JACKSONVILLE STATE UNIVERSITY

Lurleen B. Wallace
College of Nursing

Undergraduate Student Handbook

Fall 2013

LURLEEN B. WALLACE COLLEGE OF NURSING

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2013

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The policies and requirements of the College of Nursing 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 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

JACKSONVILLE STATE UNIVERSITY

BACKGROUND OF THE COLLEGE OF NURSING

The Lurleen B. Wallace College of Nursing 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 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 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 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

VISION STATEMENT

Empowering exemplary nurses to care for anyone, anytime, anywhere.

6/2013

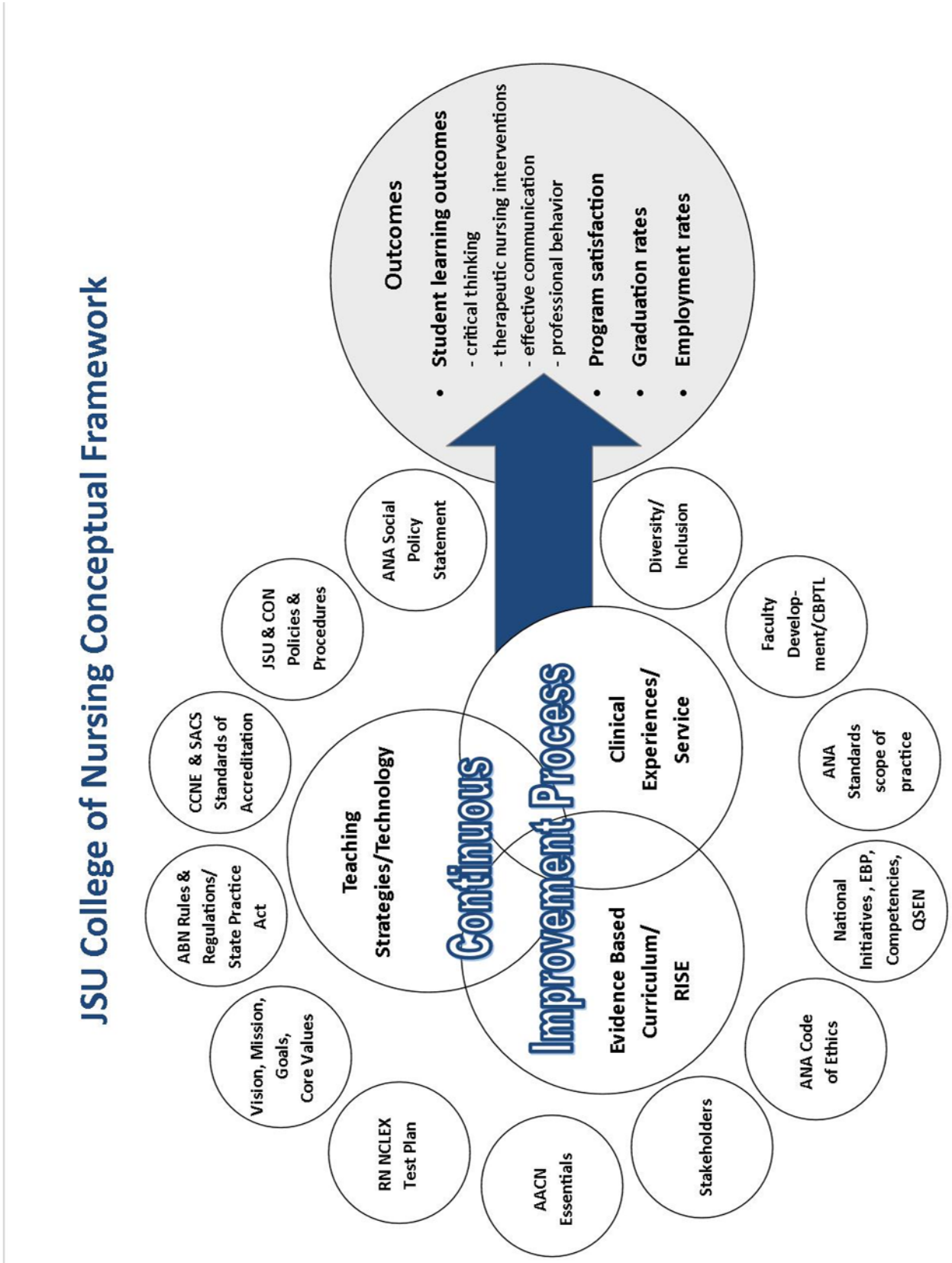
GOALS

To achieve this mission, the College will,

1. Deliver innovative quality nursing education programs at the baccalaureate and graduate levels.
2. Engage in continuous quality improvement practices to ensure relevance of the curricula in an evolving complex healthcare environment.
3. Foster faculty development that enhances the scholarship of teaching, research, and service.
4. Recruit, develop, and retain diverse students and faculty who possess knowledge, skills, and attitudes reflective of the nursing profession.
5. Develop collaborative partnerships and inter-professional relationships designed to meet the needs of internal and external communities of interest.
6. Use technology to foster innovation in nursing practice, nursing education, and evidence-based decision making.
7. Promote scholarship, service, and practice activities that include students and faculty.

2/21/2011

CONCEPTUAL FRAMEWORK



PROGRAM OBJECTIVES

Graduates of the baccalaureate nursing program will be able to:

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

06/2010

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 wellbeing 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.

02/2009

THE PROFESSIONAL SCHOLARS' CODE

I. Professional Scholars' Code

A. Introduction

The academic community of student, faculty and staff at the College of Nursing (CON) 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 College of Nursing requires students, faculty, and staff to comply with the standards of conduct deemed appropriate for the nursing profession by the America 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

B. Dissemination and Clarification

1. All students, faculty, and staff in the College of Nursing 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 Jacksonville State University, The College of Nursing, and clinical agency partners. The College of Nursing is dedicated to maintaining excellence and integrity in all aspects of its professional conduct. 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.

    Professional behaviors such as accountability, promptness, responsibility, honesty, and respect are expectations of all students. As representatives of the nursing profession and Jacksonville State University, students are expected to maintain these professional behaviors within the classroom, online educational platforms, clinical activities, and communities it serves. Professional decorum is expected in all interactions with administration, faculty, staff, classmates, vendors, clients, families, visitors, and all clinical healthcare partners and their associates.

Evidence of unprofessional behavior can result in verbal/written warning, prescriptive educational assignments, reduction in course grade, clinical or course failure, or dismissal from the nursing program and/or Jacksonville State University. Unprofessional behaviors include, but are not limited to, the following:

1. Unsafe practice (acts of commission or omission) that places a client in serious jeopardy.
2. Falsification of records (academic, clinical medical records, records of attendance or completion of course objectives).
3. Being under the influence of any substance that impairs performance as outlined in The College of Nursing *Impairment and Substance Abuse Policy*.
4. Academic dishonesty (lying, cheating, and plagiarism).
5. Distribution (physically or verbally) of actual or summarized test questions, assignments, papers, or any graded activities.
6. Physical or verbal altercations.
7. Incivility or willful harassment, sexual harassment, abuse or intimidation (physical, non-physical, verbal) of administration, faculty, staff, classmates, vendors, clients, families, visitors, and all clinical healthcare partners and their associates.
8. Willful expressions of disrespect (physical, non-physical, verbal) of administration, faculty, staff, classmates, vendors, clients, families, visitors, and all clinical healthcare partners and their associates related to race, cultural values/practices, religious beliefs, sexual orientation, physical/mental disabilities, and socioeconomic status.
9. Violation of confidentiality as outlined by HIPAA, FERPA, and confidentiality agreements with clinical partner agencies.
10. Stealing
11. Rudeness, disruptive behavior, and/or lack of professional decorum in the classroom, online educational platforms, clinical practicum, and all communication/interaction settings that include, but are not limited to, face-to-face meetings, postal mailings, email, text messaging, facsimile (fax), social media, and video/audio recordings.
12. Unprofessional or inappropriate dress in the classroom, clinical practicum, clinical laboratory, and College of Nursing and/or University functions.

(University at Buffalo School of Nursing Undergraduate Handbook, 2012)

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 of 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.

6. Audio or visual recording of lectures, presentations, or laboratory demonstrations by students are permissible within strict guidelines as outlined in the Audio and Visual Recording Policy (See policy III.19.00). Noncompliance with the audio/visual recording guidelines is a violation of the Professional Scholars' Code.

A student of the College of Nursing 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 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 refute it and offer written evidence supporting the denial. Written evidence must be provided within three (3) working days. Faculty will employ diligence in assuring due process.
4. Faculty will consider the nature of the offense, evidence presented by the student and make a decision regarding consequences.
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 decision, the student should follow the 'Student Appeal And/Or Grievance Procedure' as outlined in the student handbook.

References

University of Florida. (2006). Academic Honesty Guidelines. Retrieved from www.dso.ufl.edu/judicial/academic.php

A.T. Still University (ATSU). (2009). Student Handbook. Retrieved from www.atsu.edu/student_services/handbook/pdf

University at Buffalo (2012). School of Nursing Undergraduate Student Handbook. Retrieved from http://nursing.buffalo.edu/Portals/0/2012-2013%20BS%20Handbook.pdf

6/2013

Professional Scholars Code Agreement

The students of the College of Nursing 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 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, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

I hereby pledge that on all work submitted at the College of Nursing I will neither give nor receive unauthorized aid in doing any or all assignments.

_____ _____

Student Signature Date

PROFESSIONALISM IN SOCIAL MEDIA AND ELECTRONIC COMMUNICATION

1. The purpose of this policy is to help clarify how best to protect the personal and professional reputations and privacy of our institution, employees, students, clinical partners, and patients. This policy is not intended to supersede any present or future policy of Jacksonville State University (JSU) regarding professional expectations, information technology, electronic communication, or social media.

2. Employees and students at the College of Nursing (CON) are liable for all forms of communication. The same laws, professional expectations, and guidelines for interacting with employees, students, parents, alumni, donors, media, clinical partners and other university constituents apply to all forms of communication.

3. **Definition of Social Media:** For the purposes of this policy, social media is defined as any form of online publication or presence that allows end users to engage in conversations in or around the content of an internet website. Examples include, but are not limited to, LinkedIn, Twitter, Facebook, YouTube, MySpace, blogs, and wikis. The absence of, or lack of explicit reference to a specific social media site does not limit the extent of the application of this policy.

4. **Definition of Electronic Communication:** any electronic transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part via electronic device. This includes, but not limited to, cellular phones, computers, texting devices, facsimile (Fax), data storage devices, or video and voice recordings (unless otherwise specified as above).

5. **Protect confidential and proprietary information:** Do not post confidential or proprietary information about JSU, the CON, students, employees, clinical partner agencies, patients, or alumni. Employees and students must follow applicable federal requirements such as FERPA and HIPAA regulations. Employees and students who share confidential information do so at the risk of disciplinary action, up to, and including termination/dismissal from the program. All HIPAA and FERPA regulations apply to social media and electronic communications.

6. **Protect Institutional Voice:** When utilizing social media and electronic communication, identify your views as your own. It should be clear that you are not speaking for JSU/CON.

7. **Faculty and student interaction:** Faculty may implement and encourage the use of social media in their courses, but may not require a student to join or participate in a social media site. Required interaction outside of the classroom must occur within a university-approved format. Faculty may accept connections to students in social media contexts at their discretion, but may not initiate this connection without prior approval from the appropriate program director and Dean.

8. **Prohibited communication:** Faculty, staff, and students are prohibited from making any reference to clinical activities in social media forums and electronic communication. Attempts to avoid explicit identification of a clinical partner agency, associate, agency location, patient, or JSU entity should not be perceived as a guarantee of anonymity or compliance with HIPAA, FERPA, or this policy. For example, avoiding the use of a patient's or clinical agency's specific name does not guarantee compliance with this policy. Communication related to clinical activities, as described above, can result in disciplinary action, up to, and including termination/dismissal from the program.

Responsibility:
The Student-Alumni Committee is responsible for this policy.

Evaluation:
This policy will be reviewed bi-annually.

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 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 115 Concepts of General Chemistry 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 305 A Bridge to Success……..…… 0
NU 311 Foundations of Nursing Practice..... 6
NU 306 Pharmacology 4
NU 309 Health Assessment 4

Second Semester (13 Semester Hours)

NU 325 Adult Health in Secondary and Community Settings 5
NU 322 Health Deviations and Clinical Interventions 3
NU 326 Psychiatric Mental Health Nursing……..5

May Semester (3 Semester Hours)

NU 340 Professional Practice and Care of the Aging Population 3

Third Semester (12 Semester Hours)

NU 403 Nursing Care of Children and Families ……..5
NU 404 Childbearing Families 5
NU 422 Nursing Leadership and Health Policy 2

Fourth Semester (13 Semester Hours)

NU 424 Adult Health in Secondary, Tertiary & Community Settings.....5
NU 426 Community Health across the Lifespan 5
NU 433 Advanced Health Deviations and Clinical Interventions.....3

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.

130. Medical Terminology (3). This course introduces the elements of medical terminology and provides students with a basic understanding of the language used by healthcare professionals. Knowledge of prefixes, suffixes, word roots is emphasized. Singular and plural forms of medical terms are identified, along with emphasis on word analysis, word building and pronunciation. These guidelines are applied to diverse body systems. Each body system is briefly reviewed and common diagnostic, laboratory, and surgical procedures are introduced.

131. Introduction to Healthcare (3). This course has been designed to be used with your textbook to provide a comprehensive course covering the concepts of the healthcare organization culture, implications for ethical and legal decision making, and the biral components of professionalism. This online course has been created incorporating the QSEN competencies; therefore, professional concepts such as patient safety, patient centered care, quality improvement, health informatics, evidence based practice, teamwork and collaboration will be explored.

305. A Bridge to Success (0). This course is a one day workshop offered just prior to the first semester nursing courses, designed to enhance skills needed for success in the baccalaureate nursing program. Emphasis will be on the acquirement, development, and utilization of proper study, time management, stress management, and learning style strategies to enhance success and thus improve retention

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.

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.

326. Psychiatric Mental Health Nursing (5). *Prerequisite: Completion of first semester upper division courses.* This course is designed to enable students to understand the dynamics of psychiatric nursing and mental health, with an emphasis on the holistic therapeutic care of psychiatric patients/families as well as the therapeutic use of self. The concentration of the course will be focused on the attainment of knowledge regarding psychiatric diagnoses, utilization of the nursing process in providing therapeutic nursing care, understanding appropriate treatment modalities and the establishment of the nurse-patient relationship as it deals with the psychopathological behavior found in the psychiatric patient. Clinically, the student will be utilizing and employing the theoretical aspects in nursing assessment and patient care, one-to-one interactions, group situations, healthcare team discussions, as well as supervision sessions. Lab required.

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.

400. Research and Outcomes Management (2). *Prerequisite: Completion of first and second semester upper division courses.* 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.

403. Nursing Care of Children and Families (5). *Prerequisite: Completion of first and second semester upper division courses.* This course presents nursing care of children and families from well-child care through acute & chronic illnesses in a variety of settings from schools, hospitals to specialty areas that focus on early intervention and special needs. The nursing care of children and families centers on understanding growth and development, health promotion, and interventions to maximize optimal health. Lab required.

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.

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.

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.* This course focuses on the synthesis and application of previous and concurrent learning in the clinical setting under supervision of course faculty and a clinical preceptor. Additionally, the course is designed to enhance student success on the National Council Licensure Examination (NCLEX). Lab Required.

433. Advanced Health Deviations and Clinical Interventions (3). *Prerequisite: Completion of first, second, and third 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.

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.

ADMISSION TO THE UPPER DIVISION OF NURSING FOR STUDENTS ENTERING FALL 2013 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 NU 121, 130, 131.

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.

2.3 Deficits in transfer credits will be evaluated individually.

3. Requirements for Admission Consideration

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, contact with personal references, and contact with previous nursing faculty if the student has been enrolled in other nursing programs.

3.5 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.

3.6 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.

3.7 Criminal background checks and drug screens are required for all nursing students.

3.8 A student that has been enrolled in any upper division program (RN or LPN) and can provide a letter of good standing from that institution is eligible to apply to the upper division nursing program at JSU. A student that has been dismissed from any upper division program (RN or LPN) is not eligible to apply.

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.

ADVISEMENT PROCESS

Academic advisement for the generic BSN program is generally conducted via a group advisement setting. Faculty may opt to schedule individual advisement sessions with his/her advisees in lieu of the group advisement session. Students will be notified in advance of the advisement schedule, whether group or individual. Notification can occur via email, Blackboard announcement, and/or in class announcement.

Students should present to the advisement sessions with the items below. Students presenting without this information will not be advised:

a. ATI Transcript
b. Transcript from MyJSU
c. Approximate grades earned in courses

4/2013

MEDICAL TERMINOLOGY

Students admitted to upper division Nursing must demonstrate proficiency in Medical Terminology. Proficiency may be validated in the following ways:

1. Prior to admission into upper division Nursing, students may elect to enroll in NU 130 Medical Terminology or an equivalent transferable course evaluated by the BSN Program Director/Associate Dean. The Medical Terminology course grade must reflect a grade of “B” or greater.

2. After admission into upper division Nursing, students have three attempts to successfully obtain a score of 80% or greater proficiency on a Medical Terminology exam which is administered during the First Semester of Upper Division. If the student is unsuccessful after the third attempt, the student must then drop the course prior to the academic penalty date to avoid course failure and meet with their advisor to request re-tracking by the Admission and Progression Committee.

3/2013

ESSENTIAL FUNCTIONS FOR ADMISSION and PROGRESSION IN THE UPPER DIVISION of NURSING

Certain physical, intellectual, emotional, professional, communication, interpersonal relationship, and psychomotor skills are required for effective, safe patient care. Students, faculty, adjunct faculty and clinical associates participating in the nursing program at Jacksonville State University must be able to perform critical essential functions with or without reasonable accommodations. Essential functions include, but are not limited to, the following categories.

Nursing Essential Functions	Clinical Examples
Visual • Read at various distances • Distinguish colors • Read for prolonged periods of time	Observe changes in skin condition, breathing patterns, color intensity, rashes. Use computer screens, read fine print on medication labels, monitor strips, equipment, and syringes. Observe changes in facial expressions/mood/body language, etc.
Tactile • Feel vibrations, pulses, textures, temperature, shape, and size	Palpate pulses, veins. Determine skin temperature, turgor, and rashes
Hearing • Person to person report • Telephone communication • Distinguish sounds through stethoscope • Discriminate high and low frequency sounds • Hear in situations when lips are not visible	Assess/auscultate changes in heart, breath, abdominal, or vascular sounds. Auscultate blood pressure Communicate orally when masks must be worn Hear auditory alarms (monitors, call bells, fire alarms)
Smell • Detect body odors and odors in the environment • Detect gas or noxious odors	Detect odors associated with disease processes Identify odor of fires, extremely hot or hazardous materials
Communication • Engage in two-way communication, verbally and in writing, interacting effectively with others from a variety of social emotional, cultural and intellectual backgrounds • Explain procedures; teach patients and families • Work effectively in groups • Discern and interpret nonverbal communication • Communicate effectively by telephone, electronic means, and in group settings • Communicate accurately, professionally, and in a timely manner • Communicate effectively with patients/clients with altered communication patterns or mental disorders	Communicate with patients/clients and family regarding the plan of care, discharge instructions, medications, etc. Read and comprehend physician orders, medication information, chart information (electronic or hard copy). Document clearly, correctly, and accurately in the medical record. Maintain confidentiality. Present oral reports, reports related to patient's condition. Clarify physician orders. Maintain professional communication in high stress or conflict situations, whether in a clinical, classroom, or other setting, and in any format (verbal, written, or electronic) Refrain from disrespectful verbal or non-verbal behavior or communication in the classroom, clinical setting, or social networking sites.
Motor Function • Move within confined spaces • Sit or stand and maintain balance • Move, position, turn, transfer, and assist with lifting without injury to self or patient • Coordinate hand/eye movements	Draw up solutions/medication in a syringe Take vital signs Insert catheters Transmit information electronically Position patients Assist with transfer and ambulation of patients

Nursing Essential Functions	Clinical Examples
• Stand, bend, walk, and/or sit for up to 12 hours in a clinical setting performing physical activities without jeopardizing safety of self or patients • Write with pen or pencil • Type on keyboard • Pick up objects • Grasp small objects with hands • Push and pull 25 pounds • Lift 25 pounds • Squeeze with hands • Climb ladder/stool/stairs • Flex, abduct and rotate all joints freely	Walk without a cane, walker, or crutches Respond rapidly to emergency situations Perform CPR and physical assessment Prepare and administer medication via all routes (oral, IV, IM, sub-q, topical) Operate a fire extinguisher Evacuate patients Enter data specific to patients (orders, nurses notes, vitals, etc.) via paper chart or electronic chart
Professional behavior • Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others • Perform safe effective nursing care for clients • Comply with college and health care agency policies • Comply with college Scholar's Code • Relate to others in a respectful manner, with zero tolerance for incivility, aggression, or violence • Accept responsibility and accountability for one's behavior • Takes action to protect the public from unsafe, illegal or unethical practice of others	Professional behavior is expected in clinical, classroom, or other settings. Professional behavior includes acts of omission and commission, verbal and non-verbal communication, written or electronic communication. Complies with professional standards such as the ANA Code of Ethics, legal standards set forth by the Alabama Board of Nursing, and the JSU College of Nursing Scholar's Code Show respect for differences in patients, peers, faculty, staff, co-workers. Establish rapport with patients/clients. Participate in healthy negotiation when conflict exists. Refrain from verbal or non-verbal acts of disrespect, incivility, aggression, or hostility. Function effectively in situations of uncertainty and stress. Immediately notifies supervisor of inability to meet expectations or of mistakes. Accept constructive criticism and modify behavior accordingly. Maintain professional rapport among interprofessional team members
Reading • Read and understand written English • Read and comprehend documents essential for patient safety (e.g. medication information, physician orders)	Read, interpret, comprehend chart information Read measurement marks
Mathematical competence • Read and understand columns of writing (e.g. flow sheets) • Read/interpret digital displays • Calibrate equipment • Convert numbers to and from metric system • Read graphs • Tell time	Accurately calculate medication dosages Consistently demonstrate proficiency in calculation exams Accurately chart patient data using graphs or flowsheets

Nursing Essential Functions	Clinical Examples
• Measure time • Count rates (e.g. drip rates) • Use measuring tools (e.g. thermometers, measuring devices) • Add, subtract, multiply, divide • Compute fractions • Use a calculator	
Analytical/Critical Thinking • Effectively read, write, and comprehend English • Consistently demonstrate critical thinking that results in safe effective patient care • Transfer knowledge from one situation to another • Problem solve • Recognize when assistance is indicated • Prioritize • Recognize and take immediate action in critical situations • Recognize and immediately report changes in patient's status	Apply the nursing process in clinical situations Recognize and prioritize patient problems Identify and report patient findings suggestive of a change in patient status. Seek supervision appropriately. Use assessment data to determine nursing diagnoses and patient's plan of care. Recognize cause-effect relationships Prioritize tasks Synthesize knowledge and skills Sequence information Process communication and information Evaluate outcomes and modify actions Perform all aspects of the nursing process within a reasonable time frame Intervene in critical situations with appropriate nursing interventions
Emotional stability • Demonstrate a mentally healthy attitude • Establish therapeutic boundaries with patients • Respect professional boundaries between students and faculty • Recognize professional vs. unprofessional attitudes and behavior • Function effectively under stress • Adapt to changing environment • Deal with unexpected occurrences • Monitor own emotions and responses	Effectively handle strong emotions Focus attention on priority tasks Provide clients with emotional support Handle multiple tasks concurrently Conduct self professionally in conflict situations Accept accountability for actions Constructive criticism results in behavior modification Responses to emotional situations must be appropriate and professional

3/2013

RETENTION IN THE UPPER DIVISION OF NURSING FOR STUDENTS ENTERING FALL 2011 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.

   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 CON 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.
2.7. Courses in semester one must be taken concurrently. Students are not permitted to drop one or two of the semester one courses and remain in the other semester one course(s).
2.8 Any student who drops/withdraws from a course(s) to avoid academic penalty or who is unsuccessful in a course must enroll in the RISE program.

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. Students must pass the English Competency Exam (ECE) to graduate from JSU. See the JSU Catalog for rules and conditions related to the ECE.
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. Upper division nursing students must comply with state and federal laws.
9. Remediation and revalidation may be required to progress in the curriculum.
10. Students must comply with regulations related to standardized testing throughout the curriculum to remain eligible for progression and/or retracking
11 . If a student does not successfully meet the established benchmark on the RN Comprehensive Predictor Diagnostic Exam, he/she must enroll in a required course in the RISE program.

This policy supersedes all University policies in decisions related to progression and retention in the upper division of nursing

9/2011

CALCULATION EXAMINATIONS

A Calculation Committee (ad hoc) under the purview of the Curriculum Committee will review calculation exams in all clinical courses. The BSN Director will be responsible for convening this committee and appointing a committee chair.

- One faculty representative from each semester shall be assigned to this committee

Each clinical course will administer a medication calculation exam each semester prior to students administering medications in the clinical setting. All students must meet proficiency on the calculation exam prior to being allowed to administer any medications in the clinical setting.

The exam and answer sheet must be submitted to the Calculation Committee (ad hoc) for approval prior to the first day of class each semester.

All calculation exams must have at least 20 questions on the exam and the following guidelines must be adhered to:

- No partial credit shall be given
- 1 ½- 2 minutes time allotment will be given per question
- Rounding rules to be used are as follows and should be displayed on each exam:
    - Round to the nearest hundredth while calculating. When a final answer is reached for that item:
        - If the answer is less than 1 mL or 1 mg, round to the nearest hundredth
        - If the answer is greater than 1 mL or 1 mg, round to the nearest tenth (the only exception to this rule is gtt/min which are rounded to the nearest whole number)
    - DO NOT use a trailing zero
    - ALWAYS use a leading zero

Students attending any clinical experience (including preceptorship) must achieve a proficient score on each calculation exam per the following guidelines:

- 1st, 2nd & 3rd semesters: minimum of 90% to pass
- 4th & 5th semesters: minimum of 95% to pass

If the student does not achieve proficiency on the first calculation exam, the student must review the exam prior to a second attempt. If the student does not achieve proficiency on the second attempt, the student must be referred by

the course coordinator of the clinical course to the calculation committee before being allowed a third attempt. The student will not be allowed to administer medications and will receive a grade of unsatisfactory 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 then drop the course prior to the academic penalty date to avoid course failure and meet with their advisor to request re-tracking by the Admission and Progression Committee. The student is still held to the seven semester rule for program completion. Since students in the first semester must take NU 306, 309, and 311 concurrently, dropping one of these courses necessitates dropping (withdrawing) from all three courses.

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

In addition to the above guidelines

- Sample drug calculation exams, with answers, will be provided prior to the first exam.
- Sample drug calculation exams will include every type drug calculation problem that students will be responsible for mastering.
- Each course will implement learning activities that illustrate how each type of problem is solved. Opportunities will be given for students to ask questions and seek assistance prior to the first drug calculation exam.
- Each course must include major drugs/drug classifications as applicable to content and should include test items to verify knowledge
- Recommend each course include drug calculation questions on every exam (optional - at the discretion of the course faculty)

05/2013

ATI Testing Policy

ATI Critical Thinking Exams

1. Students are required to complete an entrance ATI Critical Thinking Exam upon entering first semester and an exit ATI Critical Thinking Exam near end of fifth semester. No recommended benchmark has been established for these exams.

ATI CMS Exams

1. ATI Content Mastery Series (CMS) Examinations are a required component of each of the designated courses.
2. As part of the preparation for proctored CMS Examinations, completion of the non-proctored examinations is a course requirement.
3. Benchmark, remediation, and retesting requirements for all ATI CMS Examinations are outlined in the table below.

Proctored ATI CMS Exam	Initial Testing Requirements	Secondary Testing Requirements	Retesting
Pharmacology for Nursing	NU 322 -Level 1 Proficiency <u>Failure to meet benchmark:</u> Remediation guidelines will be provided by NU 322 course faculty to prep student for retesting in NU 428. (NU 322 faculty provide to NU 428 faculty)	NU 428 -Level 2 Proficiency <u>Failure to meet benchmark:</u> Remediation guidelines will be developed by NU 428 course faculty.	Retesting not required; content included in the RN Comprehensive Predictor.
Proctored ATI CMS Exam	**Initial Testing Requirements**	**Secondary Testing Requirements**	**Retesting**
Fundamentals of Nursing	NU 311 -Level 1 Proficiency	NU 325 -Level 2 Proficiency	Required at next retesting date. ATI

	Failure to meet benchmark: Remediation guidelines will be provided by NU 311 course faculty to prep student for retesting in NU 325. (NU 311 faculty provide to NU 325 faculty)	Failure to meet benchmark: Remediation guidelines will be developed by NU 325 course faculty to prepare student for retesting.	Coordinator will post retesting date on Bb and course faculty will disseminate to student. **Student may be required to purchase 3rd CMS Exam if benchmark not met in NU 325. Student must retest in order to receive clinical clearance.**
Mental Health Nursing	NU 326- Level 2 Proficiency Failure to meet benchmark: Remediation guidelines will be provided by NU 326 faculty to prep student for retesting.		Required at next retesting date. ATI Coordinator will post retesting date on Bb and course faculty will disseminate to student. **Student must retest in order to receive clinical clearance.**
Proctored ATI CMS Exam	**Initial Testing Requirements**	**Secondary Testing Requirements**	**Retesting**
Nursing Care of Children	NU 403- Level 2 Proficiency Failure to meet benchmark: Remediation guidelines will be provided by NU 403 faculty to prep student for retesting.		Required at next retesting date. ATI Coordinator will post retesting date on Bb and course faculty will disseminate to student. **Student must retest in order to receive clinical clearance.**
Maternal Newborn Nursing	NU 404- Level 2 Proficiency Failure to meet benchmark: Remediation guidelines will be provided by NU 404 faculty to prep student for retesting.		Required at next retesting date. ATI Coordinator will post retesting date on Bb and course faculty will disseminate to student. **Student must retest in order to receive clinical clearance.**

Leadership and Management	NU 455 -Level 1 Proficiency Failure to meet benchmark: Remediation guidelines will be provided by NU 455 course faculty to prep student for retesting in NU 455.	NU 455- Level 2 Proficiency Failure to meet benchmark: Remediation guidelines will be developed by NU 455 course faculty.	Retesting not required; content included in the RN Comprehensive Predictor Exam
Proctored ATI CMS Exam	**Initial Testing Requirements**	**Secondary Testing Requirements**	**Retesting**
Adult Medical-Surgical Nursing	NU 424- Level 2 Proficiency Failure to meet benchmark: Remediation guidelines will be provided by NU 424 faculty to prep student for retesting.		Required at next retesting date. ATI Coordinator will post retesting date on Bb and course faculty will disseminate to student. **Student must retest in order to receive clinical clearance.**
Community Health Nursing	NU 426- Level 2 Proficiency Failure to meet benchmark: Remediation guidelines will be provided by NU 426 faculty to prep student for retesting.		Required at next retesting date. ATI Coordinator will post retesting date on Bb and course faculty will disseminate to student. **Student must retest in order to receive clinical clearance.**
Nutrition for Nursing	NU 433 -Level 1 Proficiency Failure to meet benchmark: Remediation guidelines will be provided by NU 433 course faculty to prep student for retesting in NU 428. (NU 433 faculty provide to NU 428 faculty)	NU 428 -Level 2 Proficiency Failure to meet benchmark: Remediation guidelines will be developed by NU 428 course faculty.	Retesting not required; content included in the RN Comprehensive Predictor Exam.

4. Students who fail to meet the established benchmark(s) as outlined in the previous table will be provided with mandatory remediation and retesting guidelines by course faculty. **Retesting requirements must be complete in order to receive clinical clearance. Failure to receive clinical clearance may result in course failure or dismissal from the program.**
5. Remediation for the ATI CMS Examinations should include self-study resources such as the ATI modules, textbooks, computer lab and video materials in the areas identified as below the benchmark. Course faculty should develop the remediation strategies and provide to students. See the attached sample '*ATI* Students who fail to meet the Level 2 benchmark on certain ATI CMS Examinations for retesting may be required to purchase a 3rd ATI CMS Examination. The ATI Coordinator will provide retesting and pricing information to students. Students may also be encouraged to enroll in a RISE course.

6. If a student has been unsuccessful in a course, the student must retest as part of course requirements when the course is repeated. The student may be required to purchase the ATI CMS Examination when repeating a course.
7. ATI CMS Examinations scores may impact course grades up to 1% for meeting the designated benchmark or higher. The non-proctored/practice exams are a course requirement for each course that has an ATI CMS Examination. No points can be allocated for completion of the non-proctored/practice exams.
8. Faculty should submit an ATI analysis for their examination at the end of each semester using the attached *'ATI Content Mastery Series Outcomes Report'*. The report should be emailed to the Associate Dean's Secretary.
9. The ATI Coordinator should report the retesting data for each course on the *'ATI Content Mastery Series Retesting Report'* The report should be emailed to the Associate Dean's Secretary.

ATI RN Comprehensive Predictor

1. Students in fourth semester are required to take an ATI RN Comprehensive Predictor Diagnostic Exam. Students are expected to meet a benchmark that corresponds to 90% (± 1%) probability of passing NCLEX. If a student does not successfully meet the benchmark on the diagnostic exam, he/she must enroll in a course in the RISE program (RISE).

2. Students are required to take an ATI RN Comprehensive Predictor Exam in fifth semester. The exam may count up to 30% of the course grade. Students are expected to meet a benchmark that corresponds to a 95% (± 1%) probability of passing NCLEX. Students have two attempts to meet the benchmark in fifth semester. Specific grading criteria for the ATI RN Comprehensive Predictor Exam can be found in the NU 428 Course Syllabus. If a student does not meet the established benchmark on the first attempt of the RN Comprehensive Predictor Exam, he/she must complete all required assignments by the RISE Coordinator in order to successfully complete course requirements for NU 428 Practicum.

5/2013

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

DEVIATION IN COURSE OR CLINICAL SEQUENCE FOR STUDENTS IN UPPER DIVISION

Generic students who, for any reason, do not complete the nursing sequence on a continual basis as scheduled must meet with his/her advisor and request to be resequenced through the Admission and Progression Committee (A&P).

Students who have any deviation in the nursing sequence may be required to validate knowledge and skills from previously completed courses (clinical and non-clinical).
Revalidation of knowledge and/or skills may be required prior to resequencing in the upper division of nursing.
Enrollment in the RISE program may also be required.
The A&P Committee will review the request for deviation of course or clinical sequence and the projected impact on the classes involved prior to responding to the student's request.

The decision of the A&P Committee will be mailed to the address provided by the student on the form (Appendix A). The letter will contain specific instructions for the student regarding registration and resequencing.

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. If needed, a revised nursing sequence will be specified.

3/2013

Request for Change in Nursing Sequence Form

Generic BSN Program

STUDENT: _____ DATE: _____

STUDENT NO: _____ PHONE NO: _____

ADDRESS: _____

_____

STUDENT EMAIL: _____

ADVISOR: _____

Request from Student:

_____

Student's Signature Date

Advisor's Recommendations:

_____

Advisor's Signature Date

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 revised tracking sequence will be specified. Students may be required to enroll in the student RISE Program.
   - 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.

10/2011

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 have the authority to request withdrawal of a student from the College of Nursing, 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

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 AND SECOND CHANCE POLICIES

Upper division nursing courses are not eligible for Academic Forgiveness and/or Second Chance.

STUDENT APPEAL AND/OR GRIEVANCE PROCEDURE

An appeal challenges a decision that has been made; a grievance is a complaint seeking a resolution to a specific problem. The same procedure is followed for either.

I. Student Initiated Appeals and Grievances

The appeal and grievance procedures are each divided into two phases, an "Informal Phase" and a "Formal Phase." The Informal Phase is intended to attempt to resolve an issue through meeting and discussion with the faculty member or members involved and the Course Coordinator. Should the student be dissatisfied with the results obtained in the Informal Phase, a formal appeal may be made. In such case, the procedures outlined in the "Formal Phase" shall be followed.

Informal Phase.

1. A student wishing to appeal a decision or discuss a grievance or complaint shall, within three (3) working days of the event/issue, arrange to speak with the faculty member(s) and Course Coordinator involved in the issue. If the issue cannot be resolved at this level, the student may initiate an appeal and the resolution procedure then enters the Formal Phase. The faculty member(s) and Course Coordinator shall compile a written report of the issue or issues presented, a summary of the facts, a summary of any attempts to resolve the issue and the ultimate decision made, and submit this report to the Program Director and Associate Dean. If delivered electronically, a paper copy of the record shall be provided forthwith.

Formal Phase.

1. Completion of the Informal Phase by a student is mandatory and shall be completed before an appeal can be made. A student wishing to file a formal appeal of a decision or grievance/complaint must contact the Program Director in writing within three working days of the meeting with the faculty/Course Coordinator. The Program Director shall ensure the student has access to the Appeal/Grievance Process.

2. The student must submit a written account of the relevant issue or issues involved to the Program Director and Associate Dean. Only information presented by the student at this time can be used in any phase of the appeal. The Program Director and Associate Dean shall thereafter meet with the student, review the appeal or grievance as well as the record of the Informal Phase, and attempt to resolve the issue. If the appeal or grievance is not resolved, the student shall be informed of his/her right to meet with the Dean. A student wishing to have an adverse decision reviewed by the Dean of the College shall deliver, within three (3) working days of being informed of the decision, a written request for review to the Office of the Dean, ~~A~~ summary of the proceedings before the Faculty/Course Coordinator, Program Director and Associate Dean, along with the student's written account, shall be forwarded to the Dean. The Dean shall thereafter set a time and place to meet with the student

3. If the appeal or grievance is pursued, the student will meet with the Dean. The Dean may, but is not required to, include members of the faculty and staff of the College of Nursing and the University Attorney. Information from the student, faculty, Course Coordinator, Program Director, and Associate Dean will be reviewed. Only information provided in the student's written account and information from the review by the Faculty/Course Coordinator, Director and Associate Dean will be allowed. The decision of the Dean shall be final.

II. Faculty Initiated Grievances

A grievance initiated by nursing faculty or administrators against a student will proceed as follows:

1. The student will be notified in writing of the allegation(s) against him/her.

2. The student, and involved faculty member(s)/Course Coordinator shall meet to discuss the basis of the grievance/complaint. The student will be provided the opportunity to respond to the allegations.

3. After the initial meeting, the student will be allowed three (3) working days to provide, in writing, additional information relevant to the grievance/complaint.

4. Faculty Member(s)/Course Coordinator will render a decision in writing, and if the decision is adverse to the student shall therein apprise the student of the procedure to appeal the decision, as heretofore set out.

4. If the student wishes to appeal, he/she must submit a written account of the relevant issue or issues involved to the Program Director and Associate Dean. The Program Director and Associate Dean shall thereafter meet with the student, review the appeal or grievance and attempt to resolve the issue. If the appeal or grievance is not resolved, the student shall be informed of his/her right to meet with the Dean.

5. A student wishing to have an adverse decision reviewed by the Dean of the College shall deliver, within three (3) working days of being informed of the decision, a written request for review to the Office of the Dean. A summary of the proceedings before the Faculty/Course Coordinator, Program Director and Associate Dean, along with the student's written account, shall be forwarded to the Dean. The Dean shall thereafter set a time a place to meet with the student. The Dean may, but is not required to, include the faculty and staff of the College of Nursing and the University Attorney. The decision of the Dean shall be final.

6. The Dean will notify the Associate Vice President for Student Affairs and the JSU University Judicial Coordinator of a sustained grievance against a student, as appropriate.

ATTENDANCE, STUDENT TARDINESS, AND ABSENTEE POLICY GENERIC BSN PROGRAM

An upper division nursing student is held responsible for attending all scheduled classes, labs, and clinical associated with courses for which he/she has registered. The policy of the College of Nursing is that there shall be no unexcused absences from exams, scheduled labs, or clinical. Students **MUST** notify the instructor of any intended absence or tardiness **PRIOR** to clinical, scheduled labs, or exams. Faculty will instruct students of method of notification. The faculty will establish the legitimacy of the excuse provided by the student and the right is reserved to call the physician's office for verification.

Exams

Classroom doors will be locked during testing. Students arriving after the start of an exam will not be allowed to take the exam at that time. If the tardiness is excused, a makeup exam will be given. If students do not have an excused tardy for an exam, or if the student failed to notify faculty prior to the exam, the student may receive a "zero" for the exam. If, prior to an exam, a student notifies faculty of a legitimate reason for being tardy, faculty may allow students in after the start of the exam. Students with unexcused absences from exams will receive a zero for the exam.

Scheduled Labs

Students must notify faculty of tardiness or absence PRIOR to any scheduled lab. If tardiness or absence is excused, the lab will be rescheduled by faculty. If a student does not provide a legitimate excuse, the missed lab will count as one of the three attempts allowed and will be documented as such.

Clinicals

For clinicals, 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 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 his/her tardiness and expected time of arrival prior to the beginning of the clinical day. Being tardy may result in additional clinical hours. Other prescriptive assignments, such as written assignments, may also be required by the faculty. A trend of tardiness may result in a clinical failure. Patterns of behavior across the program may be considered in determining trends.

Students with an unexcused absence from clinical will receive an 'unsatisfactory' for the clinical day and may receive a clinical failure. Two unexcused absences from clinical may result in a clinical failure for the course.

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 (no call/no show). Unprofessional behavior of this magnitude may result in a clinical failure.

06/2013

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 (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, staff, 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 RECORDING POLICY

The purpose of this policy is to establish the procedures and limitations related to audio/video recording of classroom lectures, presentations, and laboratory demonstrations.

It is the policy of the College of Nursing that students can participate in audio or visual recording of lectures, presentations, or laboratory demonstrations within strict guidelines. Recording of lectures, presentations, or laboratory presentations is exclusively authorized for the purposes of individual or group study with other students enrolled in the same class. Any audio/visual recording or edited portion of the recording shall not be reproduced, transferred, or uploaded to any publicly accessible internet environment such as, but not limited to, social media sites, internet blogs, or live podcasts. Retention of recordings is prohibited. Upon completion of the associated course, students shall destroy all recordings unless specific permission is obtained from the course instructor. Violations of this policy may result in punitive action, including dismissal from the nursing program.

The recording of lectures, presentations, or laboratory demonstrations will be the sole responsibility of the student. Audio/Visual equipment used for recording must not present any disruption of normal class activities. Course instructors reserve the right to deny any recording device deemed to be intrusive, distracting, or otherwise incompatible with normal class activities.

12/2012

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 AND ELECTRONIC/DEVICES

No cellular phones are to be used in the classroom or lab settings. Cellular phones may be used in clinical settings for clinical resource purposes per instructor and agency guidelines and may be accessed in non-patient care areas only. Students are strictly prohibited from using cell phones for personal communication (calls or text messages) in a clinical setting unless explicitly approved by the instructor. Cell phones shall not be used for taking photographs of any kind in a clinical setting. Cell phones brought into class, lab, 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.

All electronic devices are strictly forbidden in testing or test review settings.

3/2013

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. 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.
13. Lab hours are from 0800-1630.
14. If additional lab instruction or make up lab is needed, students should contact the lab coordinator via email or phone to set up an appointment.
15. A calendar of availability is provided at each lab door.

10/2011

DRESS CODE

The College of Nursing uses 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. Hair may have natural color highlights only. 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 hair shall be conservative and non-obtrusive. Ponytails must be pinned in place. Make-up should be natural looking and no thick fake eyelashes shall be worn. Beard and mustache shall be neatly trimmed and covered when in specialty areas. Otherwise, students shall be clean-shaven.
2. Fingernails for both men and women must be clean, short, and without polish. Acrylic nails are not permitted.
3. 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. Ear gauges and other body modifications/piercings shall not be visible. Devices such as plugs, retainers, jewelry, tunnels, or stretching devices associated with ear gauging and body modification/piercing shall not be visible. Upon removal of devices, residual openings greater than 16 gauge (1.29mm or 3/64th inch) shall be covered with undecorated, adhesive bandage such as BandAid© Small Spot bandage or other sized bandage sufficient to cover opening. The clinical instructor will determine the appropriateness of bandage covering. Body modifications that are medically necessary due to deformity or injury are not covered by this policy.
4. A watch is a required uniform item. Watches shall be of the analog type and must have a sweep second hand. Watchbands are to be of a solid color without stones or other embellishments. The instructor will determine the appropriateness of a watch.
5. Visible tattoos are not permitted. The student must cover the tattoo with a faculty approved bandage.
6. No chewing gum in the clinical setting.
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 solid white and without stripes or logos of any kind. Sock length shall be such that no exposed skin is visible.
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. Long sleeve tee shirts must conform to the arm. No loose fitting sleeves will be permitted.
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. The white lab coat is the only cover-up 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 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.
17. Students shall not wear scents, colognes, aftershave, or perfumes.
18. Students must wear the picture ID card issued by the College on all uniforms.
19. 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.
20. 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.

Revised 6/2013

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 faculty, professional staff, clinical associate/adjuncts and nursing students adhere to Standard Blood and Body Fluid Precautions. These groups will be referred to collectively as 'individuals' for this policy. 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.

Individuals 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

Individuals are required to receive the Hepatitis B vaccine series, as indicated in the *'Requirements for Hepatitis B Vaccine Policy for Faculty and Students' VI.01.00.*

Individuals 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 individuals are instructed on Standard Blood and Body Fluid Precautions and post-exposure procedures.

Post-Exposure Protocol

When an individual 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.

Nursing Student and Faculty/Professional Staff/Clinical Associate/Adjunct Exposure

1. The nursing student must immediately consult his/her clinical faculty/preceptor, RMC Center for Occupational Health (256-741-6464 or 256-452-0859) or his/her own health care provider, emergency health care provider, or infectious disease specialist regarding the advisability of post-exposure prophylaxis.
2. Faculty/Professional Staff/Clinical Associate/Adjunct must immediately consult RMC Center for Occupational Health (256-7141 or 256-452-0859) or his/her own health care provider, emergency health care provider, or infectious disease specialist regarding the advisability of post-exposure prophylaxis. Clinical faculty/preceptor will report the incident to the course coordinator and appropriate agency staff.

3. **The health care provider will make the judgment as to whether the exposure warrants prophylaxis**. Coordination of the individual's plan of care and follow-up will be the responsibility of the nursing student and the student's health care provider.

4. Once the clinical faculty /preceptor has notified 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. The Course Coordinator will notify the Dean within three (3) days that an incident has occurred.

5. 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.

6. RMC Center for Occupational Health, the exposed individuals' own health care provider, emergency health care provider, or infectious disease specialist will manage the individual's post-exposure baseline and follow-up laboratory tests for bloodborne pathogens. Individuals 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.

7. Nursing students and **Faculty/Professional Staff/Clinical Associate/Adjunct** will be responsible for all costs with regards to their post exposure medical care.

POSSIBLE EXPOSURE TO BLOODBORNE PATHOGENS
RELEASE OF LIABILITY

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

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 to release me from the clinical environment 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.

6/2013

HEALTH INSURANCE AND CPR POLICY

All students are required to have proof of valid health insurance and CPR verification while attending clinicals. These verifications are due on the first day of class. Any deviation from this due date is up to the discretion of the BSN Director.

Health Insurance:

1. The student will complete and submit the "Health Insurance Form" along with a copy of the health insurance card (or verification of payment submitted to the insurance company) for validation. If health insurance is purchased online through a monthly payment system, student must provide proof of active insurance each month.

2. The Director of Clinical Services 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 Associate Dean's Secretary for filing in the student's permanent record.

CPR:

4. The student will present a copy of their current BCLS card (acceptable CPR certification was provided to student during orientation). In the event that the CPR card expires during the student's tenure, a new CPR card will be presented. Students will not be allowed to attend clinical with an expired CPR card. Should the student not be in possession of their CPR card, a written letter on professional letterhead and signed by the instructor of the class is sufficient until the CPR card is received.

5. The Director of Clinical Services 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.

6. Prior to onset of clinicals, the forms will be submitted to the Associate Dean's Secretary for filing in the student's permanent record.

3/2013

LURLEEN B. WALLACE COLLEGE OF NURSING

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. I understand if I purchase insurance with a monthly payment, I will provide the College of Nursing with a monthly receipt. 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. Failure to continue insurance until the end of the semester could result in dismissal from the program.**

Signature of student: _____

Date: _____ Verified By: _____

3/2013

PROCEDURE FOR STUDENT HEALTH APPRAISALS

In accordance with affiliate agencies and College of Nursing (CON) requirements, all students upon admission into upper division nursing, and faculty upon hire, are to have a physical examination and subsequent exams while enrolled/employed. The findings are to be reported on the appropriate health forms.

The following procedure outlines STUDENT Initial and annual Health Appraisals and must be completed at the CON designated facility.

1. The "Initial Health Appraisal Form" will be made available to the student in the online orientation to be completed upon acceptance into upper division. Thereafter, the "Annual Health Appraisal Form" is to be obtained from the CON website. The "Initial Health Appraisal Card" and the "Annual Health Appraisal Card" will be supplied by the contracted agency during health appraisal.
2. The student should then contact the designated facility to arrange an appointment for the "Initial Health Appraisal" to be completed. "Annual Health Appraisals" will be conducted at the CON by the contracted healthcare providers.
3. The Heath Appraisal must be completed prior to the first day of class for all upper division nursing students. Students should bring the "First Semester Initial Health Record Card" to orientation.
4. Subsequent Heath 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 due date.
7. The designated facility and the CON 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 card is submitted to the CON. Failure to comply with guidelines may result in course failure and possible dismissal from the program.

06/2013

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 CON 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 CON 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 vaccinations for Hepatitis B. This includes all nursing students involved in clinical courses. The following process should be followed by students of the CON:

1. Students should provide proof of a 3-dose series of hepatitis B vaccine at 0-, 1-, and 6-month intervals.
    a. If series occurred prior to acceptance to upper division, students should provide evidence of series to designated facility.
    b. If series has not occurred or been interrupted, the student should receive series from designated facility.

09/2011

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).. Students will be required to obtain a two-step Tuberculin skin test with the first injection administered and read prior to clinical. Students must also renew their TB skin test on an annual basis.
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 CON. Failure to comply with the CDC requirements will result in dismissal from the nursing program.

5/2013

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 the pre-nursing advisor at 256-782-5276.

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 must 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 health care provider to the student's clinical course coordinator. If enrolled in two (2) concurrent clinical courses, both clinical course coordinators must be notified.
3. Throughout the remainder of the pregnancy, at the beginning of every semester, the student should present a statement from her attending health care provider (dated within prior 30 days) clearing the student to participate in the clinical setting.
4. A student will not be permitted to enroll or remain in clinical nursing courses if the pregnancy will unduly interfere with the performance of her clinical assignment, result in hazard to the health of the student or expected child, or result in a safety issue or hazard to the patients in the clinical setting.
5. 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.

03/2013

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.

_____
Student Name

_____
Date

05/2009

CRIMINAL BACKGROUND CHECKS FOR FACULTY, PART TIME CLINICAL ASSOCIATES/ADJUNCTS AND STUDENTS

All nursing faculty, part time clinical associates and adjuncts, and students must have a background check completed prior to acceptance in their respective role. In the case of faculty, clinical associates, and adjuncts, the University's employment process also requires one or more additional background checks. The information obtained from the College of Nursing investigation will be shared with the Dean in the College of Nursing, and with the administrative personnel at any/all assigned clinical sites or agencies as required by the policies of these agencies or institutions. The information obtained in the reports rendered to the University shall be kept confidential except to the extent necessary in making admission, employment, and clinical assignment decisions.

Policies mandating criminal background checks are congruent with The Joint Commission (TJC), (*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*.)

Faculty, clinical associates, adjuncts, and nursing students must be successfully cleared through criminal background checks, healthcare licensing or certification registries and state boards of nursing prior to engaging in patient contact.

7/2013

LURLEEN B. WALLACE COLLEGE OF NURSING

LETTER OF UNDERSTANDING REGARDING CRIMINAL BACKGROUND CHECKS

I have read and understand the College of Nursing policies regarding the requirement for criminal background checks. I voluntarily give my consent to the obtaining of one or more necessary reports and the use thereof as outlined in the stated policy.

_____ _____

Print Full Name (Include Middle Name) (Maiden Name If Applicable)

_____ _____

IMPAIRMENT AND SUBSTANCE ABUSE TESTING POLICY

Impairment and Substance Abuse Testing Policy

I. Philosophy

Jacksonville State University (JSU) College of Nursing (CON) 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 CON 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 Impairment and Substance Abuse Testing Policy, as described below, is intended to compliment the University's Drug-Free Workplace Policy. This policy applies to CON 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 students, faculty and clinical faculty 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 martialed/disciplined or administratively discharged by the military? (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 clinical faculty 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 clinical faculty in a health care setting, poses an unacceptable risk for patients,

colleagues, the University, and affiliating clinical agencies. The College of Nursing recognizes its responsibility to provide a safe, efficient academic environment for students, faculty, and clinical faculty 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 clinical faculty reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student, faculty, or clinical faculty in accordance with their policies, and b) to disclose any drug testing results to appropriate College of Nursing officials; and

3. Require all students enrolled in clinical courses in the College of Nursing to submit to pre-clinical testing, random testing, and mandatory drug testing based upon reasonable suspicion of substance abuse.

4. Require all part time clinical faculty to submit to pre-employment testing and mandatory drug testing based upon reasonable suspicion of substance abuse.

5. Require all faculty and full time clinical faculty employed in the College of Nursing 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 full/part time clinical faculty will be tested prior to employment in the College of Nursing and Health Sciences.

3. Random testing means that students, faculty, and full time clinical faculty 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 clinical faculty 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 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 means any person employed in the faculty role in the College of Nursing.

Clinical faculty are registered nurses employed full or part time by the College of Nursing to supervise students in clinical settings. Clinical faculty may be hired as adjuncts or clinical associates.

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 clinical faculty 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 clinical faculty's s use of alcohol or any drug in such a way that the 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 clinical faculty 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, or clinical faculty 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.

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 within five days. Such violation, if substantiated, will result in disciplinary action up to and including student's dismissal from the College of Nursing. A nursing student who fails to notify the Dean of the College of Nursing within five days of an administrative action or legal conviction for any such violation shall result in dismissal from the College of Nursing.

5. Faculty or clinical faculty determined to have violated these prohibitions shall result in termination from the College of Nursing.

B. Student, Faculty, and Clinical Faculty's Agreement to Submit to Drug Testing and to Consent to Release of Test Results to Dean of the College of Nursing

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/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 (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 full time clinical faculty must agree to submit to drug testing prior to employment, random testing, and reasonable suspicion. Faculty and clinical faculty 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/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 (see Attachment B for consent). Failure to sign such consent shall result in termination.

3. Part time clinical faculty must agree to submit to drug testing prior to employment and reasonable suspicion testing. Clinical Adjunct Faculty and Clinical Associates 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 reasonable suspicion testing required by the College of Nursing 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 (see Attachment B for consent). Failure to sign such consent shall result in termination.

3. A student, faculty, or clinical faculty'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.

4. The cost of all drug/alcohol testing required shall be borne by the person being tested.

VI. Procedures for Drug Testing Requested by the College of Nursing

A. Procedure for Pre-Clinical/Pre-Employment Drug Testing Requested by the College of Nursing

1. Drug testing for pre-clinical **generic students** will be arranged by the College of Nursing. 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, Graduate Studies.

3. Drug testing for pre-employment for faculty and clinical faculty will be arranged by the College of Nursing. The cost of this drug testing will be assumed by the employee.

4. Drug testing will be conducted by a certified collector in accordance with established methods and procedures. Confidentiality of the student, faculty, and clinical faculty 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 clinical faculty 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. 53

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, or for the use of any drugs which are reasonably suspected of being abused or used by the student, faculty, or clinical faculty.

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 clinical faculty records in the College of Nursing.

7. The Dean of the College of Nursing will notify a student, faculty, or clinical faculty who has a positive drug test. If the results of the individual's test 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 discretion of the College of Nursing) 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.

9. A positive substance abuse test shall result in dismissal from the program or termination from the College of Nursing.

B. Procedure for Random Drug Testing Requested by the College of Nursing

1. Drug testing for random drug testing will be arranged by the College of Nursing. The cost of this drug testing will be assumed by the student, faculty, or full time clinical faculty. Any "non-negative" screening that requires additional testing will be paid by the individual. Failure to comply with all aspects of random testing will result in dismissal from the program.

2. Students, faculty, and full time clinical faculty 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 full time clinical faculty will be notified by CON faculty/staff if their name is selected.

5. Students, faculty, and full time clinical faculty will be required to report immediately for testing as directed by faculty/staff of the College of Nursing.

6. Drug testing will be conducted by a certified collector in accordance with established methods and procedures. Confidentiality of the student, faculty, and full time clinical faculty 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 full time clinical faculty 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, or for the use of any drugs which are reasonably suspected of being abused or used by the student, faculty, or full time clinical faculty.

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 full time clinical faculty's records in the College of Nursing.

9. The Dean of the College of Nursing will notify a student, faculty, or full time clinical faculty who has a positive drug test. If the results of a student, faculty, or full time clinical faculty 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) 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.

11. A positive substance abuse test shall result in dismissal from the program or termination from the College of Nursing.

C. Procedure for Reasonable Suspicion Drug Testing Requested by the College of Nursing

1. Any student, faculty, or full/part time clinical faculty 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, or full/part time clinical faculty'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, unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be assumed by the student, faculty, or full/part time clinical faculty.

3. Drug testing will be conducted by a certified collector in accordance with established methods and procedures. Confidentiality of the student, faculty, or full/part time clinical faculty 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 full/part time clinical faculty 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, or for the use of any drugs which are reasonably suspected of being abused or used by the student, faculty, or full/part time clinical faculty.

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, or full/part time clinical faculty records in the College of Nursing.

6. The Dean of the College of Nursing will notify a student, faculty, or full/part time clinical faculty who has a positive drug test. If the results of a student, faculty, or full/part time clinical faculty's test 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) 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, faculty, or full/part time clinical faculty. record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease and the student, faculty, or full/part time clinical faculty. 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.

9. A positive substance abuse test shall result in dismissal from the program or termination from the College of Nursing.

VII. Confidentiality

All drug testing results will be treated by the College of Nursing 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 full/part time clinical faculty. 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 full/part time clinical faculty 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.*

LURLEEN B. WALLACE COLLEGE OF NURSING

Consent to and Permission for Drug Screening for Students

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

I understand that failure to submit to drug screening will result in dismissal from the nursing program.

I understand that a positive drug screen will result in dismissal from the nursing program.

I understand that results of my drug screen may be released to clinical agencies.

I hereby release the designated testing agency and its director, Jacksonville State University, and faculty of the College of Nursing 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 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. 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. 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. The approximate cost is $75.00.

TESTING, EVALUATION AND PROFESSIONAL LIABILITY INSURANCE

Students in the upper division of nursing are required to purchase 5 semesters of ATI Testing and Evaluation Package. . These examinations will be purchased directly through the ATI website. Additional expenses include 3 yrs. Professional Liability Insurance, criminal background check, , random drug screens, and use of an 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.

NURSING SKILLS PACK

Supplies and equipment must be purchased and cost may vary. Skills and Course Packs $75-$100 per semester.

SENIOR EXPENSES

Composite Pictures	Approximately $40.00 (Additional pictures may be purchased)
College of Nursing Graduate Pin	Approximately $61.00 - $831.00

At the beginning of the semester prior to graduation, senior students may purchase the College of Nursing Graduate Pin. Orders are placed in the College of Nursing through the Office of Student Services.

Application for Degree	Approximately $ 20.00
Cap and Gown	Approximately $ 45.00
State Board Fees	Approximately $ 135.00
NCLEX Testing Fees	Approximately $ 200.00

REQUIREMENTS FOR GRADUATION

See JSU 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).
- Proof of citizenship
- 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.

GROUNDS 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 <u>not</u> result in convictions, if they have ever been on a state and/or federal abuse registry, or been court martialed/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 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 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 SERVICES

Counseling 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 Services is the registration site for CLEP, Residual ACT, MAT, C-Base, Math Placement, CLA and other examinations. Many exams are available on a walk-in basis. Counseling Services also coordinate and advise the Peer Educations student group. The Counseling Services office is located in 140 Daugette Hall and more information can be located at www.jsu.edu/ccservices. Their phone number is 256-782-5475.

CAREER SERVICES

Career Services provides cooperative education to undergraduate and graduate students as well as employment assistance to all students, graduating seniors and alumni. These services consist of employability skills workshops, on-campus interviews, job listings at https://jsu-csm.symplicity.com, career fairs, corporate information, resume' editing, and individual counseling concerning job search strategies. Career Services is located in Room 207 Merrill Hall. Call (256) 782-5482 to schedule an appointment or visit the website at www.jsu.edu/careerservices to learn more about our services.

DISABILITY SUPPORT SERVICES

Disability Support Services (DSS) provides appropriate and reasonable accommodations for students with documented disabilities. It is the goal of DSS to ensure that students with disabilities have equal opportunity to achieve their personal academic goals while maintaining the integrity of JSU's academic program requirements. DSS provides reasonable accommodations through a variety of services and programs. Accommodations may include : exam proctoring, special testing procedures, extended time on exams, priority registration, interpreter services, captioning services, readers, note takers, brailed formats, enlarged print materials, alternative formats, and assistive technology. DSS is located in 130 Daugette Hall and more information can be located at www.jsu.edu/dss. Their phone number is 256-782-8380.

MULTICULTURAL PROGRAMMING

Multicultural Services promotes cultural diversity within the University community. The office enhances the University environment through programs and activities to develop leadership and awareness, as well as to increase awareness of diverse cultures and backgrounds. For information, call (256) 782-5490.

STUDENT HEALTH CENTER

The RMC/University 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 Thursday, 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to 3:30 p.m. Call for an appointment at (256) 782-5310.

EMERGENCY PREPAREDNESS AND INCIDENT RESPONSE GUIDELINES

Inclement Weather Guidelines

The following guidelines have been adopted by the faculty to be used in the event of inclement weather (such as snow, ice, tornado potential, or hurricane) which may affect faculty's or student's attendance in class or 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. Additionally, this policy has been developed to create, to the extent possible, an environment of safety for faculty, students, and staff in the event of inclement weather while maintaining the vision and operational responsibilities of the College of Nursing. As weather conditions can vary by location, students, faculty, and staff are responsible for evaluating travel safety in their respective locations. The College of Nursing makes no expressed or implied guarantee of travel safety based upon decisions of class or clinical cancelation or non-cancellation.

I. Inclement Weather Day

a. If Jacksonville State University is officially closed, information can be found on JSU's website at www.jsu.edu. It is recommended that faculty, students and staff register for emergency notifications from the University. However, early clinical rotations may be scheduled to begin prior to closure decisions by the University. Therefore, as related to clinical rotations, please refer to inclement weather instructions

outlined in this policy. Due to the unique nature of times and locations associated with nursing education, College of Nursing activities (class or clinicals) may be delayed or cancelled even if the University remains open.

b. The Course Coordinator is responsible for contacting course faculty to discuss inclement weather conditions. By consensus of faculty, a decision shall be made regarding class or clinical attendance. Decisions may be made to continue, delay, or cancel classes and/or clinicals. It is suggested that contacts be initiated at least two hours prior to the beginning of class or clinicals. In the event of clinical cancellation, course coordinators (or their designee) will be responsible for contacting clinical instructors, adjunct instructors, clinical associates, graduate assistants, and clinical agencies of weather decisions. In the event of delayed or cancelled classes, the course coordinator (or designated clinical instructors) will notify students via email and Blackboard announcement or alternative methods of communication if necessary.

c. The Course Coordinator is responsible for notifying the Dean of any decision related to class or clinical cancellation or delay, via text and email.

d. On the day of an inclement weather event, faculty that have classes or clinicals must email or text the Dean or Associate Dean two hours prior to the beginning of class or clinicals for the following circumstances:

   i. Inability to safely travel to campus or clinical
   ii. A delay would likely allow for safe travel

e. Students should monitor JSU email accounts and Blackboard course announcements in the event of inclement weather. Clinical and/or class cancellations or delays will be posted in these forums. 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 clinical because of weather and road conditions.

II. Projected Inclement Weather

a. In the event that inclement weather is projected for the following day, course coordinators or designated faculty will email students and clinical adjuncts/associates by 1700 that weather conditions are being monitored and that it is not necessary to call or email the College of Nursing. Advice students that decisions related to clinical and/or class cancellations or delays will be made two hours prior to the scheduled start time and will be posted via JSU email and Blackboard announcement.

b. Decisions related to class or clinical cancellation for all College of Nursing activities should be made two hours prior the scheduled start times. The Dean or Associate Dean will contact faculty via email and/or text of the decision. Course coordinators will notify students of the decision via email and Blackboard announcement. The course coordinator will notify clinical instructors, adjunct instructors, clinical associates, and graduate assistants via phone or text messaging. Clinical agencies shall be notified via phone.

c. Students should monitor JSU email accounts and Blackboard course announcements in the event of inclement weather.

III. Alternative Methods of Contact

a. If power is lost or GEM is unavailable, the following plan will be implemented in the event of inclement weather:
   i. Individual faculty who has class or clinical will call/text the Dean by 0500 on the day of the event to provide notification that he/she is unable to travel safely to the JSU campus or clinical site.
   ii. In the event that College of Nursing class or clinicals will be cancelled or delayed, the Dean /Associate Dean, or Program Director will notify Course Coordinators via phone and activate

the "Phone Calling Tree" for notification of faculty. Clinical adjuncts, clinical instructors, graduate assistances shall be notified by the Course Coordinator.

iii. Courses will develop and maintain a phone tree so that it can be activated in a timely manner. The phone tree shall include adjuncts/clinical associates/grad assistants. Faculty should print and keep a copy of student contact information, clinical rotation schedule, faculty/staff contact information, and the master lab calendar. These documents shall be maintained in Blackboard Faculty Survival Tool Kit.

iv. Students shall be notified by the Course Coordinator (or designee) via phone using contact information provided by the student and maintained in the course "Phone Tree".

IV. Alternative Course Delivery

a. In the event of class cancellation, faculty may convert to "Alternate Course Delivery". Courses may opt not to meet but faculty should post lectures, activities, case studies, etc. that the students are responsible for completing in lieu of "in person" classes. Students are responsible for seeking clarification of concepts that are unclear or difficult.
b. Faculty shall schedule time for the review of concepts provided via alternative methods prior to testing.
c. A summary of Alternate Course Delivery shall be forwarded to the Curriculum Committee.
d. If faculty determines that the rescheduling of cancelled classes will be required, the course coordinator shall consult with the Program Director or Associate Dean.
e. In the event of class or clinical delays, an extended day may be considered upon consulting with the Program Director or Associate Dean. An extended day shall conclude no later than 1630. Every attempt should be made to notify students of an "extended day" prior to arriving at class in order to provide an opportunity for childcare, transportation, and work schedule arrangements.
f. In order to make-up hours associated with cancelled or delayed clinical days, faculty may extend future clinical days. Prior to extending future clinical days, faculty must consult with the Program Director or Associate Dean. Additionally, the Secretary to the Associate Dean or Director of Clinical Services must be notified in order to determine any clinical scheduling conflicts with other nursing programs.
g. The Course Coordinator shall notify the clinical agency and specific unit of any plans for extended clinical days.

V. Severe Weather Warning Procedures

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.

a. Dean's Secretary will notify the College secretaries, Media Specialist and/or Safety Officer 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.
b. Media Specialist/STEP Secretary/Safety Officer 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. It is the responsibility of Safety Officer and Media Specialist to ensure that a copy of the current "Severe Weather Preparedness Guidelines" with suggested evacuation routes are posted and maintained in each classroom. The Safety Officer or his/her designee will prepare an annual report each year as requested by the Dean.
c. Secretary to the Associate Dean will be responsible for checking all rooms and offices on the first floor and notifying all present the need to seek shelter in designated secure areas.
d. Faculty (conducting 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 need to close their office doors and stay in the center portion of the faculty hallway. Faculty in the upstairs offices

who are not in class and Administrative Staff will evacuate down the stairwell to the administrative workroom (122).

e. The Safety Officer will schedule a severe weather drill at appropriate intervals.

Fire Safety and Fire Incident Procedures

The following procedures have been adopted by the faculty to provide guidelines for fire safety and fire incidents. The purpose of this policy is to provide a mechanism for the response and evacuation in the event of a fire at the College of Nursing.

I. Fire Incident Procedures

a. Upon the discovery of any fire, it is the responsibility of faculty, staff, and students to notify others in the building of the immediate danger. The nearest fire alarm should be activated and the exact location of the fire should be conveyed to anyone in the immediate area. Call University Police Department at 5050.
b. Upon discretion and consideration of safety, an attempt should be made to extinguish the fire and/or contain the fire to the immediate area. In the event that it is deemed unsafe to remain in the area to extinguish the fire, all individuals should proceed to the nearest evacuation route.
c. Instructions for use of fire extinguishers are as follows:
    i. Obtain a fire extinguisher nearest to you.
    ii. Remove locking pin by pulling straight out.
    iii. Aim nozzle to the base of fire and squeeze trigger.
    iv. Fan nozzle in a back and forth motion to provide a smothering blanket of dry chemical agent.
    v. Never utilize water to extinguish a grease or electrical fire.
d. General guidelines in the event of a fire incident are as follows:
    i. Avoid Panic!
    ii. Avoid alarming others with unnecessary and exciting motions.
    iii. Know your responsibilities and act with reassurance.
e. The Safety Officer will schedule fires drills at appropriate intervals.

II. Evacuation Procedures

The purpose of evacuation is to provide a safe and orderly exit in the event of a fire incident. While predetermined evacuation routes are provided to guide occupants of the safest route, never go through a fire or dangerous area when safe, alternative escape routes are available.

a. Upstairs Evacuation

    i. If fire has been identified downstairs, proceed in single file to the back doors and exit building. Upon exiting the building, proceed to the right, around building, cross the street and assemble with your class or coworkers.
    ii. Individuals in or near the auditorium should proceed in single file down the stairs and exit the front doors provided the downstairs fire in not in the vicinity of the stair case. Upon exiting the building, cross the street and assemble with your class or coworkers. Otherwise, proceed to the back doors and exit the building as described above.

b. Downstairs Evacuation

    i. Lobby Area Fire – Individuals in the vicinity of the administrative offices (east side) should proceed in single file to the administrative wing and exit building through the dean's office. Individuals in the vicinity of faculty offices, rooms 101 – 119 (west side) should proceed in single file to the west side door. Upon exiting building, cross the street and assemble with your class or coworkers.
    ii. Faculty Offices Area Fire (rooms 105 – 119) - Individuals in the vicinity of the administrative offices (east side) should proceed in single file to the dean's office and exit building through the dean's office door. Individuals in the lobby area should proceed in single file to the front doors and exit building. Individuals in the vicinity of the faculty offices should proceed in single file to the west side door and exit building. If the west side door is not safely accessible due to fire, individuals in the vicinity of the faculty offices should proceed to the front doors

in single file and exit building. Upon exiting building, cross the street and assemble with your class or coworkers.

iii. Administrative Offices Area Fire - Individuals in the lobby area should proceed in single file to the front doors and exit building. Individuals in the vicinity of the faculty offices (rooms 105 – 119) should proceed in single file to the west side door and exit building. Individuals in the vicinity of the administrative offices (east side) should proceed in single file to the dean's office and exit building through the dean's office door. If the dean's office door is not safely accessible due to fire, individuals in the vicinity of the administrative offices should proceed to the front doors in single file and exit building. Upon exiting building, cross the street and assemble with your class or coworkers.

iv. Upon assembling across the street, students should check in with class faculty to ensure that everyone has safely evacuated. Staff should check in with immediate supervisor.

Bomb Threat Procedures

The following procedures have been adopted by the faculty to provide guidelines in the event of a bomb threat on the School of Nursing.

I. Receiving a Bomb Threat

a. Upon receiving a bomb threat via phone, remain calm and obtain as much information as possible without angering the caller.
b. Note the caller's voice (male or female, accent, or speech impediment).
c. Note the use of specific slang or phrases.
d. Note any background noise (other voices, aircraft, traffic, church bells, ect) that might indicate the callers location or identity.
e. Try to obtain the location of the bomb.
f. Attempt to obtain the time of detonation and type of detonator.
g. If threat is left on voice message, do not erase.
h. Immediately notify University Police Department at 5050 and immediate supervisor.

II. Evacuation in Bomb Threat Incident

a. Upon notification of the University Police Department and immediate supervisor of a bomb threat, activate the nearest fire alarm.
b. Evacuate the building using the evacuation procedures for a fire.

III. Suspicious Package or Object

a. In the event of a suspicious package or object, immediately call University Police Department at 5050.
b. Do not attempt to move or disturb the package/object.
c. Move away from the object.
d. Notify your immediate supervisor. Students should notify any faculty or staff member.

Suspicious Person Incident

The following procedures have been adopted by the faculty to provide guidelines in the event of a suspicious person.

I. Suspicious Person Procedures

a. While there is no specific definition, a suspicious person can be anyone that raises concerns. Be aware of anyone displaying the following characteristics:
   i. People in buildings or areas who do not appear to be conducting legitimate business.
   ii. People monitoring areas, buildings, or entrances.
   iii. Unfamiliar people in restricted, sensitive or private areas.
   iv. People wearing clothing not consistent with the weather conditions (bulky coat in warm weather, etc.).
   v. Individuals attempting to access utility locations.
   vi. Individuals displaying violent or disruptive behaviour.

vii. Unfamiliar individuals without proper I.D. badges in areas that require such identification.

b. In the event of a suspicious person in your area, immediately call the University Police Department at 5050 and give the location of the individual, what he/she is wearing, and brief physical description.
c. Do not physically confront the person.
d. Do not block the person's access to an exit.
e. Do not attempt to detain the person.
f. Do not let anyone into a locked building or office.
f. If you feel threatened, lock doors and secure yourself in your space.

Active Shooter Incident

The following procedures have been adopted by the faculty to provide guidelines in the event of an active shooter incident at the JSU School of Nursing.

I. Active Shooter Incident Procedures

a. If you witness any armed person(s) on campus, immediately contact University Police Department at 5050 and give the location of the individual, what he/she is wearing, and brief physical description.

b. If the person is outside the building, use the following procedures:
   i. Turn off lights and close and lock doors and windows.
   ii. Do not open for the door for anyone if you do not recognize their voice.
   iii. If you can do so safely, get everyone down on the floor and out of the line of fire.
   iv. If you can safely do so, move to a core area of the building.

c. If the person is inside the building, use the following procedures:
   i. If it is possible to do so, flee the building and to a safe location far away.
   ii. Contact the University Police Department at 5050.
   iii. If flight is impossible, lock all doors and secure yourself in your space.
   iv. If you are in a classroom without door locks, use a door wedge and block the door with heavy objects such as a desk or filing cabinet.
   v. Instruct everyone to get on the floor or under a desk and remain silent.
   vi. Remain in the room until told "All Clear" by University Police.
   vii. Faculty should have a readily available cell phone in class or lab at all times.

Jacksonville State University

Lurleen B. Wallace College of Nursing

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.

Certain policies or procedures may change during the time I am an upper division nursing student. I understand that if that occurs, I will be notified verbally and be provided a written copy of these changes.

08/2010

II. PROFESSIONAL SCHOLARS CODE AGREEMENT

The students of the College of Nursing 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 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, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

On all work submitted at the College of Nursing, 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. CON 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 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 enroll in a RISE course in fifth semester if I do not meet the RN Comprehensive Predictor Diagnostic benchmark. I understand that the RN Comprehensive Predictor given in fifth semester may count up to 30% of the course grade. Refer to ATI Testing Policy for details.

1/2012

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***.

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. It is recommended that I complete the ECE as soon as I have completed 60 hours or during my first semester in upper division since many clinical courses have evening clinical experiences. No excused absences are granted for missing clinical experiences to complete this examination.

I have also been advised that I can only take the exam once per semester (though the exam is offered two times a semester, a student can only take it once).

I have also been advised and fully understand that completion of the College BASE Examination and Graduating Senior Questionnaire is a requirement for all baccalaureate degrees. I am eligible to take the test when I have completed at least 90 hours. However, it is recommended that I take the CBASE a semester prior to or during your graduating semester.

In lieu of the CBASE exam, I understand that I may be randomly chosen to take the CLA exam. If chosen, I must take the CLA in place of the CBASE.

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

_____
Signature of Student

_____
Date

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

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
JACKSONVILLE ALABAMA 36265-1602
Phone # (256) 782-5425

AUTHORIZATION FOR RELEASE OF INFORMATION BY MEDICAL PROVIDER
HOLD HARMLESS AGREEMENT
AUTHORIZATION FOR USE AND DISCLOSURE BY JSU

Student's Name:_____

Other Name(s) Used_____

Address:_____

City:_____ State:_____ Zip:_____

Student ID #:_____ SSN:_____-_____-_____

Gender:_____ Date of Birth: _____/_____/_____

Telephone No.: (_____)_____ Email:_____@_____

I hereby authorize and request release to JACKSONVILLE STATE UNIVERSITY COLLEGE OF NURSING (JSUCON) my medical records and information of whatever kind and nature relating, without limitation, to my healthcare history.

These protected records shall be released to: ATTN: DR. SARAH LATHAM, COLLEGE OF NURSING, JACKSONVILLE STATE UNIVERSITY, 700 PELHAM ROAD NORTH, JACKSONVILLE, AL 36265.

The purpose of this request for release of records is to determine suitability for and compliance with requirements to participate in clinical experiences with patients in my capacity as a student of nursing in the JSUCON program.

I authorize these records to be delivered upon request and upon presentation of a copy of this Authorization for Release. I understand that I have a right to revoke this authorization in writing at any time, except to the extent information has already been released in reliance upon this authorization.

I AM AWARE THAT CLINICAL ENTITIES TO WHICH I AM ASSIGNED MAY REQUIRE, AMONG OTHER INFORMATION, PROOF OF COMPLIANCE WITH REQUIRED IMMUNIZATIONS AND EVIDENCE, AND EVIDENCE OF NEGATIVE TB TESTS AND / OR DRUG SCREENS. JSUCON HAS MY PERMISSION TO RELEASE PROOF OF IMMUNIZATIONS AND EVIDENCE OF NEGATIVE DRUG SCREENS TO CLINICAL AGENCIES WHERE I PROVIDE PATIENT CARE.

I EXPRESSLY RELEASE AND HOLD HARMLESS ANY MEDICAL PROVIDER RESPONDING TO THIS REQUEST FOR MEDICAL RECORDS AND / OR INFORMATION, AND JACKSONVILLE STATE UNIVERSITY, THEIR RESPECTIVE AGENTS, SERVANTS AND EMPLOYEES, FROM ANY LIABILITY, CLAIM, DEMAND, ACTION OR CAUSE OF ACTION RELATED TO, DIRECTLY OR INDIRECTLY, FULFILLING THIS REQUEST AS SUBMITTED.

THIS RELEASE IS BEING EXECUTED VOLUNTARILY WITH KNOWLEDGE OF MY RIGHT NOT TO DO SO; HOWEVER, I UNDERSTAND THAT IF I REFUSE, I MAY BE UNABLE TO COMPLETE CLINICAL REQUIREMENTS FOR TRAINING AND, THEREFORE, BE UNABLE TO PARTICIPATE IN OR COMPLETE THE JSUCON NURSING PROGRAM.

DATED:_____

➔STUDENT'S SIGNATURE:_____

WITNESS SIGNATURE:_____

Print Name:_____

Address:_____

City:_____ State:_____ Zip:_____

FOR JSU COLLEGE OF NURSING USE ONLY

LURLEEN B. WALLACE COLLEGE OF NURSING

Consent to and Permission for Drug Screening for Students

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

I understand that failure to submit to drug screening will result in dismissal from the nursing program.

I understand that a positive drug screen will result in dismissal from the nursing program.

I understand that results of my drug screen may be released to clinical agencies.

I hereby release the designated testing agency and its director, Jacksonville State University, and faculty of the College of Nursing 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 will be disclosed to appropriate clinical agencies upon their request.

LURLEEN B. WALLACE COLLEGE OF NURSING

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/

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