

Lurleen B. Wallace
College of Nursing and
Health Sciences

Graduate
Student Handbook
2012-2013

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

**JACKSONVILLE STATE UNIVERSITY
700 PELHAM ROAD NORTH
JACKSONVILLE, ALABAMA 36265-1602
PHONE: (256) 782-5423
1-800-231-5291
FAX - (256) 782-5406
www.jsu.edu/depart/nursing**

2012-2013

Table of Contents

The Lurleen B. Wallace College of Nursing and Health Sciences	6
Background of the College of Nursing and Health Sciences.....	6
Accreditation and Membership.....	6
Philosophy of the College of Nursing and Health Sciences	6
Mission Statement.....	7
Goals	7
Organizing Framework	8
Professional Values.....	8
M.S.N. Degree	10
M.S.N. Program Objectives	10
Required Courses	10
Course Descriptions	11
Academic Regulations and Procedures	13
Grading System.....	13
Retention Policy.....	13
Reapplication Process.....	13
Time Limit on Degree Completion.....	13
Transfer of Graduate Credit	14
Participation Policy	14
Thesis Options and Procedures	14
Dropping Courses	14
Comprehensive Examination	14
Application for Graduation	15
Grievance Procedure	15
Scholar's Code.....	15
Portfolio.....	15
Sigma Theta Tau	15
Student Representatives on Committees.....	16
HIPPA Statement	16
Student Responsibilities.....	17
Health Insurance	17
Medical Care.....	17
Malpractice Insurance	17
Health Appraisals Requirements.....	17
Requirements for Two-Step TB Skin Test.....	17
Requirements for Measles, Mumps and Rubella	18
Requirements for Td/Tdap.....	18
Requirements for Hepatitis B Vaccine	18
Requirements for Varicella Vaccine.....	18
Pregnancy in Clinical Courses	19
Professional Apparel	19
License.....	19
CPR Certification.....	20

Requirements for Drug Screening	20
Requirements for Clear Background Checks.....	20
Blood and Body Fluid Exposure.....	20
Approval to Practice as a Clinical Nurse Specialist.....	20
Certification Information	21
Student Financial Aid	22
Loans.....	22
Alabama Board of Nursing Scholarships.....	22
Graduate Assistantships	22
Advanced Education Nursing Traineeships.....	22
Consortium Agreement with Troy University	22
Faculty and Staff of the College of Nursing and Health Sciences.....	23

Appendices

A	Professional Scholar's Code	25
B	Impairment and Substance Abuse Testing Policy	33
C	Consent to and Permission for Background Checks.....	45
D	Blood and Body Fluid Exposure Policy.....	46

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

It is the intent of this handbook to reflect current academic policies and procedures of the College of Graduate Studies. In the event of changes, additions, or conflicts, the current policies of the College of Graduate Studies shall prevail.

LURLEEN B. WALLACE COLLEGE OF NURSING AND HEALTH SCIENCES

JACKSONVILLE STATE UNIVERSITY

BACKGROUND OF THE COLLEGE OF NURSING AND HEALTH SCIENCES

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

ACCREDITATION AND MEMBERSHIP

Jacksonville State University is accredited by the Southern Association of Colleges and Schools. The Lurleen B. Wallace College of Nursing and Health Sciences is approved by the Alabama Board of Nursing, which entitles its graduates to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The College is accredited by the Commission on Collegiate Nursing Education. Accreditation is an indication of public approbation, attesting to the quality of the educational program and the continued commitment of the sponsoring institution to support the program.

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

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

PHILOSOPHY

The College of Nursing and Health Sciences Faculty subscribe to the commitment of the University to maintain high academic standards, thereby ensuring quality through teaching, counseling, and the promotion of excellence. Professional nursing is a field of higher education that 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 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 that 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 subsystems interacts to form an integrated whole that 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 that 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 that 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 that requires 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.

MISSION STATEMENT

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

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.

ORGANIZING FRAMEWORK

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

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

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

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

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

PROFESSIONAL VALUES

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

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

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

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

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

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

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

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

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

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

M.S.N. DEGREE

M.S.N. PROGRAM OBJECTIVES

1. Synthesize theories from the humanities and the natural, behavioral, and applied sciences which support advanced clinical practice and role development.
2. Develop advanced practice expertise to affect positive health care outcomes for vulnerable populations.
3. Assume accountability for ethical values, principles, and personal beliefs that acknowledge human diversity and influence professional practice decisions and nursing interventions.
4. Employ effective communication and technology within the multidisciplinary collaborative context of advanced community health nursing practice.
5. Design cost-effective interventions/strategies collaboratively with multiple disciplines for the purpose of providing quality health care within the community.
6. Evaluate research findings for the development and implementation of evidence-based practice guidelines.
7. Evaluate health care issues, trends, and policies for application to the health status of communities.

MASTER OF SCIENCE IN NURSING

Major: Community Health Nursing

A total of 38 semester hours is required for this program. Full-time and part-time options are available.

Through an innovative partnership with Troy University (TROY), JSU utilizes four existing online TROY courses (11 semester hours) as the core sequence of the program. The partnership with TROY represents a unique education model in Alabama.

All courses are delivered in an online format. Students may enter the program at the beginning of any semester-fall, spring, or summer. Full-time and part-time study options are available. A comprehensive examination is required during the final semester and is administered on campus. Orientation is provided by the Director, Graduate Studies.

Required Courses:

NU 504*	Theories in Nursing	2 SH
NU 507*	Advanced Health Assessment	3 SH
NU 513*	Advanced Pathophysiology	3 SH
NU 514	Health Assessment Practicum	1 SH
NU 518	Organizational and Systems Leadership in Community Health Nursing	3 SH
NU 520	Advanced Pharmacology	3 SH
NU 522*	Research Methodology	3 SH
NU 527	Epidemiology	2 SH
NU 542	Transcultural Nursing and Healthcare	3 SH
NU 544	Statistical Methods in Healthcare	3 SH
NU 540	Community Health I	6 SH
NU 545	Community Health II	6 SH

* Troy University courses

Optional Courses:

NU 581	Independent Study (1)
NU 582	Independent Study (2)
NU 583	Independent Study (3)

38 semester hours required for this degree

Sample Plan of Study

Semester 1 (Fall, August -- December)

NU 504 Theories in Nursing	2 SH
NU 507 Health Assessment	3 SH
NU 514 Health Assessment Practicum	1 SH
NU 518 Organizational and Systems Leadership in Community Health Nursing	3 SH

Semester 2 (Spring, January -- April)

NU 513 Pathophysiology	3 SH
NU 527 Epidemiology	2 SH
NU 544 Statistical Methods in Healthcare	3 SH
NU 542 Transcultural Nursing and Healthcare	3 SH

Semester 3 (Summer, May -- August)

NU 522 Research Methodology	3 SH
NU 540 Community Health I	6 SH

Semester 4 (Fall, August -- December)

NU 545 Community Health II	6 SH
NU 520 Pharmacology	3 SH

COURSE DESCRIPTIONS

Prefix NU

NU 504. Theories in Nursing (2) - Explores the evolution and importance of knowledge and theory in nursing, mechanisms for developing and critiquing theory, and the analysis and application of theories in nursing practice. (Troy course: NSG 5504)

NU 507. Advanced Health Assessment (3) - Provides advanced knowledge of history and interviewing processes across the lifespan, physical examination, and clinical judgments regarding health care needs. (Troy course: NSG 5512)

NU 513. Pathophysiology (3) - Review of cellular structure and function with emphasis on cellular changes that give rise to pathology and disease; discussion of cellular and tissue physiology with a focus on pathological processes of major organs and body systems. (Troy course: NSG 6671)

NU 514. Health Assessment Practicum (1) - Practical application skills related to data collection and analysis essential to comprehensive health assessment of various age groups; validates knowledge to perform complete health assessment of individuals and families as they exist in the community as well as analyze collected data for indicators of health maintenance or alterations in health.

NU 518. Organizational and Systems Leadership in Community Health Nursing (3) – Provides opportunities to review, examine, and analyze individual, family, and population based care from a community health perspective and synthesize selected issues that affect the role responsibilities of the advanced community health nurse within systems and organizations.

NU 520. Pharmacology (3) Designed to augment and support the practice of the APN. Encompasses the prescriptive role of the APN, legal statutes, general principles of pharmacodynamics and pharmacokinetics, treatment guidelines related to evidence based practices, pharmacology concerns for special populations, and drugs most commonly used in primary care.

NU 522. Research Methodology (3) - Discussion of principles of the research process; emphasis on the utilization and generation of research relevant to nursing. (Troy course: NSG 6691)

NU 527. Epidemiology (2) - Study of various factors as they relate to the occurrence, frequency, and distribution of disease across the lifespan; includes origin, transmission, host/environmental factors that influence the development of disease, as well as issues related to health planning, policy, and evaluation.

NU 544. Statistical Methods in Healthcare (3) - Introduction into data management and applied statistics. Primarily for graduate nursing students with focus on probability concepts, descriptive statistics, and hypothesis testing with parametric and non-parametric procedures using Excel.

NU 540. Community Health I (6) – Application of advanced specialized knowledge relevant to health promotion/disease prevention issues in select populations. Clinical experiences will be designed to meet individual learning needs of the MSN student in implementing the multifaceted role of the community health clinical nurse specialist. *Prerequisites: NU 504, 507, 513, 514, 519, 527, 534.*

NU 545. Community Health II (6) – Application of advanced specialized knowledge relevant to implementing and evaluating programs for community health, with an emphasis on evidence-based interventions with vulnerable populations and aggregates. Clinical experiences will be designed to meet individual learning needs of the MSN student in providing care for selected aggregates and/or populations. *Prerequisite: NU 540.*

NU 542. Transcultural Nursing and Health Care (3) – An exploration of theoretical foundations for cultural diversity in health and illness. Assessment and analysis of selected cultures as related to nursing and health care practices will be emphasized.

NU 550. Developing Instructional Programs in Collegiate Nursing Education (3) – Development of curricular components for nursing instructional programs. Examines the relationships among philosophy, goals, and outcomes for various learning environments.

NU 551. Teaching, Learning, and Evaluation in Collegiate Nursing Education (3) – Focuses on teaching-learning theories, processes, strategies, and styles. Examines evaluation principles in the classroom and clinical setting.

NU 552. Practicum in Collegiate Nursing Education (3) – Application of teaching-learning theories/strategies, assessment and measurement methods, curricular frameworks, and nursing knowledge in an educational context.

NU 553. Issues and Trends in Collegiate Nursing Education (3) – Exploration of issues and trends influencing the role of the nursing educator. Includes analysis of technological, legal, economic, political, cultural, and ethical issues, and professional dynamics.

NU 581. Independent Study (1) – Special project in nursing/informatics studies. *Prerequisite: Permission of advisor.*

NU 582. Independent Study (2) – Special project in nursing/informatics studies. *Prerequisite: Permission of advisor.*

NU 583. Independent Study (3) – Special project in nursing/informatics studies. *Prerequisite: Permission of advisor.*

ACADEMIC REGULATIONS AND PROCEDURES

GRADING SYSTEM

The following represents the grading system used by the University in graduate courses 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)
- F - Failing - No quality points (Below 70).
- 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 Graduate Bulletin for details.
- NC - No Credit. See University Graduate Bulletin for details
- W/P - withdraw passing. Zero quality points.
- W/F - withdraw failing. Counts as an F with zero quality points.
- X - Audit - no credit.

RETENTION POLICY

In accordance with University policy, graduate students must maintain an overall GPA of 3.0 on a 4.0 scale in graduate courses attempted. An unconditionally admitted student whose GPA falls below the required minimum will be placed on probation and will receive notification of the requirements to reestablish good standing. Any student who does not attain good standing, as specified in their notification letter, will be dropped from graduate study.

Students who are granted conditional admission must achieve an overall GPA of at least 3.0 on the first 12 graduate hours attempted. Failure to comply will result in the student being dismissed from the program.

The maximum number of hours of C grades permitted to count toward a master's degree is six semester hours.

REAPPLICATION PROCESS

A student who has been dropped from the MSN program may appeal for readmission. Admission decisions are based on a review of the applicant's academic history as it relates to potential for satisfactory performance in graduate courses. It is the responsibility of the student to present convincing evidence of a significant improvement in potential for success to the Appeals Committee of the University Graduate Council. Procedures for the process of petitioning for readmission are available in the office of the Dean or Associate Dean, College of Graduate Studies, 320 Bibb Graves Hall.

TIME LIMIT ON DEGREE COMPLETION

Only approved credit, including transfer credit, earned during six (6) calendar years (from completion of the first course requirement of the program to completion of the last program requirement) will be counted toward a graduate degree. This regulation applies to credit earned at JSU and all transfer credits from other institutions.

TRANSFER OF GRADUATE CREDIT

The maximum of 17 semester hours of graduate credit may be transferred to JSU from another accredited graduate school (inclusive of the 11 semester hours of Troy courses) for application to MSN degree requirements. Evaluation of transfer credit is made by the MSN graduate council and is approved by the dean, College of Graduate Studies.

Only graduate courses with grades of A, B, P, and S may be transferred to JSU. College of Graduate Studies policies stipulate that grades of C or below will not be eligible for transfer. However, grades of C are eligible for transfer for required Troy courses. Transfer credit must meet the six year time limit requirement.

There are two steps in the procedure for transferring credit. First, a student must complete a Transfer Credit Request Form listing the transfer course(s) and return the form to the College of Graduate Studies. Second, students should request that official transcripts from other institutions at which credit was earned be sent directly to the College of Graduate Studies at JSU. Course descriptions should also be supplied by the student for any courses (other than Troy courses) in which transfer credit is requested. It is the responsibility of the student to assure that the transcript has been received.

PARTICIPATION POLICY

Students are held responsible for participation in all course activities and assignments for the courses in which they register. The policy of the College of Nursing and Health Sciences states that there shall be no unexcused absences from clinical. Students are expected to notify the course faculty of an intended absence from online participation prior to the date of scheduled course activities or assignments. This policy also applies to scheduled participation in practicum experiences with a preceptor.

DROPPING COURSES

Students must seek advisement from the Director, Graduate Studies or MSN Student Services Director prior to dropping any course (JSU or TROY) for which they are registered.

COMPREHENSIVE EXAMINATION

A written comprehensive examination is required of all candidates for the MSN degree. The examination will focus on a synthesis of concepts presented throughout the curriculum.

The examination will be scheduled during the semester in which the student is enrolled in the last course(s) needed to complete the degree (generally NU 545). Application for the comprehensive examination/degree must be filed in the office of the College of Graduate Studies no later than the end of the first week of the semester or term in which the student plans to complete all program requirements. Students who plan to graduate in August should complete the application for the comprehensive examination/degree by the first day of class of the May Term.

If, after applying, the student elects not to take the comprehensive examination, the student must submit a written request to the office of the College of Graduate Studies to withdraw the application for the current semester.

If the student fails the comprehensive examination, the student must petition the Dean, College of Graduate Studies, for the privilege of taking a second comprehensive examination the following semester.

The comprehensive examination is administered on campus and may be repeated only once. A student will be dismissed from the MSN program after two unsuccessful attempts to pass the examination.

APPLICATION FOR GRADUATION

MSN students should file an application for degree/comprehensive examination in the office of the College of Graduate Studies no later than the end of the first week for the semester the student plans to graduate.

GRIEVANCE PROCEDURE

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

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

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

PROFESSIONAL SCHOLAR'S CODE

The Professional Scholar's Code is an honor system adopted in an effort to promote high ethical standards within the College of Nursing and Health Sciences. A copy of the Professional Scholar's Code is found in Appendix A.

PORTFOLIO

Students will compile an electronic portfolio of assignments from various courses for the purposes of providing evidence of program competencies and marketing of advanced knowledge and skills to prospective employers. Specific guidelines will be presented in individual courses.

SIGMA THETA TAU

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

Sigma Theta Tau endeavors to seek out and reward students in baccalaureate or higher degree nursing programs that have demonstrated ability in nursing as evidenced by superior academic achievement. Students in master's programs are required to achieve a 3.5 GPA on a 4.0 scale and complete one-fourth of the program of study to be considered for membership.

STUDENT REPRESENTATIVES ON COMMITTEES

Students are invited and encouraged to participate in the governance of the College of Nursing and Health Sciences. Students are appointed by the Director, Graduate Studies to the CNHS Graduate Council and the University Graduate Council.

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.

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.

STUDENT RESPONSIBILITIES

HEALTH INSURANCE

All students in the MSN program are required to have health insurance while attending clinicals in practicum courses. At the beginning of each semester that student is enrolled in a practicum course, the student will complete and submit the "Health Insurance Form" to the CNHS graduate program office, along with a health insurance card or copy of the check submitted to the insurance company for verification.

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.

MALPRACTICE INSURANCE

Hospitals and health agencies cooperating with the College of Nursing and Health Sciences require students to carry malpractice insurance. A non-refundable fee of approximately \$15.00 per year is required of graduate students engaged in clinical nursing courses/preceptorships or students must provide documentation of current professional malpractice insurance by a private insurer.

HEALTH APPRAISAL REQUIREMENTS

All students in the MSN program who are involved in clinical nursing courses are required to have a physical examination on an annual basis. The findings are to be reported on the appropriate health forms. The health forms are posted on the CNHS website under MSN program. Participation in clinical activities is contingent upon satisfactory completion of all health requirements.

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 before starting clinical rotations and are mandated to renew the Tuberculin one-step skin test once per year.* The TB skin test must be valid through the clinical semester. Acceptable documentation consists of evidence of the TB test on letterhead from the facility that provided the test.

Students testing positive will be required to comply with the current Centers for Disease Control (CDC) treatment recommendations. Failure to comply with the CDC requirements will result in dismissal from the nursing program. Students who have had a positive TB skin test in the past will be required to get a chest x-ray. Clearance from a physician reading the chest-x-ray will be required. The physician will need to make recommendations regarding the need for a chest x-ray on an annual basis, or no further need for testing unless the person becomes symptomatic

* If one verifies by supporting documentation a 2-step (14 days apart) PPD in the past with yearly PPDs thereafter, a current PPD is the only requirement. Yearly PPDs are required after admission.

REQUIREMENTS FOR MEASLES, MUMPS, RUBELLA (MMR)

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 their health care provider 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 the student’s health care provider. As a result the student may be required to sign a “Low Titer Waiver”.

REQUIREMENTS FOR TETANUS / DIPHTHERIA / PERTUSSIS (TD/TDAP)

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).

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 CNHS:

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.

REQUIREMENTS FOR VARICELLA VACCINE

All nursing students involved in clinical courses must present written documentation of immunity to varicella. 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.

PREGNANCY IN CLINICAL COURSES

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

1. Upon learning of the pregnancy, the student will provide the College with a statement from her attending health care provider concerning the expected date of delivery and her ability to perform in the clinical setting.
2. The student will provide a copy of the statement from her attending physician to the student's clinical Course Coordinator. If enrolled in two (2) concurrent clinical courses, both clinical Course Coordinators must be notified.
3. 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 in or remain in clinical nursing courses if the pregnancy will unduly interfere with the performance of her clinical assignments. The student is responsible for immediately notifying the clinical Course Coordinator of any significant changes in her pregnancy status that might affect her ability to perform clinical assignments or might endanger herself, her expected child, or the patients in the clinical setting.
5. A more stringent policy may be put into effect if experience shows that the implementation of this announced policy is hazardous to the health of the student, her expected child, or the patients served in the clinical courses.
6. After delivery, the student must present documentation from her health care provider that she may resume clinical.

PROFESSIONAL APPAREL

Students are responsible for wearing attire appropriate for the selected clinical setting (uniform or lab coat). Graduate students are required to wear a CNHS nametag in the clinical setting. Students should contact the MSN Program Office for directions on obtaining a CNHS nametag.

LICENSE

Each student is required to provide proof of a current, unencumbered registered nurse licensure throughout the MSN program.

CPR CERTIFICATION

Graduate students enrolled in clinical nursing courses must maintain certification in CPR of adults and children. When registering for a clinical course, students must present documentation that CPR certification will be valid throughout the semester.

REQUIREMENT FOR DRUG SCREENING

All students are expected to abide by the Impairment and Substance Abuse Testing Policy and any subsequent revisions to the policy, in order to participate or continue in the Jacksonville State University College of Nursing and Health Sciences programs. This policy requires all students enrolled in clinical courses in the College of Nursing and Health Sciences to submit to pre-clinical testing, random testing, and mandatory drug testing based upon reasonable suspicion of substance abuse. Drug screening is conducted in accordance with the Impairment and Substance Abuse Testing Policy (see Appendix B).

REQUIREMENT FOR CLEAR BACKGROUND CHECKS

In accordance with policies of affiliate clinical agencies, all nursing students must have a clear criminal background check. Policies mandating clear 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.*) In addition, applicants must not have an adverse action against them from a certifying or licensing agency related to healthcare. Students with misdemeanor or felony criminal convictions, those with an encumbered LPN or RN license, or those appearing on the Alabama Department of Public Health Certified Nurse Aide Registry Abuse List are ineligible to apply for College of Nursing and Health Sciences (CNHS) nursing programs. 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. Students incurring a criminal conviction, an encumbered LPN or RN license, or listing on the Alabama Certified Nurse Aide Registry Abuse List after admission to nursing will be dismissed from the program (see Appendix C for Consent to and Permission for Background Checks).

BLOOD AND BODY FLUID EXPOSURE

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

Students are responsible for adhering to the established accidental exposure policies, procedures of the clinical agency, and the College with respect to reporting and documentation of the incident (see Appendix D for Blood and Body Fluid Exposure Policy).

APPROVAL TO PRACTICE AS A CLINICAL NURSE SPECIALIST

The Alabama Board of Nursing Administrative Code stipulates that only those registered nurses approved by the Board may practice as clinical nurse specialists, hold themselves out to be clinical nurse specialists and/or use the title to imply that they are clinical nurse specialists. Qualifications for approval

and procedure for application and approval to practice as a clinical nurse specialist may be obtained through the Board at www.abn.state.al.us/

CERTIFICATION INFORMATION

Certification as a Public Health Nurse-Advanced is available through the American Nurses Credentialing Center (ANCC). Information regarding the certification examination, eligibility requirements and applications may be obtained at <http://www.nursingworld.org/ancc/index.html>

STUDENT FINANCIAL AID

LOANS

Specific information about loans available to eligible graduate students may be obtained in the *Graduate Bulletin* or by contacting the Office of Student Financial Services.

ALABAMA BOARD OF NURSING SCHOLARSHIPS

The status of Alabama Board of Nursing scholarships is determined annually based on funding from the Alabama Legislature. Candidate qualifications, scholarship conditions, and other information may be obtained through the Board at (334) 293-5200 or www.abn.state.al.us/

GRADUATE ASSISTANTSHIPS

Several salaried graduate assistantships are awarded annually to MSN students. The positions are primarily for clinical/lab assistants. In addition to a monthly stipend, the assistantship covers JSU tuition costs. Applications may be obtained in the College of Graduate Studies. Interested MSN students should contact the Director, Graduate Studies.

ADVANCED EDUCATION NURSING TRAINEESHIPS

Through a grant award from the Department of Health and Human Services, students enrolled full-time may be eligible for tuition scholarships. Information concerning the application process and notices of awards is available through the Director, Graduate Studies.

CONSORTIUM AGREEMENT WITH TROY UNIVERSITY

A consortium agreement is a written contract between two or more eligible institutions enabling students to take coursework at different institutions simultaneously for the purpose of completing a degree. Under such an agreement, students may take courses at TROY and have those courses count toward the degree at JSU. JSU is the institution that will grant the student's degree. It is also the institution that will process, award, and disburse the financial aid. TROY will be responsible for certifying the student's enrollment status and the costs for tuition and fees. To receive loans from JSU, the student's enrollment status (the combination of hours between JSU and TROY) must be at least six hours. For more information and eligibility requirements, please visit http://www.jsu.edu/nursing/msn_info.html#aid .

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

(256) 782-5425
 1-800-231-5291
 MAIN FAX - (256) 782-5406
 RN-BSN (STEP) and MSN FAX (256) 782-5430
www.jsu.edu/depart/nursing/

DEAN

Latham, Sarah V. (1982) BSN, MSN, and DSN, University of Alabama at Birmingham
Professor of Nursing/ Dean

256- 782-5428

E-Mail: slatham@jsu.edu

ASSOCIATE DEAN

Shelton, Christie (2000) BS and MSN, Jacksonville State University; PhD, University of Alabama at Birmingham

Assistant Professor of Nursing/Associate Dean

256-782-8427

E-Mail: cshelton@jsu.edu

DIRECTOR, GRADUATE STUDIES

Peinhardt, Rebecca D. (2009) BSN, Emory University; MSN, University of Alabama at Birmingham;
 DNP, Samford University

Associate Professor of Nursing/Director, Graduate Studies

256-782-5960

E-Mail: rpeinhardt@jsu.edu

GRADUATE FACULTY OF THE COLLEGE OF NURSING

Edge, Windon (2008) BSN, University of Alabama at Birmingham; MSN, Jacksonville State University;
 DNP, Samford University

Assistant Professor of Nursing

256-782-8520

E-Mail: wedge@jsu.edu

Gulledge, Elizabeth (2006) BSN and MSN, Jacksonville State University; PhD, University of Alabama at Birmingham

Assistant Professor of Nursing/BSN Program Director

256-782-8129

E-Mail: gulledge@jsu.edu

Helms, Kimberly (2007) ADN, Gadsden State Community College; BSN, University of Alabama at Huntsville; MSN, Jacksonville State University; D.H. Ed., A. T. Still University

Assistant Professor of Nursing

256-782-8286

E-Mail: khelms@jsu.edu

Keith, Leigh Ann (2012) BSN, Jacksonville State University; MSN and DNP, University of Alabama

Assistant Professor of Nursing

256-782-5824

E-Mail: lkeith@jsu.edu

Waits, Phyllis (2005) BSN, Jacksonville State University ; MSN, University of Alabama at Birmingham;
EdD, University of Alabama
Associate Professor of Nursing/STEP Coordinator
256-782-5423 E-Mail : pwaits@jsu.edu

Walker, Laura Pruitt (2008) BSN and MSN, Jacksonville State University; D.H. Ed., A. T. Still University
Assistant Professor of Nursing
256-782-5891 E-Mail: lpwalker@jsu.edu

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

STAFF OF THE COLLEGE OF NURSING

Brim, Jan (1991)
Secretary, Student Services - BSN
256-782-5258 E-Mail: jbrim@jsu.edu

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

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

Johnson, Tammy (2006)
Director, Office of Student Services – RN- BSN (STEP) and MSN
256-782-8489 E-Mail: tjohnson@jsu.edu

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

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

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

Willingham, Carla (2000)
Secretary to Associate Dean
256-782-5425 E-Mail: cwilling@jsu.edu

Appendix A

The Professional Scholars' Code

I. Professional Scholars' Code

A. Introduction

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

The nursing profession is one of highest distinction that promotes honesty and integrity. The CNHS requires students, faculty, and staff to comply with the standards of conduct deemed appropriate for the nursing profession by the 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 and Health Sciences.

B. Dissemination and Clarification

1. All students, faculty, and staff in the College of Nursing and Health Sciences shall be informed of the Professional Scholar's Code upon registration and/or employment in the college and thereby assume the responsibility of abiding by the spirit of honesty and professionalism in their academic pursuits. The establishment of a Professional Scholars' Code is not intended to be an indication that academic dishonesty and unprofessional behavior is commonplace at this institution. The Professional Scholars' Code is a method of reaffirming the existing code of honor and professionalism which has prevailed at this college since its inception.
 - a. The Scholars' Code shall be part of the Student and Faculty Handbooks. It is the responsibility of students, faculty, and staff to be familiar with this policy.
 - b. It shall be the responsibility of each faculty member to inform students of the Professional Scholars' Code as part of the course orientation at the beginning of every semester, through the course syllabus/notebook or other effective means. Faculty shall support the principles of academic integrity and fairness through course policies and procedures.
 - c. The appropriate officials and offices shall conduct an orientation for all upper division nursing students, incoming nursing faculty and staff to familiarize these individuals with the provisions of the Scholars' Code prior to attending classes or teaching.

2. Unprofessional behavior is the improper conduct by a student which infringes on the reasonable freedom of others or which is otherwise detrimental to the proper conduct of the University. Violations within these areas will be processed appropriately—without regard to the sex, race, color, religious affiliation, national or ethnic origin, age, veteran status, or disability of any of the participants.

II. Violation of Professional Scholar's Code

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

A. Violations of Academic Honesty

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

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

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

B. Violations of Professional Behavior

Any behavior or action by students revealing dishonesty, lack of integrity, or unprofessional behavior is considered a violation of the Professional Scholar's Code. Such violations can occur in the classroom, clinical setting or community and include, but are not limited to, breach of confidentiality; clinical tardiness; clinical absence without notification to assigned clinical faculty; violation of patient rights; disrespect of faculty, staff, or patients; clinical practices deemed unsafe by faculty; falsifying documentation; fraudulently reporting information; substance abuse or, any other act or behavior deemed unprofessional or dishonest by faculty. A student of the College of Nursing and Health Sciences who engages in unprofessional behavior will be subject to enforcement of the Professional Scholar's Code.

C. Suspected Violations of Professional Scholar's Code

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

References

- University of Florida. (2006). Academic Honesty Guidelines. Retrieved from the internet December 7, 2009 at: www.dso.ufl.edu/judicial/academic.php
- A.T. Still University (ATSU). (2009). Student Handbook. Retrieved from the internet December 7, 2009 at: www.atsu.edu/student_services/handbook/pdf

Professional Scholars Code Agreement

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

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

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

Student Signature

Date

Professional Scholars' Code Report Form

Individual (s) involved in violation or alleged violation of Scholars' Code:

Contact Information of individuals in violation or alleged violation of the Scholars' Code:

Date of Incident: _____

Date of Notice to Individuals of Alleged Violation of Scholars' Code (attach copy of notice to this report):

Please give a full report of the situation in which the breach/alleged breach in the Professional Scholars' Code occurred:

Please describe the student's response and attach any documentation provided by the student.

Please describe the resolution of the breach/alleged breach of the Professional Scholars' Code.

Print Faculty Name

Faculty Signature

Date

Notification of Alleged Violation of the Professional Scholars' Code

Student's Name: _____

Date of Alleged Incident: _____

Course: _____

The student listed above is reported to have committed a violation of the Professional Scholars' Code of the Lurleen B. Wallace College of Nursing and Health Sciences. This form is a notification of alleged violation and potential disciplinary action. Please contact (insert name and phone # or email) immediately.

The student is required to sign this form acknowledging notification. Signing the form acknowledges notification; it is not an admission of guilt. This report will be filed in the student's permanent file.

The accused student has the right to know the allegations and have an opportunity to a hearing where he/she may present evidence in writing. The student has the right to seek advice from his/her Academic Advisor or the Director of Student Services.

Signature of Student

Date of Notification

Signature of Course Faculty

Date

Letter of Understanding

I have reviewed the Student Handbook of the Lurleen B. Wallace College of Nursing and Health Sciences. 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 Professional 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.

Student's Signature

Date

Appendix B

Impairment and Substance Abuse Testing Policy

I. Philosophy

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

II. Alabama Board of Nursing Requirements

Lurleen B. Wallace College of Nursing and Health Sciences students, faculty and 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 martialled/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 faculties, 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 and Health Sciences 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 and Health Sciences officials; and
3. Require all students enrolled in clinical courses in the College of Nursing and Health Sciences to submit to pre-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 and Health Sciences to submit to pre-employment testing, random testing, and mandatory drug testing based upon reasonable suspicion of substance abuse.

IV. Definitions of Terms Used in Policy

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

1. Pre-clinical testing means that all students will be tested prior to engaging in any clinical activity and/or patient care.
2. Pre-employment testing means that all faculty and 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 and Health Sciences in pursuit of the BSN or MSN degree, including registered nurses (RN) and students taking courses via distance education, regardless of the specific location of the student.

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

Clinical faculty are registered nurses employed full or part time by the College of Nursing and Health Sciences 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 use of alcohol or any drug in such a way that their performance in any nursing course, including activities at any clinical site, is impaired.

V. Policy Requirements

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

1. Substance abuse as defined in this policy, or a violation of any term of the Jacksonville State University Drug-Free Workplace Policy while engaged in any University affiliated experience is strictly prohibited. All students, faculty, and 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 and Health Sciences.
4. A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Any such violation must be reported to the Dean of the College of Nursing and Health Sciences within five days. Such violation, if substantiated, will result in disciplinary action up to and including student's dismissal from the College of Nursing and Health Sciences. A nursing student who fails to notify the Dean of the College of Nursing and Health Sciences within five days of an administrative action or legal conviction for any such violation shall result in dismissal from the College of Nursing and Health Sciences.
5. Faculty or clinical faculty determined to have violated these prohibitions shall result in termination from the College of Nursing and Health Sciences.

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 and Health Sciences

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

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 and Health Sciences

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

1. Drug testing for pre-clinical **generic students** will be arranged by the College of Nursing and Health Sciences. The cost of this drug testing will be assumed by the student.
2. Drug testing for pre-clinical for **MSN students** will be arranged by the student, but must be conducted in a qualified laboratory setting. The cost of this drug testing will be assumed by the student. The student will be provided a list of specific drugs for testing by the Director. Graduate Studies.
3. Drug testing for pre-employment for faculty and clinical faculty will be arranged by the College of Nursing and Health Sciences. 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.
5. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, training hospital, College of Nursing and Health Sciences, or for the use of any drugs which are reasonably suspected of being abused or used by the student, faculty, or 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 and Health Sciences.
7. The Dean of the College of Nursing and Health Sciences 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 and Health Sciences) stating that the drug level is within prescribed limits and that the level does not indicate abuse. The prescribing physician or a Substance Abuse Professional must indicate that the drug will not interfere with safe practice in the clinical area.
8. Failure to submit to pre-clinical or pre-employment drug testing shall result in

dismissal from the program or termination from the College of Nursing and Health Sciences.

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

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

1. Drug testing for random drug testing will be arranged by the College of Nursing and Health Sciences. The cost of this drug testing will be assumed by the student, faculty, or 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 CNHS 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 and Health Sciences.
6. Drug testing will be conducted by a certified collector in accordance with established methods and procedures. Confidentiality of the student, faculty, and 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 and Health Sciences, 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 and Health Sciences.
9. The Dean of the College of Nursing and Health Sciences 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 and Health Sciences) stating that the drug level is within prescribed limits and that the level does not indicate abuse. The prescribing

physician or a Substance Abuse Professional must indicate that the drug will not interfere with safe practice in the clinical area.

10. Failure to submit to immediate random testing shall result in dismissal from the program or termination from the College of Nursing and Health Sciences.
11. A positive substance abuse test shall result in dismissal from the program or termination from the College of Nursing and Health Sciences.

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

1. Any student, faculty, or 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 and Health Sciences, unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be assumed by the student, faculty, or 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 and Health Sciences, 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 and Health Sciences.

6. The Dean of the College of Nursing and Health Sciences 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 and Health Sciences) stating that the drug level is within prescribed limits and that the level does not indicate abuse. The prescribing physician or a Substance Abuse Professional must indicate that the drug will not interfere with safe practice in the clinical area.
7. If the initial screening test is negative, that fact will be noted in the student, 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 and Health Sciences.
9. A positive substance abuse test shall result in dismissal from the program or termination from the College of Nursing and Health Sciences.

VII. Confidentiality

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

Attachment A

LURLEEN B. WALLACE COLLEGE OF NURSING AND HEALTH SCIENCES

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 and Health Sciences from any claim in connection with the drug screening guidelines.

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

Student Signature

Date

Print Name

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

Attachment B

LURLEEN B. WALLACE COLLEGE OF NURSING AND HEALTH SCIENCES

Consent to and Permission for Drug Screening for Faculty and Full/Part Time Clinical Faculty

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 termination from Jacksonville State University.

I understand that a positive drug screen will result in termination of employment from Jacksonville State University.

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 and Health Sciences from any claim in connection with the drug screening guidelines.

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

Faculty/Clinical Faculty Signature

Date

Print Name

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

Attachment C

Lurleen B. Wallace College of Nursing and Health Sciences

Report of Reasonable Suspicion of Drug/Alcohol Use

To be completed by the student, faculty, or staff member observing suspected substance abuse.

1. Name of student, faculty, or clinical faculty suspected of substance abuse as defined in policy.

2. Reasons why you suspect the student, faculty, or clinical faculty of substance abuse. (Be as specific as possible, including times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, if known, and the names and whereabouts of those witnessing the incidents/behavior.) [Staple additional comments/observations to this document]

NOTE: Some types of information that should be documented if observed or known includes: speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow); coordination (normal, swaying, staggering, lack of coordination, grasping for support); performance (unfair practices, unsatisfactory work); alertness (change in alertness, sleepy, confused); demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); clothing (dirty, disheveled); odor of alcohol on breath); other observed actions or behaviors; unexplained absences or tardiness; whether student, faculty, or clinical faculty was found with drugs/alcohol or admitted to use of drugs/alcohol; whether other students, faculty, or staff have complained of the behavior and if so a list of witnesses to the behavior.

3. Based on the information above, it is my opinion that there is reasonable suspicion to believe that this student, faculty, or clinical faculty has engaged in substance abuse as defined in the College of Nursing and Health Sciences Impairment and Substance Abuse Testing Policy:

_____/_____/_____
 Signature of Faculty/Staff Member Approving Drug Test

Date ____ Time _____

Printed Name of Faculty/Staff Member: _____

Title: _____

To be completed by the student, faculty, or clinical faculty to be tested (optional):

Are you taking any medications, or is there any other information you believe might explain your behavior or assist the Medical Review Officer and/or prescribing physician interpreting your test?

The original of this form should be given to the College of Nursing and Health Sciences Dean for inclusion in the student, faculty, or clinical faculty's confidential records. It may be disclosed on a "need to know" basis to clinical agencies and/or testing facilities.

Appendix C

CONSENT TO AND PERMISSION FOR BACKGROUND CHECKS

I _____ consent to and give permission for Jacksonville State University College of Nursing and Health Sciences to conduct background checks on me. Background checks will include criminal background checks, RN and/or LPN license verification, and Alabama Certified Nurse Aide Registry Abuse Lists.

I understand that specific information obtained on the criminal background checks, RN or LPN license verification or Alabama Certified Nurse Aide Registry Abuse List will be shared with the Jacksonville State University College of Nursing and Health Sciences faculty and appropriate staff. I understand that specific information on these background checks may also be shared with clinical agencies. I understand that an adverse finding on background checks makes me ineligible for clinical activities. . Students barred from participation in clinical activities will not be able to meet course requirements and will therefore be unable to successfully progress in the nursing curriculum at Jacksonville State University.

Print Full Name (Include middle name)

 (Maiden Name if Applicable)

Student SS# _____

 Date of Birth

 Student's Signature

 Date

Appendix D

Blood and Body Fluid Exposure Policy

Philosophy

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

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

Prevention

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

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

Post-Exposure Protocol

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

1. If the potential exposure involves a needle stick, puncture injury, cut, or fluid contact, wash the area with soap and water for at least 15 seconds. In the case of a mucous membrane exposure, rinse the site with copious amounts of water or normal saline solution. Irrigate the eyes with commercially prepared isotonic solution in eye wash stations, if available, or with saline solution or clean water. Flush splashes to the nose, mouth, or skin with water.
2. The student must immediately consult Northeast Alabama Occupational Health Center (256-741-6464 or 256-231-0556) or their own health care provider, emergency health care provider, or infectious disease specialist regarding the advisability of post-exposure prophylaxis. **The health care provider will make the judgment as to whether the exposure warrants prophylaxis.** Coordination of the student's plan of care and follow-up will be the responsibility of the student and the student's health care provider.
3. Students must notify faculty, staff and/or preceptor of exposure. While the faculty, staff or preceptor may provide information regarding the advisability of seeking prompt medical attention, the ultimate decision as to the management of the exposure is the joint responsibility of the student and the student's health care provider.
 1. The clinical instructor or preceptor will notify the agency charge nurse or immediate supervisor. It is recommended that the clinical agency's infectious disease nurse, if available, also be notified. An incident (exposure) report should be completed. If the agency will allow, a copy of the report should be obtained and forwarded to the Course Coordinator. If the agency will not provide a copy of the report, the clinical instructor or preceptor should write a memorandum for record to the Course Coordinator, summarizing the details of the exposure.

2. Immediately after notifying the agency, the clinical instructor or preceptor should call the college secretary at 256-782-5425 or toll free at 1-800-231-JAX1, to initiate notification of the Course Coordinator. The Course Coordinator will notify the Dean within 3 days that an incident has occurred.
4. Notification of the patient (if the exposure source is known), risk screening of the patient or other diagnostic testing of the patient, if indicated, will be coordinated in accordance with agency policies.
5. Northeast Alabama Regional Medical Occupational Health Center, the student's own health care provider, emergency health care provider, or infectious disease specialist will manage the student's post-exposure baseline and follow-up laboratory tests for bloodborne pathogens. Students are responsible for coordinating the release of their initial test results to the health care provider of their choice, if needed. The College is not responsible for ensuring the student's compliance with post-exposure care.
6. Students will be responsible for all costs with regards to their post exposure medical care.

**POSSIBLE EXPOSURE TO BLOODBORNE PATHOGENS
RELEASE OF LIABILITY**

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

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

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

Student's Signature

Date

Clinical Instructor/Preceptor

Date

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