SCHOLARLY PAPERS

These following guidelines have been developed for the purpose of providing information that may be useful in the preparation of scholarly papers. Students are advised to purchase the following publication manual:

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.

### I. Assumptions:

- A. All written work intended for a grade is to be presented in a scholarly fashion:
  1. Typed (unless specifically given other instructions).
  2. Correct spelling is used.
  3. All quoted and paraphrased material is referenced appropriately.
  4. All reference citations are in APA format.
  5. Each paragraph is to be longer than a single sentence, but not significantly longer than 150 words.
  6. Third person is used throughout the paper. Do not use "I" in formal papers. Do not provide personal opinions in formal papers unless directed by instructor.
  7. Appropriate sentence structure is used (e.g., verb tense, subject-verb agreement, punctuation, no incomplete or run-on sentences, sentence content is clear to the reader).
  8. Appropriate explanation and use of acronyms and abbreviations: Terms that are to be abbreviated must be spelled out completely and followed by its abbreviation in parentheses on its first appearance, i.e., Jacksonville State University (JSU), fetal heart tone (FHT), or blood pressure (BP). Thereafter, the abbreviation is used in text without further explanation, (e.g., JSU, FHT, BP). Eliminate unnecessary abbreviations, i.e., patient (pt.), without (w/o), etc. Avoid use of contractions (e.g., aren't, isn't, etc).
  9. All references to clients and/or their families are to be made by initials only.
- B. Students are to read and be familiar with the latest edition of the APA manual.
- C. No scholarly work is turned in for a grade without being proofread.

### II. Specific Guidelines:

#### A. Typing

1. White bond paper – 8.5 x 11 inch
2. Typeface – 12 point serif typeface, such as Times Roman, Arial, or Courier.
3. Printouts must be dark, clear, and readable. Draft quality dot matrix and sans serif compressed fonts are unacceptable.
4. Double-space the entire document except for the reference list. Single space each reference; double space between references.
5. Indent the first line of each paragraph five spaces from the left margin. Each reference should have a hanging indent (first line is flush with the left margin; subsequent lines are indented 5 spaces).
6. Margins should be 1 inch on sides, bottom, and top of every page.
7. Pages are to be numbered consecutively in the upper right-hand corner, beginning with the title page.
8. Title page, text/content, and references should start on a separate page.
9. Do not use a running head on student papers.

**B. Title Page:**

1. Title is to be centered in all uppercase letters. A long title will be in the shape of an inverted pyramid. If title is two or more lines, double-space between the lines.
2. Other information to be presented on the title page includes writer's name, date, and course number. (Refer to example)

**III. APA Guidelines****A. Headings:**

1. APA allows for the use of from 1 to 5 levels of heading. These are:
  - Level I – Centered uppercase and lowercase heading
  - Level II – Centered, italicized, uppercase and lowercase heading
  - Level III – Flush left, italicized, uppercase and lowercase heading
  - Level IV – Indented, italicized, lowercase paragraph heading ending with a period.
  - Level V – Centered uppercase heading
2. Not every paper requires all levels of heading. Refer to the APA (pp. 113-115, 289-290) to determine the level, position, and arrangement of heading.
3. **ALL PAPERS 5 PAGES AND GREATER SHOULD HAVE A TABLE OF CONTENTS**

**B. Quotations:**

1. Direct quotations of less than 40 words are incorporated into the text and enclosed in double quotation marks. The author, year, and specific page citation are presented in the text, and a complete reference is included in the reference list. (See APA manual, pp. 117-119 for more detail). Lengthy quotations should be avoided. The majority of the work in the paper should be the student's.
2. Direct quotations of 40 or more words are displayed in a double-spaced block of typewritten lines. The entire block quote is indented five spaces from the left margin. Quotation marks are omitted, but reference citation (author, year, and page) is required.
3. In a "run-in" quotation (one that is incorporated into the text), lowercase the first letter regardless of how it appeared in the original source.
4. Indicate omission of an internal part of a direct quotation with three ellipsis points (. . .), separated from the text and from each other by one space. Ellipsis points are not needed at the beginning of a "run-in" quotation. The beginning of a quotation is to be marked with quotation marks (e.g., "The profession . . . should not expect the public to support the argument.")

**C. Tables/Figures**

1. Brief, clear, explanatory titles and headings should be given for tables and figures. Standard abbreviations may be used in table/figure headings without explanation (e.g., no. for number or % for percent). Non-standard abbreviations require an explanation.
2. An informative table/figure supplements, not duplicates, the text. The text should refer to each table/figure and its data, but discuss only the high points.
3. Tables/figures should be referred to in text by their numbers rather than as "the table above". Tables/figures should be incorporated into text as closely as possible to the first textual reference.

## D. Numbers

1. As a general rule, numbers less than ten are usually written in word form in the text. Numbers ten and over are usually written in numerals. Refer to APA (pp. 122-128) for examples and exceptions.
2. Numbers with decimal points and percentages are written in Arabic numerals. The symbol for percent (%) accompanies the number. Without a numeral, the word “percentage” is used. Sentences should never start with numerals.
3. References to tables and figures numbers are to appear in Arabic numerals. References in text to numbers taken from figures and tables should also be in numerical form, even if the numbers are small.

## E. Reference Citations in Text

1. All reference listings must be mentioned in the text. Refer to APA (pp. 201-214) for further clarification and examples.
2. Citation of an author’s work in text identifies the source for readers, and enables readers to locate the source of information in the alphabetical reference list at the end of the paper.
3. APA uses the author-date method of citation; that is, the surname of the author and year of publication are inserted in the text at the appropriate point.

Examples:

Jones (2000) compared mortality rates.....  
 In a recent study of mortality rates,..... (Jones, 2000)  
 In 2000, Jones compared mortality rates.....

4. For references with two authors, always cite the last names of both authors.

Example:

White and Green (2001) concluded.....

5. For references with three to five authors, name all authors on the first mention, then use only the surname of the first author followed by et al. and the year in second and subsequent mentions.

Example:

Jones, Smith, and Back (2001) studied..... (first citation)  
 Jones et al. (2001) studied..... (subsequent citations)

6. If a reference has six or more authors, cite surname of first author followed by the year and “et al.” in the first citation and give the full citation in the reference list.
7. Join names in a multiple-author citations with “and” if cited in text and with an ampersand (&) in parenthetical comments and reference list.

Example:

Jones, Smith, and White (2001) concluded.....  
 A recent study (Jones, Smith, & White, 2001) focused on .....

## F. Reference List Format

1. The reference list is alphabetized by authors' last names. Multiple references by a particular author are ordered by publication data (oldest to newest). APA format uses "&" instead of "and" when listing multiple authors of a single work.
2. Each reference should have a hanging indent (first line is flush with the left margin; subsequent lines are indented 5 spaces). Single space each reference; double space between references.
3. Only the first word in the title of a nonperiodical or article is capitalized. Titles of periodicals (journals) are capitalized. Title of books and journals are italicized.
4. If a periodical has consecutively numbered pages, no issue number is required. If each issue begins with page 1, an issue number is essential for clarification. Refer to APA (p. 227) for examples.
5. The APA publication manual contains numerous examples and explanations of different reference types (pp. 215-281). A few examples of commonly used formats are presented below.

### ***Periodicals:***

Steinert, T., Wiebe, C., & Gebhardt, R.P. (1999). Aggressive behavior against self and others among first-admission patients with schizophrenia. *Psychiatric Services, 50*, 85-89.

- If the journal is paginated by issue (i.e., each issues begins with page 1), include the issued number in parentheses following the volume. *Psychiatric Services, 50* (2), 85-89.

### ***Books:***

Polit, D. F. (1996). *Data analysis & statistics for nursing research*. Stamford, CT: Appleton & Lange.

### ***Edited Book:***

Stanhope, M., & Lancaster, J. (Eds.). (1996). *Community health nursing: Promoting health of aggregates, families, and individuals* (4<sup>th</sup> ed.). St. Louis, MO: Mosby.

### ***Article or Chapter in an Edited Book:***

Nowland, L. (1999). Ethical issues in nursing practice. In J. Lancaster (Ed.), *Nursing issues in leading and managing change* (pp. 337-364). St. Louis, MO: Mosby.

### ***Electronic Media:***

1. Electronic media, particularly sources on the Internet, can present challenges for creating references. In using and citing Internet sources, it is important to direct readers as closely as possible to the information being cited and provide addresses that work. The URL is the most critical element of the citation. Refer to APA (pp. 269-270) for further explanation.
2. At a minimum, a reference of an Internet source should provide a title or description, a date (either the date of publication or update, or the date of retrieval), and an address (URL). Whenever possible, the authors of the document should be identified.

3. APA (pp. 268-281) provides examples of reference citations from numerous types of electronic medical sources. Some examples include

- Internet articles based on a print source:

Clarkson, G., & Mitchell, M. (2001). Relationship between personality type and declared major in college freshman [Electronic version]. *Journal of Psychological Research*, 3, 120-123.

- Article in an Internet-only journal:

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000 from <http://journals.apa.org/prevention/volume3/pre003001a.html>

- Multipage document created by private organization, no date

Greater New Milford (Ct) Area Healthy Community 2000. Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved October 5, 2000 from <http://www.familymealtime.org>

- Stand-alone document, no author identified, no date

*GVU's 8<sup>th</sup> WWW user survey*. (n.d.). Retrieved August 8, 2000, from [http://www.cc.gatech.edu/gvu/user\\_surveys/survey-1997-10/](http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/)

Note: If the author of a document is not identified, begin the reference with the title of the document.

- U.S. government report available on government agency Web site, no publication date indicated

United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*. Retrieved December 8, 2001, from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

TITLE IN CAPS – IF LONGER THAN ONE LINE

MAKE INVERTED PYRAMID

Your Name

A paper  
Submitted in partial fulfillment of the requirements for NU 324 Child and Family Health in  
the College of Nursing and Health Sciences, Jacksonville State University

JACKSONVILLE, ALABAMA

2010

# *Jacksonville State University*

## **Lurleen B. Wallace College of Nursing and Health Sciences**

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### **I. LETTER OF UNDERSTANDING**

I am aware that the Student Handbook for the College of Nursing and Health Sciences specific to my entering class is available online at: <http://www.jsu.edu/depart/nursing/handbooks/index.htm>.

During the in-person orientation to upper division I was shown how to access the Student Handbook online. This handbook explains the policies and procedures governing the College.

I hereby testify that I will adhere to the ethical standards of the nursing profession, including the Scholars' Code of the College.

I understand that I am responsible for seeking clarification through established channels within the College and University on any point that is not clear to me.

08/2010

### **II. PROFESSIONAL SCHOLARS CODE AGREEMENT**

The students of the College of Nursing and Health Sciences recognize that academic honesty and integrity are fundamental values of the nursing profession and this University community as evidenced by the Professional Scholar's Code. Students who enroll at the College of Nursing and Health Sciences commit to holding themselves and their peers to the high standard of honor required by the Professional Scholars Code. **Any individual who becomes aware of a violation of the Professional Scholars Code is bound by honor to take corrective action** (University of Florida, 2006).

We, the members of the College of Nursing and Health Sciences, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

On all work submitted at the College of Nursing and Health Sciences, the following pledge is required: "On my honor, I will neither give nor receive unauthorized aid in doing any or all assignments."

### **III. STATEMENT OF UNDERSTANDING REGARDING DROPPING OF NURSING COURSES**

In the event that I voluntarily choose to drop any nursing course(s), I understand that I am not guaranteed re-sequencing or placement in the course(s). I understand that I must complete the upper division in seven (7) semesters.

I understand that the courses in semester one (NU 306, 309, and 311) must be taken concurrently. I understand that I cannot drop one or two of the semester one courses and remain in other semester one courses.

To request re-sequencing in the upper division of nursing, I understand it is my responsibility to initiate a written request through my advisor. *I also understand that it is my responsibility to drop a course. CNHS faculty cannot register/add/drop courses for students.*



#### IV. STATEMENT OF UNDERSTANDING REGARDING RETENTION POLICY and ATI TESTING POLICY

I fully understand that I may only repeat one upper division nursing course. I am aware that the Student Handbook for the College of Nursing and Health Sciences specific to my entering class is available online at <http://www.jsu.edu/depart/nursing/handbooks/index.htm>. During the in-person orientation to upper division I was shown how to access the Student Handbook online. I have read the Policy for Retention in the Upper Division of Nursing for Students Entering Fall 2008 and Thereafter, and I understand the policy as it applies to dismissal from the nursing program.

I understand that I must complete the program in seven (7) semesters. Failure to complete the nursing program within 7 semesters will result in dismissal.

I have read the ATI Testing Policy in the Student Handbook and I attended the mandatory in-person orientation to upper division nursing where it was explained and I had the opportunity to ask questions. I understand that ATI testing is a required component of each designated clinical course and/or other courses as applicable. ATI content mastery scores may impact course grades up to 1%.

I understand that I must successfully meet the ATI RN Comprehensive Predictor benchmark to graduate from this program. Details of this policy are in the Student Handbook.

12/2008

#### V. STATEMENT OF UNDERSTANDING REGARDING ENGLISH COMPETENCY EXAM AND C-BASE

I have been advised and fully understand that I must *successfully complete* the University English Competency Exam *no later than the semester prior to my scheduled graduation*. In the nursing curriculum, I must successfully pass the ECE by the end of the fourth semester of the upper division of nursing. **I have been advised that the exam is now given once per semester and there will no longer be special testing dates for graduating seniors.** Application for Degree will not be released until successful completion.

I have also been advised and fully understand that I must complete the College BASE Examination and complete a Graduating Senior Questionnaire prior to graduation. This may be completed anytime after I have obtained Senior status, however, it is preferred that it be taken during my last semester.

Failure to comply with these guidelines may prevent my graduating as scheduled.

9/98

## VI. RELEASE OF LIABILITY

In the event of sickness or injury in the clinical setting, I realize that I am responsible for all costs related to the provision of medical care. I have been advised that hospital/accident insurance is required by many of the clinical agencies utilized in the nursing program and that I should carry evidence of current insurance coverage at all times. Furthermore, I understand that I am responsible for all expenses associated with sickness/injury irrespective of insurance coverage or lack thereof.

I release and hold harmless Jacksonville State University and any employee, affiliate, or associated clinical agency of Jacksonville State University. My signature below certifies that I have been properly advised of my responsibilities in relation to medical expenses.

---

Student's Name (Print)

---

Student's Signature

---

Date

*Jacksonville State University*  
**Lurleen B. Wallace College of Nursing and Health Sciences**

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**CONSENT TO RELEASE NAME TO HEALTH CARE AGENCIES**

If you would like to have your name and address released to health care agencies for the purpose of recruitment, please complete the form below and sign.

Permission to Release Name and Address

I hereby consent to the release of my name and address to health care agencies for the purpose of recruitment. If I wish to withdraw my name at any time, I may do so by written request.

(Please print)

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Name (Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**JACKSONVILLE STATE UNIVERSITY  
LURLEEN B. WALLACE COLLEGE OF NURSING  
AND HEALTH SCIENCES  
JACKSONVILLE ALABAMA 36265-1602  
Phone # (256) 782-5425**

**AUTHORIZATION FOR RELEASE OF INFORMATION TO CLINICAL AGENCIES**

I hereby give my permission for the release of my medical/student records as requested by any of the clinical agencies affiliated with the CNHS. I understand the purpose of the release of this information is to comply with the agency's requirements and is necessary for my participation in patient/client care in the clinical setting.

**INFORMATION REQUESTED:**

- TB Skin Test
- CPR Verification
- Immunization Records
- Evidence of Health Insurance
- Other \_\_\_\_\_

**I understand that this waives my right to privacy under the provisions of the Family Educational Rights & Privacy Act of 1974 (Public Law 93-380) commonly known as the Buckley Amendment. Information contained in the student's file may not be transferred to a third party without the written authorization of the student concerned.**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

Please print the following:

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
DOB

\_\_\_\_\_  
Street

\_\_\_\_\_  
Sex

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
SSN

**LURLEEN B. WALLACE COLLEGE OF NURSING AND HEALTH SCIENCES**

**CONSENT TO AND PERMISSION FOR CRIMINAL BACKGROUND CHECK**

I \_\_\_\_\_ acknowledge and am aware that the Jacksonville State University College of Nursing and Health Sciences requires participation in clinical activities during the course of nursing classes. I am also aware that policies of affiliate agencies require that all students are to be cleared through a criminal background check prior to engaging in clinical activities. (*TJC Standard HR.1.20.05 requires a criminal background check for staff and students as well as volunteers who work in the same capacity as staff who provide care, treatment, and services.*)

I therefore consent to and give permission for Jacksonville State University College of Nursing and Health Sciences to conduct a criminal background check on me.

I understand that specific information obtained on the criminal background check will be shared with the Jacksonville State University College of Nursing and Health Sciences faculty and appropriate staff. I understand that specific information on the criminal background check will also be shared with clinical agencies. I also understand that participation in clinical activities is mandatory for completion of the Lurleen B. Wallace College of Nursing and Health Sciences course requirements. Students barred from participation in clinical activities will not be able to meet course requirements and will therefore be unable to successfully progress in the nursing curriculum at Jacksonville State University.

\_\_\_\_\_  
**Print** Full Name (Include middle name)

\_\_\_\_\_  
 (Maiden Name if Applicable)

\_\_\_\_\_  
 Student SS#

\_\_\_\_\_  
 Date of Birth

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

07/2009

**Attachment A**

**LURLEEN B. WALLACE COLLEGE OF NURSING AND HEALTH SCIENCES**

**Consent to and Permission for Drug Screening**

I have read, understand, and agree to abide by the impairment and substance abuse testing policy guidelines.

I hereby release the designated testing agency and its director, Jacksonville State University, and faculty of the College of Nursing and Health Sciences from any claim in connection with the drug screening guidelines.

I understand that in the event any legal action is taken as a result of the drug screening guidelines, confidentiality may no longer be maintained.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

*This form will be maintained by the College of Nursing and Health Sciences and will be disclosed to appropriate clinical agencies upon their request.*

LURLEEN B. WALLACE COLLEGE OF NURSING  
AND HEALTH SCIENCES  
700 Pelham Road North  
Jacksonville, AL 36265-1602

(256) 782-5425  
1-800-231-5291, option #8  
MAIN FAX - (256) 782-5406  
RN-BSN (STEP) and MSN FAX (256) 782-5430  
[www.jsu.edu/depart/nursing/](http://www.jsu.edu/depart/nursing/)

**DEAN**

Latham, Sarah V. (1982) BSN, MSN, and DSN, University of Alabama at Birmingham  
*Professor/Dean*  
782-5428 E-Mail - [slatham@jsu.edu](mailto:slatham@jsu.edu)

**FACULTY OF THE COLLEGE OF NURSING**

Bertalan, Rebecca (2004) BSN, Mount Saint Mary's College – Doheny; MSN, University of Wyoming  
*Instructor of Nursing*  
256-782-5161 E-Mail – [bertalan@jsu.edu](mailto:bertalan@jsu.edu)

Bougere, Marilyn (1994) BS, Jacksonville State University; MSN, University of Alabama at Birmingham  
*Instructor of Nursing*  
256-782-5433 E-Mail - [mbougere@jsu.edu](mailto:mbougere@jsu.edu)

Callaway, Kevin (2010) AA, Oxford College at Emory University; BSN, Emory University; MSN, Jacksonville State University  
*Instructor of Nursing*  
256-782-5436 E-Mail – [kcallaway@jsu.edu](mailto:kcallaway@jsu.edu)

Craven, Kimberly (2007) BSN, University of Alabama at Tuscaloosa; MSN, Jacksonville State University; MSN, University of Alabama at Birmingham  
*Instructor of Nursing*  
256-782-5442 E-Mail – [kcraven@jsu.edu](mailto:kcraven@jsu.edu)

Crawford, Janel (2006) BS, Winona State University; MS, Western Illinois University;  
AD, Chippewa Valley Technical College; MSN, University of Iowa  
*Instructor of Nursing*  
256-782-8295 E-Mail – [jcrawford@jsu.edu](mailto:jcrawford@jsu.edu)

Curry, Deborah L. (1994) BS, Jacksonville State University; MSN, University of Alabama at Birmingham;  
ND, Rush University  
*Associate Professor of Nursing*  
256-782-8163 E-Mail - [dcurry@jsu.edu](mailto:dcurry@jsu.edu)

Daugherty, Annette (2010) BSN, Jacksonville State University, MSN, Jacksonville State University  
*Instructor of Nursing*  
256-782-5436 E-Mail – [adaugherty@jsu.edu](mailto:adaugherty@jsu.edu)

Deweese, Sherron (1998) BSN and MSN, University of Alabama at Birmingham  
*Instructor of Nursing*  
256-782-5957 E-Mail - [sdeweese@jsu.edu](mailto:sdeweese@jsu.edu)

- Dooley, Tina (2009) ADN, Gadsden State Community College; BSN and MSN, Jacksonville State University  
*Instructor of Nursing*  
256-782-5671 E-Mail – tdooley@jsu.edu
- Edge, Windon (2008) BSN, University of Alabama at Birmingham; MSN, Jacksonville State University;  
Assistant Professor of Nursing; DNP, Samford University  
256-782-8520 E-Mail – wedge@jsu.edu
- Frank, Jennifer (2004) BSN and MSN, Jacksonville State University  
*Instructor of Nursing*  
256-782-5434 E-Mail – jfrank@jsu.edu
- Gulledge, Elizabeth (2006) BSN and MSN, Jacksonville State University  
*Instructor of Nursing*  
256-782-8129 E-Mail – gulledge@jsu.edu
- Helms, Kimberly (2007) ADN, Gadsden State Community College; BSN, University of Alabama at Huntsville;  
MSN, Jacksonville State University  
*Instructor of Nursing*  
256-782-8286 E-Mail – khelms@jsu.edu
- Hembree, Beth (1982) BS, Jacksonville State University; MSN and DSN, University of Alabama at Birmingham  
*Professor/Director of Graduate Studies*  
256-782-5431 E-Mail - bhembree@jsu.edu
- Holman, Honey (2006) BSN, Troy State University; MSN, University of Phoenix  
*Instructor of Nursing*  
256-782-5270 E-Mail – hholman@jsu.edu
- Morrow, Tammy (2005) BS and MSN, Jacksonville State University  
*Instructor of Nursing*  
256-782-5435 E-Mail – tmorrow@jsu.edu
- Payne, Shari (2006) BSN, University of Alabama at Birmingham; MSN, Jacksonville State University  
*Instructor of Nursing*  
256-782-8426 E-Mail – spayne@jsu.edu
- Peinhardt, Rebecca (2009) BSN, Emory University; MSN, University of Alabama at Birmingham;  
DNP, Samford University  
*Associate Professor of Nursing*  
256-782-5960 E-Mail – rpeinhardt@jsu.edu
- Shelton, Christie (2000) BS and MSN, Jacksonville State University; PhD, University of Alabama at Birmingham  
*Assistant Professor of Nursing/Director of BSN Program*  
256-782-8427 E-Mail – cshelton@jsu.edu
- Veal, Sarah (2010) ASN, Three Rivers Community College; BSN, Florida Hospital College; MSN, University of  
Phoenix  
*Instructor of Nursing*  
256-782-8162 E-Mail – sveal@jsu.edu
- Waits, Phyllis (2005) BSN, Jacksonville State University; MSN, University of Alabama at Birmingham;  
Ed.D. University of Alabama  
*Assistant Professor of Nursing/Director of STEP Program*  
256-782-5423 E-Mail – pwaits@jsu.edu
- Walker, Laura Pruitt (2008) BSN and MSN, Jacksonville State University  
*Instructor of Nursing*  
256-782-5891 E-Mail – lpwalker@jsu.edu



Williams-Prickett, Kay (2002) BS, Jacksonville State University; MSN and DSN, University of Alabama at Birmingham  
*Associate Professor of Nursing*  
 256-782-5909 E-Mail - awilliams@jsu.edu

Wilson, Shawn (2005) BS and MSN, Jacksonville State University  
*Assistant Professor of Nursing*  
 256-782-5824 E-Mail – swilson@jsu.edu

### STAFF OF THE COLLEGE OF NURSING

Brim, Jan (1986)  
*Secretary, Student Services - BSN*  
 256-782-5258 E-Mail - jbrim@jsu.edu

Haspel, Rainer (1998) BS, University of the State of New York  
*Instructional Media Specialist*  
 256-782-5427 E-Mail - rhaspel@jsu.edu

Hofland, David, (2004) BS, West Texas State University; MSN, East Carolina University, Greensboro  
*Director, Office of Student Services - BSN*  
 256-782-5276 E-Mail - hofland@jsu.edu

Johnson, Tammy (2006) BS, University of Alabama; MPA, Jacksonville State University  
*Director, Office of Student Services – RN- BSN (STEP), MSN*  
 256-782-8489 E-Mail – tjohnson@jsu.edu

Pritchard, Peggy (2006)  
*Secretary, Student Services, RN-BSN (STEP), MSN*  
 256-782-5423 E-Mail – pritchard@jsu.edu

Prickett, Linda (1993)  
*Secretary to the Dean*  
 256-782-5428 E-Mail – lfrazier@jsu.edu

Tubbs, Cindy (2007)  
*Clinical Associate*  
 256-782-8496 E-Mail – ctubbs@jsu.edu

Willingham, Carla (2000)  
*Secretary*  
 256-782-5425 E-Mail – cwilling@jsu.edu