



2149 Hickory Street, Abilene, Texas 79601

325-671-2399

www.phssn.edu

www.hsutx.edu www.mcm.edu

Undergraduate Nursing Student Handbook^(f3)

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Spring 2019

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UNDERGRADUATE NURSING STUDENT HANDBOOK

The information contained herein is not to be considered a contract. Patty Hanks Shelton School of Nursing (PHSSN) reserves the right to make changes to the information and policies contained herein. This Nursing Student Handbook supersedes all previous publications of the PHSSN Nursing Student Handbook.

The provisions of the PHSSN Nursing Student Handbook does not constitute a contract, expressed or implied, between any student, faculty member, Patty Hanks Shelton School of Nursing or the consortium universities. While every effort is made to provide accurate and timely information, the school of nursing cannot and does not guarantee that the information is correct, complete, or up-to-date. Please seek verification or clarification using established protocols to ensure accuracy and currency of information.

Patty Hanks Shelton School of Nursing will notify the student of any changes to the PHSSN Nursing Student Handbook occurring during the academic year. At any given time, the most current edition of the PHSSN Nursing Student Handbook will be available on the PHSSN website, www.phssn.edu

The catalog that determines the curricular requirements for a degree is the catalog that is in effect at the time of a student's admission to the parent university pursuant to limitations placed by Consortium Universities and PHSSN policies. The school of nursing will make a reasonable effort to honor the statement of curricular requirements in the chosen issue of the catalog. However, because courses and programs are sometimes discontinued and requirements are changed because of actions by accrediting associations and other external agencies, Patty Hanks Shelton School of Nursing and the consortium universities, having sole discretion, shall make the final determination whether degree requirements are met.

In addition, Patty Hanks Shelton School of Nursing reserves the right to cancel or discontinue any courses because of low enrollment or for other reasons deemed necessary. In order to assure quality instruction, the Universities and PHSSN reserve the right to close registration when maximum enrollment has been reached. The Universities and PHSSN reserve the right to make changes in schedules and/or faculty when necessary.

Affirmed by:



Chaluza C. Kapaale MSN, RN, CNE, CNOR(E)

Undergraduate Nursing Programs Chair

On behalf of Patty Hanks Shelton School of Nursing BSN Faculty Committee

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WELCOME

Welcome to the Patty Hanks Shelton School of Nursing (PHSSN) undergraduate nursing program. Patty Hanks Shelton School of Nursing is an intercollegiate school of professional nursing education comprised of Hardin-Simmons University and McMurry University in Abilene, Texas. During your experience at the school, you will learn the art, science and spirit of the profession of nursing. We are glad you have made the choice to pursue your nursing education with us.

This Nursing Student Handbook contains the policies and procedures that apply to nursing students at PHSSN. In order for PHSSN to provide the best educational preparation for you, all of us (faculty, staff and students) are accountable for the information contained herein. Students are required to attend a mandatory orientation prior to attending class during the spring and fall semesters.

PATTY HANKS SHELTON SCHOOL OF NURSING

MISSION

The mission of the Patty Hanks Shelton School of Nursing is to educate Baccalaureate and Advanced Practice Nurses for lives of Christian service and leadership to meet the ever changing needs of a global society.

PHILOSOPHY

The PHSSN functions within the structure of an educational consortium consisting of [Hardin-Simmons University](#) and [McMurry University](#). We accept the underlying philosophy and objectives of the consortium universities.

1. Faculty believe the role of private church related universities is to provide the scientific and liberal arts foundation that educationally prepares individuals in a manner that promotes the development of economic self-improvement, intellectual, cultural, spiritual, moral, and religious values.
2. Faculty believe that nursing is a profession that is responsive to the ever-changing needs of a global society; and, is based on core competencies that are supported by a scientific and liberal arts foundation.
3. Faculty believe that nurses expand their understanding of health, environment and person through study and interdisciplinary collaborations as a foundation for holistic nursing care.
4. Faculty believe that development, application, and synthesis of critical thinking, communication, clinical skills, clinical reasoning, creativity and self-direction are essential elements in nursing education.
5. Faculty seek to promote awareness of social, cultural, racial and ethnic diversity, and provide opportunities for students to experience success in their professional pursuits through the educational process.
6. Faculty believe the educational process is a shared responsibility between faculty and students that promotes progressive mastery and increased learner maturity.

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7. Faculty believe that baccalaureate education prepares a generalist member of the nursing profession who is competent in providing and coordinating care for clients.
8. Faculty believe the acceptance of accountability for life-long learning as a foundation for professional growth, competent practice and effective leadership is implicit in the practice of professional nursing.

PROGRAM OUTCOMES

Program Outcomes are developed based on the AACN Essentials of Baccalaureate Education, 2008, as well as other state and national professional guidelines to reflect the constant changes in nursing and nursing education. For PHSSN, the outcomes also reflect the mission and philosophy of the School of Nursing and that of the parent institutions.

Upon completion of the baccalaureate program of nursing, the graduate will be prepared to:

- 1) Apply the nursing process utilizing evidence-based practice and critical thinking to deliver competent, holistic, ethno-culturally sensitive, and ethical care to clients across the life span in a global society.
- 2) Demonstrate integrity, responsibility and accountability to clients, other health care workers and the profession of nursing in political, legal and ethical situations.
- 3) Communicate effectively with clients and other members of the health care team.
- 4) Demonstrate leadership and management skills in the delivery of health care services and the practice of professional nursing.
- 5) Combine research findings, patient care technologies and community resources to promote client health and wellness across the life-span.
- 6) Demonstrate accountability for practice behaviors, action and responsibility for life-long personal, moral, ethical, spiritual, religious and professional development. (revised 2017-2018)

TEXAS BOARD OF NURSING ELIGIBILITY

Successful achievement of the program and its outcomes enables the BSN graduate to apply and sit for the National Council Licensure Exam (NCLEX) leading to licensure as a registered nurse (RN) in accordance with eligibility requirements established by the Texas Board of Nursing (TX BON). In accordance with [Rule 217.3\(a\)](#): "A new graduate who completes an accredited basic nursing education program within the United States, its Territories, or Possessions and who applies for initial licensure by examination in Texas may be temporarily authorized to practice nursing as a graduate nurse (GN) or graduate vocational nurse (GVN) pending the results of the licensing examination." This temporary authorization is not renewable and will expire the earliest date of any of the following: (1) when the candidate passes the NCLEX-PN® or NCLEX-RN® test; (2) when the candidate fails the NCLEX-PN® or NCLEX-RN® test; (3) or on the 75th day following the effective date of the temporary authorization [\[217.3\(2\)\]](#). (Texas BON, 2016).

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For further information regarding the TX BON and the NCLEX examination, visit the following web site: <http://www.bon.state.tx.us/olv/examination.html>. In addition to the Patty Hanks Shelton School of Nursing requirements for graduation, the student must also meet the TX BON eligibility requirements outlined on the following TX BON website: <http://www.bon.state.tx.us/exam-eligibility.htm>.

APPROVAL & ACCREDITATION

APPROVAL: TEXAS BOARD OF NURSING (TXBON)

The Patty Hanks Shelton School of Nursing has full approval from the Texas Board of Nursing. Graduates are eligible to write the NCLEX-RN (the national examination for registered nursing). Contact information:

[Texas Board of Nursing](#)

William P. Hobby Building
333 Guadalupe, Suite 3-460
Austin, TX 78701-3944
Phone: (512) 305-7400

ACCREDITATION: COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)

The baccalaureate degree program in nursing at Patty Hanks Shelton School of Nursing is accredited by the Commission on Collegiate Nursing Education. (<http://www.ccneaccreditation.org/>)

Contact information:

[Commission on Collegiate Nursing Education](#)

655 K Street, NW, Suite 750
Washington, DC 20001
Phone: [\(202\) 887-6791](tel:2028876791)

ACADEMIC PROFESSIONAL CONDUCT

PROFESSIONAL HONESTY AND INTEGRITY

In addition to the responsibilities outlined by PHSSN, nursing students are expected to follow the codes of conduct set forth for nurses by their national organizations of the American Nurses' Association (ANA) and the National Student Nurses' Association (NSNA). Copies of these documents can be found in the appendix.

The right of privacy of students, faculty, staff, patients, families and other healthcare professionals shall be judiciously protected by those associated with the School of Nursing. When knowledge gained in confidence is relevant or essential to others, professional judgment shall be used in sharing it. It is the responsibility of those who have access to confidential information to safeguard that information. When use of a client's record for non-clinical purposes is desired, the client's written consent and all other necessary approvals must be obtained in writing prior to any such use.

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All faculty, students and professional staff automatically assume responsibility and accountability for their individual and group professional judgments and actions. The individual shall develop and maintain competence commensurate with his or her level of preparation and responsibility.

In the role of client-advocate, the nurse acts to safeguard the client and the public. When healthcare and safety may be affected by the incompetent, unethical or illegal practice of any person, responsible action may include, but is not limited to:

- Reporting to appropriate persons, student, faculty or staff behavior that could adversely affect the client (including, but not limited to alcohol or drug use).
- Questioning a potentially harmful medical or nursing order.
- Confronting and/or reporting individuals observed pilfering clinical or academic materials.

UNPROFESSIONAL CONDUCT

The School of Nursing has adopted the unprofessional conduct rules as delineated by the Texas Board of Nursing, Texas Nursing Practice Act (<http://www.bon.texas.gov/nursinglaw/npa.html>). Students are expected to be familiar with this document. In addition, in accordance with the Texas Nursing Practice Act Rule 217.11 & 217.12, the faculty of the School of Nursing have adopted the following policy:

- Except in the structured teaching-learning situation, all aspects of the patient/client's medically-related information and/or data shall not be discussed with any other person or persons under any circumstances.
- Proper identification as stated in the Dress Code/Uniform Policy is required before reading charts/records.
- Under no circumstances is the student to photocopy and/or tape record any part of the patient's chart/records.
 - Failure to honor the basic ethical rights of the patient/client may result in immediate dismissal of the student from the nursing program.

ACADEMIC HONESTY AND INTEGRITY

The education of students at PHSSN is based on the belief that integrity, sense of responsibility and self-discipline are inherent to the profession of nursing, Christian service and leadership. The responsibility of the individual student to sustain high ethical standards is parallel to the belief that the professional nurse must be accountable for professional standards in the practice of nursing ([ANA Code of Ethics for Nurses with Interpretive Statements](#), 2015). The development and practice of ethical standards within the academic community and nursing profession are the individual responsibility of each student and faculty member. Mutual respect and trustworthiness between the faculty and students promote optimal learning.

Nursing students are expected to maintain an environment of academic integrity. It is expected that each individual should complete and maintain responsibility for their own work in each course involved.

Academic work includes, but is not limited to reading assignments, assessments, examinations and tests,

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attendance at required out-of-class activities, written presentations, oral presentations or computer assisted/assigned activities.

Actions involving scholastic or academic dishonesty violate the professional code of ethics and are disruptive to the academic environment. It is the philosophy of PHSSN that academic dishonesty is an unacceptable mode of conduct and will not be tolerated in any form. Students involved and found guilty of academic dishonesty are subject to disciplinary action that can range from lowering the assigned grade up to and including an "F", course failures, suspension or dismissal from the nursing program.

Academic dishonesty occurs when a student submits the work of someone else as his/her own or has special information for use in an evaluation activity that is not available to other students in the same activity. Examples and definitions of unacceptable behaviors include, but are not limited to the following:

A. Cheating includes, but is not limited to:

1. Unauthorized use of cellphones or other electronic devices.
2. Exchanging information during an examination or copying from another's paper.
3. Taking photo copy of exams or other's work.
4. Utilizing internet access without expressed faculty permission during exams.
5. Using unauthorized notes, study aids, and/or information from another person on an examination, report, paper, or other evaluative document.
6. Acquiring answers for any assigned work or examination from any source not authorized by the instructor(s) or the specific assignment, such as opening the book on a closed book test or using notes on a non-note test.
7. Unauthorized altering of a graded work after it has been returned and submitting the work for regrading.
 - i. Submission for credit of purchased work.
 - ii. Allowing another person(s) to do all or part of one's work and to submit the work under one's own name.
 - iii. Collaborating with another student during a test without faculty authorization.
 - iv. Knowingly using, buying, selling, stealing, transporting or soliciting in whole or in part the contents of a test.
 - v. Substituting for another student or permitting another student to substitute for oneself to take a test.
 - vi. Obtaining an unadministered test or information about an un-administered test.
 - vii. Providing answers for any examination or assigned work when not specifically authorized to do so by the instructor(s).
 - viii. Informing any person(s) of the contents of any examination prior to it being given.

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- ix. Claiming credit for attendance or service activity without attending or performing the activity.
- B. **Plagiarism** is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the submission and representation of it as one's own work without due credit or acknowledgement; taking credit for someone else's work or ideas, stealing others' results or methods. This includes information obtained on-line.
- C. **Collusion** is the unauthorized collaboration with another person(s) in preparing any academic work offered for credit when specifically appraised by the instructor(s) to do independent work.
- D. **Conspiracy** is the planning or agreeing with other person(s) to commit any act of academic dishonesty.
- E. **Aiding and Abetting Dishonesty** is providing material, information or assistance to another person(s) with the knowledge or reasonable expectation that the material, information or assistance will be used to commit an act that would be prohibited by ethical standards or by law or another applicable code of conduct. Failure to report occurrences of academic dishonesty is aiding and abetting that dishonesty.
- F. **Falsification of Data** is dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, fabricating any clinically related situation, altering clinical documents and gross negligence in collecting and analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.

Students who commit or have knowledge of academic integrity violations are expected to report such violations through the appropriate [Chain of Command](#). Failure to report violation about which one has knowledge is a failure on the part of the student to comply with professional standards.

TITLE IX: SEXUAL HARASSMENT

PHSSN is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the PHSSN community. Sexual harassment of any person is inappropriate, unacceptable and contrary to the Christian standards of conduct expected of all members of the PHSSN community, students, staff and faculty. Sexual harassment will not be tolerated.

Students, staff and faculty have the right to be free from sexual harassment in all its forms. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature imposed on the basis of sex by any person affiliated with PHSSN, when (1) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; and (2) such conduct has the purpose of effecting or creating an intimidating hostile or offensive environment. Any person who

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engages in sexual harassment will be subject to disciplinary action ranging from a warning to discharge from the program as appropriate.

Hardin Simmons University: Questions regarding Title IX should be directed to Sierra Greenwood, HSU Box 16090, Abilene, Texas 79698 (325) 670-1495. Athletic questions regarding Title IX should be directed to Mr. John Neese, HSU Box 16185, Abilene, Texas 79698 (325) 670-1273. Students, faculty or staff are encouraged to report any sexual misconduct directly to the Title IX Coordinator, Sierra Greenwood, Moody 212, (325) 670-1495.

McMurry University has designated Lecia Hughes, Director of Human Resources to serve as its Title IX Coordinator. The University has also designated Cammie Petree, Head Volleyball Coach and Senior Woman's Administrator, as well as, Vanessa Roberts Bryan, Dean of Students to serve as Deputy Title IX Coordinators respectively. They have been charged with monitoring compliance of Title IX and addressing Title IX concerns and complaints. They are responsible for receiving and investigating complaints of sexual harassment, including sexual assault and sexual violence.

Individuals with questions, concerns or a complaint related to Title IX may contact the university's Title IX Coordinator and/or Title IX Deputy Coordinators:

Title IX Coordinator:

Lecia Hughes, M.Ed., LPC
Director of Human Resources
Maedgen, Room 218
1 McMurry University Box 87
Abilene, TX 79697
Phone: 325-793-4998
Email: hughes.lecia@mcm.edu

SOLICITATION

It is the policy that solicitation is not allowed within the PHSSN facility unless authorized by the Undergraduate Nursing Programs Chair and/or Dean.

ALCOHOL AND NARCOTICS

No faculty, staff or student shall possess, use, distribute; or be under the influence of, any of the following substances on the PHSSN campus or any PHSSN clinical facility, PHSSN sponsored activity, function, or event at any time:

- Any controlled substance or dangerous drug as defined by law, including, but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
- Alcohol or any alcoholic beverage.
- Any glue, aerosol paint, or any other chemical substance for inhalation.

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All students are required to have a urine drug screen completed with verified clear results at a designated lab at least one week prior to the start of any clinical activity. Students may be subject to random drug screening at any time without prior notice. Random screening will occur based on the policies and procedures of the program as a whole.

WEAPONS

No faculty, staff or student shall enter the PHSSN premises, any PHSSN clinical facility, PHSSN sponsored activity, function or event with a prohibited weapon. Weapons shall include, but are not limited to the following:

- Explosive weapons
- Firearms
- Firearm ammunition
- Switchblades or other illegal knives
- Martial arts weapons
- Fireworks
- Straight razors
- Clubs

BULLYING

The school of nursing adopts a position of zero tolerance for any form of bullying and/or lateral violence based on general professional guidelines. In preparation for a professional nursing career, PHSSN students are expected to refrain from bullying and/or lateral violence.

The American Nurses Association (ANA) defines bullying as “repeated, unwanted harmful actions intended to humiliate, offend, and cause distress in the recipient. Bullying actions include those that harm, undermine, and degrade” (American Nurses Association [ANA], 2015, p.3). Sansone & Sansone (2015) described workplace bullying as “the repetitive and systematic engagement of interpersonally abusive behaviors that negatively affect both the targeted individual and the work organization” (p. 32). Violence in the workplace has been described as “any act in which a person is abused, threatened, intimidated or assaulted in his or her employment” (Canadian Centre for Occupational Health & Safety [CCOHS], 2012, p.1). The Occupational Safety and Health Administration (OSHA) defines workplace violence as “any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site” (Occupational Safety and Health Administration [OSHA], n.d. para.1).

ASSAULT

Any form of assault is not tolerated by the PHSSN community. Forms of assault include:

- Intentionally, knowingly or recklessly causing bodily injuries to another.
- Intentionally or knowingly threatening another with imminent bodily injury.

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- Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other person will regard the contact as offensive or provocative.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

All students are required to submit to a criminal background check prior to orientation. All students are required to have a urine drug screen completed with verified clear results at a designated lab at least one week prior to the start of any clinical activity. It is mandatory for students to comply with any additional requirements for criminal background checks specific to clinical agencies. If a student tests positive during the drug screening, the student is subject to program dismissal and will be reported to appropriate individuals at the student's parent university.

DECLARATORY ORDER

According to the Texas Board of Nursing, a petition for Declaratory Order is a formal disclosure to the Board of an outstanding eligibility issue that may prevent an applicant from taking the NCLEX examination upon completion of a nursing program. The Declaratory Order process permits the Board to make decisions regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program.

To avoid a delay in the review process, please be sure to follow each of the instructions carefully and complete the entire form. A declaratory order is not reviewed for a decision until all requirements are met and fees are received. An incomplete petition could delay the decision letter.

CRIMINAL ACTIVITY DURING ENROLLMENT

Students that have been granted full admission to the Patty Hanks Shelton School of Nursing (PHSSN) undergraduate program have successfully completed the Texas Board of Nursing (TXBON) required criminal background check. TXBON uses a "Rap Back" process to monitor and notify PHSSN of any criminal conduct that results in legal charges against a student during their enrollment in the PHSSN nursing program. In the interest of public safety, knowledge of violent or non-violent criminal behavior by a PHSSN student that occurs through either self-disclosure or the "Rap Back" process will be considered seriously by the nursing program. The student will be required to meet with the program coordinator and the dean of the school of nursing to review the charges and discuss the situation, with the student, to the extent that the charges relate to patient and school safety. The student will then be required to complete a Petition for Declaratory Order with the TXBON within 3 business days of the legal incidence occurring. The Patty Hanks Shelton School of Nursing reserves the right to suspend the student from the program pending a positive "Outcome Letter" from the TXBON clearly stating that the student will be allowed to sit for the NCLEX-RN® examination. If a student is suspended, they will have one academic year to seek re-admission at the level of the curriculum at which the suspension occurred. However, readmission is not guaranteed. The decision to suspend lies with the dean and the program coordinator. The decision to readmit or not lies with the Admissions and Progressions committee.

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EXPECTED PROFESSIONAL BEHAVIORS

Students in the School of Nursing are expected to conduct themselves in a professional manner at all times, not only in interaction with patients (clients), but also with peers, faculty and staff. Students represent the School of Nursing and the nursing profession; thus, students assume responsibilities toward society.

Any behavior that results in a negative reflection on the school, its administration, faculty or staff or its students will not be tolerated. This includes any behavior or communication, written or spoken, that may occur inside or outside of the classroom or inside or outside of the school's regular hours of operation; this includes open source information such as open chat rooms, and other Internet sources.

Should the student be in the classroom, a clinical agency, on a field trip, at an off-campus activity or attending a campus-sponsored activity, he/she is a representative of the Patty Hanks Shelton School of Nursing and is expected to behave and dress in an appropriate professional manner. The Code of Student Conduct will be in effect for all nursing-related activities.

Many behaviors expected in the classroom and clinical settings parallel behaviors in the work place and include:

EXPECTED CLASSROOM BEHAVIORS

- Prompt attendance
- Clothing that does not support the program's mission and philosophy of this Christian institution is not appropriate and students will be sent home to change clothes
- Maintain daily hygiene
- Limit use of perfumes, colognes and body sprays.
- Notifies the instructor when unable to attend class
- Completes reading assignments before class
- Makes appropriate verbal contributions to class
- Maintains appropriate demeanor during class, e.g.
 - Remains in classroom until the class is dismissed.
 - Returns from breaks on time
 - Stays awake in class
- Refrains from having side conversations
 - Turns off cellular phones or silences beepers
 - Pays attention to speaker(s) during class time
 - Respects and allows others to hear and listen
- Refrains from any behaviors which would be considered disruptive to the learning environment

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EXPECTED ONLINE COURSE BEHAVIORS

See Netiquette: <http://www.buzzle.com/articles/netiquette-rules.html>

See Email Etiquette: <http://www.buzzle.com/articles/email-etiquette-rules.html>

Timely submission of all assignments

- Courteous written and verbal communication to faculty and peers
- Timely personal scheduling of face to face clinical experiences
- Observance of faculty online office hours and preferred times of phone contact

All students enrolled in online courses will follow the protocols associated with online learning and will undergo sufficient technology training to accomplish excellence in learning outcomes related to the expected professional guidelines and standards.

EXPECTED CLINICAL BEHAVIORS

- Adequately prepares for nursing responsibilities
- Has prompt attendance
- Does not leave building during meals/breaks without the clinical instructor's knowledge and permission
- Reports reasons for absences before clinical time
- Maintains approved professional attire
- Maintains appropriate demeanor during clinical, e.g.
 - Respects patients, staff, faculty and peers
 - Maintains positive learning attitude
 - Upholds confidentiality
 - Stays in clinical setting until dismissed
 - Returns from breaks/meals on time
 - Remains vigilant to client and client needs
- Identifies own learning needs/goals
- Uses clinical time to maximize learning
- Turns off cell phones
- Verbally participates in clinical conferences
- Seeks faculty or staff help and supervision as appropriate
- Seeks assistance to appropriately manage stress that may affect performance
- Identifies own strengths and limitations
- Completes all clinical work by specified dates
- Follows agency guidelines for all policies and procedures
 - Safety
 - Charting
 - HIPAA

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- Completes the required nursing documentation where the clinical practice occurs, according to agency policy and in a timely manner
- Demonstrates appropriate mathematical and arithmetic skill with dosage calculations, verifies healthcare provider orders with medication administration record (chart check), and verifies that medications are available for administration.
- Uses the seven rights (right patient, right drug, right dosage, right route, right time, right expiration, and right documentation) for medication administration prior to administering medications.
- Communicates with the instructor for permission prior to administering the medications.
- Able to articulate knowledge of each medication to the clinical instructor prior to medication administration and teach the patient about his/her medications.

Disruptive student behavior will result in the student being removed from the classroom, course or clinical setting and an unexcused absence recorded. In addition, the student will be issued an academic or clinical alert.

SOCIAL MEDIA, PERSONAL WEBSITES, AND WEBLOGS (GUIDELINES FOR STUDENTS)

The purpose of this policy is to outline the privacy and confidentiality issues related to students' online activity. In addition, this policy is intended to ensure the safeguarding of the School of Nursing's identity, integrity and overall reputation.

Patty Hanks Shelton School of Nursing (PHSSN) acknowledges that social media sites, personal web sites, and weblogs can be effective tools for exchanging information and connecting in positive ways. However, students must be aware of, and, sensitive to, the information and pictures they post (of themselves and others). PHSSN does not forbid students from participating in online communities as individuals. However, any online behavior that violates the PHSSN Nursing Student Handbook and other applicable student codes of conduct will be treated as any other violation of appropriate student conduct policies.

Students are encouraged to review the information related to social media use that was prepared by the National Council of State Boards of Nursing (NCSBN) by visiting these sites:

<https://www.ncsbn.org/347.htm>

<https://www.ncsbn.org/3739.htm>

The NCSBN provides guidance as to what type of behavior is inappropriate relative to use of social media and other electronic forums. These guidelines are not all inclusive; rather, they are intended to be used as a foundation for sound decision-making.

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ELECTRONIC DEVICES IN THE CLASSROOM

Cell phones should not be used in class and must be turned off before entering the classroom. A student facing the possibility of receiving an emergency message may leave the device on vibrate during class only after receiving permission from the faculty member prior to the beginning of class. Routine work-related calls are not considered emergencies nor are personal calls from friends and business associates. It is expected that the student will turn the phone off prior to the beginning of class. Texting during class is a distraction to the instructor and peers. The school phone number is (325) 671 - 2399 and all messages received will be forwarded to the student as soon as possible. Tape recording class lectures/discussions is acceptable provided the appropriate faculty has given advance permission. Faculty reserve the right to not permit tape recording of classroom activities.

LAPTOPS - PERSONAL COMPUTERS USED DURING CLASS

Laptop computers and e-reading devices may be used during class time for testing, group activities, and access to textbooks and supplemental course materials. However, students will need to focus the laptop work on the day's activities for the course. It is not acceptable to work on other assignments or engage in other forms of communication or messaging. If the computer and its use become a distraction to other students, such privileges may be withdrawn. Privacy screens can be used **only** during testing.

CHAIN OF COMMAND

In the course of one's educational experience, problems, issues and concerns are bound to arise and must be effectively addressed through the use of an approved chain of command to reach resolution. Use of this structure and channel of communication fosters fairness to all, facilitates protection of rights for both students and faculty and encourages a more effective forum to reach a more satisfactory resolution for all involved. It is expected that students have knowledge of and will utilize the appropriate chain of command when needed.

The intent of a chain of command is to first address the problem, issue or concern at the lowest possible level to reach a mutually acceptable solution. If resolution is not achieved at that point, it is appropriate to address the problem, issue or concern with the next higher authority and so on until all avenues are exhausted.

PHSSN has established the following chain of command structure to effectively address problems, issues and concerns. It is expected that students will follow this protocol when seeking resolution:

- 1) Individual faculty/clinical instructor
- 2) Course coordinator (if course involves multiple faculty)
- 3) Clinical, Simulation or Didactic Curriculum Coordinator (Depending on area of concern)
- 4) Undergraduate Nursing Programs Chair
- 5) Associate Dean
- 6) Dean

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GENERAL STUDENT INFORMATION

INTRODUCTION

As a student at PHSSN, it is expected that all student activities and attitudes be consistent with high standards. It is the student's responsibility to know and comply with the philosophy of their Parent University and to know and comply with regulations governing the School of Nursing.

PRIVACY RIGHTS OF STUDENTS

PHSSN adheres and operates within the [Federal Family Education Rights and Privacy Act \(20 U.S.C. § 1232g; 34 CFR Part 99\)](#), and current updates. The School of Nursing does not discriminate on the basis of age, race, sex, religion or ethnic origin.

ACADEMIC CALENDAR

The PHSSN academic calendar follows the Hardin-Simmons (HSU) academic calendar except for dates for adding, dropping or withdrawing from classes. Students are required to follow their parent institution schedules for these exceptions. Distance education students are to follow the calendars detailed in their syllabi and communicated by faculty. The PHSSN student handbook academic calendar begins in the fall.

SCHOOL OF NURSING OFFICE HOURS

FACULTY OFFICE HOURS

Office hours are posted on faculty office doors and as stated in course syllabi. Posted office hours demonstrate faculty availability for students. Faculty may schedule student appointment(s) on an as needed basis outside of posted office hours. Students are expected to use professional courtesy and cancel any appointments that cannot be made or if lateness is expected.

ADMINISTRATIVE OFFICE HOURS

The administrative office hours are Monday through Friday: 8:00 a.m. to 5:00 p.m.

FACILITY HOURS

The PHSSN building is open to students from 8:00 a.m. to 5:00 p.m. unless accompanied by faculty or staff.

COMPUTER LAB HOURS

Open Monday through Friday during the following hours: 8:00 a.m. to 5:00 p.m. There are two printers in the computer lab. **The computer lab and other associated classrooms will not be available during testing periods.**

SIMULATION LAB HOURS

The simulation lab is open Monday through Friday at posted times. Faculty and/or staff supervision is necessary at all times.

STUDENT ACADEMIC ADVISEMENT

The responsibility for student learning is shared by both students and nursing faculty. Nursing faculty are available to advise and assist students in all matters related to the nursing curriculum and academic advisement. Once a pre-nursing student completes 46 hours of general education requirements that count toward the nursing degree, they will be assigned a nursing faculty advisor. The student and

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registrar's office will be notified of the faculty advisor assignment in writing. The faculty advisors are available to answer questions connected with academic progression or retention during the time a student is matriculating through the curriculum. In addition to academic advisement, support services are available through the parent universities for other counseling needs.

It is each student's responsibility to study and know the institutional, departmental and School of Nursing requirements as stated in the general bulletin and School of Nursing bulletin. The student is also responsible for preparing an academic plan and a formal degree plan, which will be reviewed by the student, the Admissions and Advising Coordinator and the Faculty advisor.

REGISTRATION OF CLASSES

It is the student's responsibility to register for classes during the times designated by the parent university. Contact your faculty advisor if you have questions. It is also the student's responsibility to meet the deadlines for application for graduation and the licensure process.

STUDENT INTERCOLLEGIATE ACTIVITIES

The School of Nursing recognizes that some students may wish to participate in approved intercollegiate athletic activities associated with their parent campuses during their nursing program enrollment. Students should understand that approved intercollegiate participation can place an added burden on the student's success in the nursing program. In addition, it is the student-athlete's responsibility to notify the nursing faculty of conflicts that may arise in relationships to testing, classroom and clinical learning. This notification must occur at least one calendar week prior to the event. Should the student be involved in event schedules that are not readily available, the student must make every effort to notify the faculty as soon as possible. If the event occurs during finals week, the student will be given the opportunity to take the exams before or after the event. It is the student-athlete's responsibility to notify the faculty of conflicts and to work with their faculty to schedule alternative dates and complete any necessary paper work prior to leaving for the athletic event.

STUDENT EMPLOYMENT

The School of Nursing recognizes the need of many students to seek employment during their nursing program enrollment. It is not advisable to choose employment that would require over 10 – 12 hours per week.

Students who elect to work are advised that while working they are not functioning as a nursing student. Any form of PHSSN identification is not to be worn outside of PHSSN clinical assignments. Additionally, PHSSN nursing student(s) may only function in the role of a nursing student. It is the responsibility of the student to refuse any assignments outside the student scope of practice.

Students should be aware that (1) the School of Nursing assumes no responsibility for their activities as an employee of an agency; (2) they are personally responsible and liable for any activity in which they

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participate while employed; and (3) the professional liability insurance maintained for students at the time of registration and admission to the School of Nursing is only valid in the student role and not their employment role.

STUDENT ACTIVITIES

The consortium universities provide many opportunities for student interaction and fellowship. Students are encouraged to take advantage of these activities, but students are expected to regulate their social and school activities so that they do not interfere with the attainment of the educational objectives of the School of Nursing. Resources of the student's parent university, as well as, those of PHSSN are available in the student lounge, on the program's website and posted on information boards at each of the two parent universities.

STUDENT NURSES' ASSOCIATION

PHSSN has an established local chapter of the Texas Student Nurses Association and the National Student Nurses Association. This is a professional student led association that is dedicated to promoting professionalism and leadership among student nurses, educating students on professional nursing issues that may be encountered while in school and on the job and participating in community service projects. All students are strongly encouraged to join and remain active in the local chapter.

Faculty sponsors work with the membership and appropriate School of Nursing Committee to approve all of the organization's activities. The School of Nursing is not financially responsible or in any way obligated for outside meeting activities.

Sigma Theta Tau International Nursing Honor Society The Omicron Zeta Chapter of Sigma Theta Tau International Nursing Honor Society at PHSSN was chartered on April 5, 1998. Sigma Theta Tau is the national honor society for professional nursing whose purpose is to recognize superior achievement, scholarship and leadership qualities among nurses. It is committed to high professional standards and encourages creative work and strengthens commitment to the ideals and purposes of the nursing profession. Membership is by invitation only, and is conferred upon students in both the baccalaureate and graduate program who demonstrate excellence in scholarship, leadership and service.

Undergraduate students must have a minimum GPA of 3.0 on a 4.0 scale, completed at least one-half of the required nursing component of the baccalaureate curriculum and be in the upper 35% of the undergraduate class in scholarship, and receive faculty recommendation. Membership is also extended to community leaders who demonstrate exceptional nursing leadership.

STUDENT PARTICIPATION IN GOVERNANCE

The exercise of the right and responsibility to discuss, inquire and express opinions is encouraged from all students through appropriate mechanisms. Students are encouraged to exercise their right to participate in school governance through representation on established school committees. Student

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representatives are invited to attend all meetings and share appropriate, non-confidential information with their classmates.

LIBRARIES

PHSSN has library holdings on both parent campuses. Students enrolled in PHSSN have library privileges at all consortium universities with proper student identification. Hardin-Simmons University's library can be accessed through PHSSN computer lab. Students participating in distance education will have access to their parent university library.

HSU Link: <http://www.hsutx.edu/library/>

McM Link: <http://library.mcm.edu/About/index.html>

PARKING POLICY

Hendrick Health System (HHS) parking lot west of Simmons St. and PHSSN is designated for student parking. Parking is limited and tardiness due to parking is not an excuse. HHS requires that each student who drives a vehicle to PHSSN register with security (form completed during orientation) and display a parking permit. Non-compliance with parking rules may result in a fine of \$25.00 or your car being towed. STUDENTS ARE NOT TO PARK IN THE LOTS IMMEDIATELY IN FRONT OF AND BEHIND THE SCHOOL OF NURSING BUILDING.

All students are required to purchase (included in student fees) a PHSSN parking permit that must be displayed at all times. Parking permits should be hung on the rearview mirror with the wording facing the front of the vehicle.

STUDENT LOUNGE POLICY

The student lounge is located on the second floor. Eating, drinking soft drinks or coffee, etc. are allowed in the lounge. Microwaves and a refrigerator are available for student use in the lounge. Food may remain in the refrigerator for 48 hours and must be clearly marked with name and date. Food remaining longer than that will be removed. Vending machines are also available on the second floor.

SMOKING POLICY

The School of Nursing is a non-smoking facility. No smoking is allowed within 200 feet of the building.

CLASSROOM POLICY

Students are expected to clean up after themselves as they leave the classroom. Trash should be picked up and deposited in appropriate containers. If furniture was rearranged, the room should be returned to its original arrangement. **DRINKS WILL BE ALLOWED IN THE CLASSROOMS, BUT THEY MUST HAVE SECURE LIDS.**

SOCIAL ACTIVITIES AND FUNCTIONS

Students wishing to sponsor a social function or activity not related to the Student Nurses Association will submit a request for permission in writing to the Faculty Administrative Coordinator who will forward the request to the appropriate person for resolution.

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COMMUNICATION WITH STUDENTS

1. Students are responsible to turn in changes of phone number, address, or name to the front office. A phone number where you can be reached at any time is necessary for your clinical work at PHSSN and to ensure emergency messages are conveyed in a timely manner. Students are responsible for all communication from the school offices sent to them at the address last given.
2. Student mailboxes are located on the second floor in the Student Lounge. Faculty and other students may use these boxes to send memos, return papers, etc. Each student should check their mailbox frequently.
3. Faculty frequently post information on Canvas or other learning management systems. Canvas must be accessed through the Hardin-Simmons University website, <https://hsutx.instructure.com/>. Students should check their course site daily for updated or important information.
4. Students must provide a valid and working email address to the School of Nursing. Students can communicate directly with the faculty using the website, the student's private email access and/or the email link on Canvas.
5. Faculty communicate with students via the students' school email and/or Canvas. Students are responsible for checking school email frequently.

FINANCIAL INFORMATION

Students enrolled in the School of Nursing must maintain current financial status with his/her parent university. Parent universities reserve the right to make necessary changes in the tuition, fees, housing and board rate without advanced notice.

1. Financial aid: See parent universities' financial aid office for information on scholarships, grants and loans. The Director for Records, Admissions, & Advising has information about certain scholarships.
2. Hendrick Health Systems and Abilene Regional Medical Center provide some forms of financial assistance. See specific personnel at the selected hospital for details.
3. Scholarships: see the Director for Records, Admissions, & Advising for more details.
4. Tuition, Fees, Housing, etc. Refer to the catalog of the parent university.

TEXTBOOKS

[Hardin-Simmons University Bookstore](#) has been approved by the PHSSN Executive Board to be the purchasing agent for all textbooks for PHSSN. Students may charge their textbook and academic supplies to the HSU bookstore who, in turn, will charge their account at each individual parent university. To be eligible to charge books, students must show a valid student ID (with name and ID number) and must be enrolled in good standing at PHSSN.

ACADEMIC POLICIES AND PROCEDURES

GRADING

The standing of students in their work is expressed by grades resulting from course requirements, i.e. assignments, attendance, examination, etc. Students are expected to meet instructional

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objectives/outcomes identified in the course syllabi. The PHSSN approved uniform weighted grading scale is as follows:

- 92% – 100% = A
- 83% – 91% = B
- 75% – 82% = C
- 67% – 74% = D
- 66% – Below = F

The weighted grading criteria for determining the student's course grade is adaptable within each course and is at the discretion of the individual course faculty. The weighted criteria shall be clearly defined in each course syllabus. A final weighted grade of less than 75% ("C") constitutes course failure. A course grade of "WF" constitutes a course failure.

To the student who have substantially completed the course but whom, at the end of the semester and due to circumstances beyond their control, lacks certain essentials of performance, the grade of "I" may be assigned. The "I" becomes an "F" if the course is not completed and a grade change is not made by the end of the next long semester. (revised 8/25/17)

PHSSN GRADE ROUNDING POLICY

Grades should not be rounded under any circumstances at PHSSN. The grade earned by the student for individual items and overall coursework must be accurately reflected.

ADMISSION

There are specific admission criteria for entrance to all levels of education at PHSSN. The consortium university catalogs contain this information. This undergraduate nursing student handbook refers to information for students who have been admitted to the program and are progressing through nursing courses or are seeking information regarding readmission procedures. However, a summary of admission requirements is provided below:

Admission Criteria

- 3.0 GPA
- Successful completion of HESI A2 Entrance Exam
- B in A&P I&II, Microbiology
- C in Chemistry
- Completion of Gen Eds and all minor track courses prior to beginning Nursing Core courses
- Two professional recommendation letters

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HESI A2 Requirement

It is strongly recommended that students' wait until they have successfully completed all required English, mathematics and science courses (Chemistry, Anatomy and Physiology and Microbiology) before attempting the exam.

A minimum score of 75% is required on each science section (biology, chemistry, microbiology & anatomy and physiology I & II). If the HESI A2 is re-taken to improve scores, the student only has to show proficiency (75%) once in each section during each admission cycle. Additionally, a HESI A2 cumulative score of 75% or better and critical thinking score of 750 or better is required. HESI A2 cumulative score of 75% or greater is required. HESI A2 scores will become a part of the applicant's admission consideration file.

Three attempts will be permitted during an admission cycle. HESI A2 scores are considered valid by PHSSN for two admissions cycles (fall & spring or spring & summer or summer & fall).

The HESI A2 should not be attempted earlier than two academic semesters prior to the desired entry semester.

HESI exam scores from another institution may be sent to PHSSN, if all of the required sections were taken. If any part of the HESI A2 exam required by PHSSN was not completed, the score report will not be accepted, and the student will be expected to sit for the full HESI A2 entrance exam.

To transfer HESI A2 test results from another institution, the student must contact Elsevier to request the scores be sent to the PHSSN Admission and Advising Coordinator. A nominal fee is charge by Elsevier for this service.

Course Grade Requirement

A final grade of 'B' or better is required in Anatomy & Physiology (I and II), and Microbiology. A final grade of C is permissible in Chemistry. Refer to parent university catalog for other final course grade requirements.

Number of Course Attempts

A&P I & II, Microbiology, and Chemistry may only be repeated once.

General Education/Pre-Nursing Nursing Courses

All non-nursing, minor track, and nursing prerequisite courses must be completed prior to enrollment in the nursing program.

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Conditional Offers of Admission

If the student receives a conditional offer of admission, the student is required to satisfy the terms of the conditional offer for admission prior to the first day of class for the semester which the student is applying. Failing to do so will result in revocation of the offer. Cumulative GPA of students receiving a conditional offer of admission must be at least 2.8 and the student must achieve a cumulative GPA of 3.0 within one year of being admitted. (Updated 08/24/18)

SPECIAL CIRCUMSTANCE ADMISSION POLICY

(Forced relocation secondary to Military Service, May be applied to other extenuating Circumstances)

Military Service personnel and/or their spouses who have been assigned to Dyess AFB, and forced to transfer from a current nursing program, may apply to PHSSN and the chosen parent university through the current application process (see admission policy).

Prior to program acceptance, prospective students must contact the school of nursing to discuss their previous program and level of attainment at time of withdrawal. Official transcripts and course syllabi will need to be provided to PHSSN for review.

Students may request at the time of interview to enter at the level they had obtained at their previous school; however, such entry is not guaranteed. Students must demonstrate mastery of those skills congruent with the current program level. Additionally, students may be required to complete the appropriate mobility exam to demonstrate proficiency. Admission decisions will be based on a holistic evaluation of the candidate. (approved:08/25/17)

READMISSION/ TRANSFER ADMISSION POLICY

At the combined discretion of the admissions committee and appropriate program chair, with approval by the Dean, a student seeking readmission or transfer admission may be readmitted/admitted to the PHSSN once. Readmission or transfer admission to the nursing program is not automatic or guaranteed. Applicants for readmission will be reviewed in a holistic and objective manner. Students must meet all admission requirements that are in place at the time of seeking readmission. Readmission decisions maybe subject to availability of seats in the program as first-time applicants will be prioritized.

- Students dismissed from the nursing program due to disciplinary issues may be ineligible for re-admission and will be notified of such eligibility at the time of dismissal from the nursing program.
- Students that are dismissed from the program due to academic performance as outlined in the progression policy may seek readmission to the program. However, readmission is not guaranteed.
- Students who withdraw from the program for any reason, either academic, or non- academic reasons including events such as illness or family issues, must apply for readmission.
- A written letter of intent is not considered to be formal application for readmission.

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- All readmission applicants will be reviewed by the Admission Committee to determine reentry timing and level placement within the program.
- In addition to the admission application process, or any readmission application process, required by the parent university, a student seeking readmission due to academic or clinical failure, or transfer admission from another RN nursing school secondary to academic or clinical failure, must
 - Submit a detailed plan of academic readiness specifically identifying factors that will improve performance and enhance success (see readmission process steps),
 - Submit recommendation letters from two (2) nursing faculty who have taught the student in class or clinical.
 - For transfer students, a letter of (good) academic and professional character standing from their previous nursing program sent directly to PHSSN on official letter head is required.
 - Background check must be provided if it is a year or older.

READMISSION PROCESS STEPS

Students seeking readmission or transfer admission to the Nursing Program must submit the following documents to the Faculty Administrative Coordinator at PHSSN, to be considered by the Admissions Committee for readmission.

1. Application to the Admissions Committee requesting readmission
2. Submit recommendation letters from two (2) nursing faculty who have taught the student in class or clinical
3. Transfer students must submit a letter of (good) academic and professional character standing from their previous nursing program sent directly to PHSSN on official letter head is required.
4. Submit a detailed plan of Academic Readiness to the student's PHSSN advisor prior to readmission application. The advisor will review and must sign Academic Readiness Plan (ARP) before submission. The ARP will consist of:
 - a. Reason for transfer or need to seek readmission.
 - b. Analysis and identification of factors that lead to the need for transfer or readmission.
 - c. Goals to promote success if admitted.
 - d. Plan of action to meet goals
 - e. Complete the Academic Readiness Plan in WORD format.
 - f. This plan must be signed and will become part of a self-contract by the student that may be subject to revision on the advice of faculty.
5. Background check, if a year old or more.
6. Negative drug screen less than 30 days old.

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7. A positive drug screen must be sent to an independent medical review officer for review at the student's expense. This includes positive drug screen for prescription medication.
8. PPD or CXR less than 1 year old.
9. Current BLS for HCP from the American Heart Association.
10. Updated official transcripts.

Documentation must be submitted by the established due date. All correspondence may be addressed to the Admission Committee Chairperson and delivered to the Faculty Administrative Coordinator. (revised: 8/24/18)

PROGRESSION

Students must complete the entire nursing curriculum within three (3) years from the first date of the semester that they were admitted to the School of Nursing. Once admitted to PHSSN, failure of two courses within the program will result in dismissal from PHSSN. Students must successfully complete Pathophysiology with a grade of 'B' or better and all other nursing courses with grades of 'C' or better (in sequential order in each level before progression to the next level in the curriculum). A course grade of "WF" is not equal to or better than a grade of 'C'. Additionally, students will only be permitted to enroll in the same nursing course two (2) times, this includes attempts that resulted in a grade of 'WP'. Students who do not successfully complete a nursing course after two (2) attempts will be unable to progress to the next level of the curriculum; therefore, they will be dismissed from the program. (revised 8/25/18)

COURSE/PROGRAM WITHDRAWAL OR LEAVE OF ABSENCE POLICY (APPROVED: 08/25/17)

COURSE WITHDRAWAL

Applies to nursing courses (*all courses with NURS pre-fix*). Exceptions to this policy may be made due to extenuating circumstances as determined by PHSSN.

- After the course start date, a student must first notify the course coordinator/faculty
- An Add/Drop Form, signed by the course coordinator/faculty or program chair, must be submitted to the Registrar's Office. Submission of the form is required for official withdrawal from a course.
- If an Add/Drop form is not submitted, non-attendance will be considered being absent from the course and any course work not completed will receive a grade of zero.
- Failure to submit a faculty-signed Add/Drop Form to the parent university registrar's office will result in a grade being assigned at the conclusion of the course.
- All course withdrawals are subject to the "Refund Policy" section of the parent University-Handbook.
- Nursing students may not enroll in the same nursing course more than 2 times.

PROGRAM WITHDRAWAL/LEAVE OF ABSENCE

- A student planning to withdraw, or request a leave of absence, from the program is required to:

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- meet with their Faculty Advisor to discuss his/her need to withdraw from the nursing program,
- submit the PHSSN Withdrawal Form addressing the reasons for withdrawing/leave of absence from the nursing program.
- Complete required parent university forms/documentation, with appropriate faculty/advisor signatures.
- Withdrawal from the Parent University is considered withdrawal from the School of Nursing.
- A student who fails to follow the prescribed procedure will not be issued letter(s) of recommendation or good standing by the school of nursing.

COURSE OR PROGRAM WITHDRAWAL/LEAVE OF ABSENCE SECONDARY TO MILITARY OBLIGATIONS

- A student must first notify the course coordinator/program coordinator in writing of pending military obligations
- An official copy of the military orders must be attached to the written notification/ PHSSN Withdrawal Form provided to the course coordinator/program coordinator
- Complete required parent university forms/documentation, with appropriate faculty/advisor signatures.
- A student called to active duty, specialized training, or disaster relief efforts may receive an excused absence for reasonable class time missed at the discretion of the course coordinator/faculty.
- Course work missed during the excused absence must be made up upon return to the course within the time frame set by the course coordinator/faculty.
- Inability to make up course work may result in a course failure or incomplete as deemed appropriate by the course coordinator/faculty.
- Should the required absence result in the student missing more than a reasonable amount of class time, the student may withdraw from the course and be allowed to re- enroll in the course at the next offering.
- At the discretion, of course coordinator/faculty and approval by the Program Coordinator, a student may receive an incomplete grade for the affected courses.
- Incomplete grades will be addressed under the parent institution policies regarding incomplete grades.

COURSE AUDIT POLICY

Students at PHSSN may be permitted to audit courses that they have previously completed successfully at the recommendation of their faculty advisor and approval of course faculty and/or appropriate program chair/Dean. Students at PHSSN will not be permitted to audit any courses that they have not previously completed or will later attempt for credit. Students auditing courses are not permitted to take exams in

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the course being audited and access to assignments will be at the discretion of course faculty. (approved: 08/25/17)

PHSSN GOOD STANDING CRITERIA

A student in good standing must be in full compliance with the academic and professional standards of PHSSN. Additionally, the student must meet all PHSSN criteria for regular progression as described in the progression policy. For clarity, to be considered in good standing within the school of nursing, a student must:

- Have completed the last semester attempted with grades of 'C' or better in all courses
 - A course grade of 'WF' is not equal to or better than a grade of 'C'
- Be eligible to progress without restrictions or additional conditions to the next level of the nursing curriculum
- Be in compliance with all PHSSN student policies that govern student conduct and academics

Letters of good standing will only be issued for students who meet the PHSSN good standing criteria and will be sent directly to the school requesting the letter. However, a letter describing a student's standing may be issued, at the discretion of PHSSN, if the student does not meet the good standing criteria. In both cases, it is the student's responsibility to provide accurate information regarding the recipient of the letter regarding the student's standing.

ACADEMIC/CLINICAL ALERTS

A student will be notified both verbally and in writing if their work in either the clinical or didactic setting is unsatisfactory. Written notification will be in the form of an academic/clinical alert. The academic/clinical alert will identify the course, problem and comments. Academic/clinical alerts are issued by the individual instructors. The student is responsible and expected to follow up on the academic/clinical alert by contacting the appropriate faculty for further advising and/or guidance. With the exception of alerts related to sub-optimal exam performance, failure to address three (3) alerts as prescribed by faculty in either the clinical or the didactic portion of a course constitutes failure in that area and subsequently course failure. In addition, failure to address three (3) alerts related to a lack of compliance with mandatory activities/assignments that do not fall under a specific course within a given semester may result in dismissal from the program.

CLASS ATTENDANCE AND ABSENCE POLICY

In concert with the parent universities, and because it is understood that attendance is a significant part of the learning process, PHSSN believes that the class attendance of students should also be a portion of the evaluative process of student success. In keeping with this belief, the following guidelines represent a minimum foundation for student attendance that will be **further delineated in each course syllabus.**

Students are required to attend all scheduled classes and laboratory activities. The PHSSN Policy is that absence from more than 25 percent of class meetings scheduled for a course (including absences

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because of athletic participation) is regarded as excessive, and a grade of F may be assigned as deemed appropriate by the professor. Students' regular and punctual attendance is essential to successful scholastic achievement. Attendance will be recorded at any time during the class period. Attendance may be taken into account when assigning a final grade.

Any absence occurring as a result of a student's representation of a parent university or the School of Nursing must be reported to the Course Coordinator in advance of the absence. An absence cannot be approved unless the student obtains written advanced permission from the Course Coordinator or Level Coordinator. The only exception to advanced approval is an extreme medical emergency or a death in the immediate family. In the event of an emergency absence, the student is responsible for contacting the appropriate faculty as soon as possible following the absence.

CLINICAL ABSENCE AND ATTENDANCE POLICY

Clinical time has been carefully planned to facilitate the student meeting the objectives of the clinical course. The student must be present for all clinical experiences (hospital, campus lab, community) in order to fulfill clinical requirements/objectives and pass the clinical component of the course. **Failure to fulfill clinical objectives will result in course failure.**

Nursing students are expected to attend all assigned clinical nursing experiences. There are no excused clinical absences. Clinical absence(s) places the student in jeopardy of clinical course failure. Students who are ill are responsible for contacting the clinical agency personnel at least one hour before report time and notifying the PHSSN clinical instructor prior to the clinical time. Verification of illness from an approved healthcare provider must be provided to the clinical instructor within 24 hours of return to school. Tardiness (10 or more minutes late) is considered unprofessional behavior and is not tolerated.

Three clinical tardies will constitute one clinical absence.

Students who become ill or injured during a clinical assignment will immediately contact the clinical instructor who will assess the situation and make proper arrangements to relieve the student of his/her assignment responsibilities or institute other measures as deemed appropriate.

- *For clinical experiences that involve direct patient care experience, all absences will be made up. However, due to time constraints and limited availability of clinical sites, it may not be feasible to make up all clinical absences and the student will receive a grade of "I" or "F" as deemed appropriate by the course faculty.*
- *Being absent from more than 25% of scheduled clinical constitutes clinical failure*

EXAMINATION/TESTING/QUIZ POLICY

Students are expected to report promptly to class on the day of a scheduled exam or quiz. If a student is unable to report to class on time on the day of a scheduled test or quiz, the student must communicate **DIRECTLY** with the course faculty and/or course coordinator. Failure to notify the proper personnel may

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result in a “zero” (0) for the exam. The student is responsible for making an appointment with the instructor or course coordinator for a make-up examination. Arrangements for make-up tests must be made within 24 hours upon return to school. If the student does not schedule a make-up test within 24 hours of return to school, a grade of zero (0) may be given for the test. Make-up exams or quizzes will be determined at the discretion of the faculty and will be an alternate format exam from the previously administered, e.g. essay, fill in the blank. A student, who misses more than two scheduled exams or quizzes, may not receive an opportunity to make up the missing course work.

Examinations are utilized throughout the nursing curriculum to facilitate formative and summative evaluations of student learning and to foster preparedness for licensure examination following graduation.

Within the context of the classroom examination:

- The faculty proctor may arrange seating for exams.
- Exams will begin promptly at the assigned time and end promptly at the assigned time.
Students who are later than 10 minutes will not be admitted to the examination room and will be required to take the make-up exam.
- Make-up exams may be alternative version(s) of the same essential content.
- Students will deposit all books, notes, bags, purses, cell phones, smart watches, electronic devices, coats, hats, etc. outside the testing room(s).
- All computerized exams will have a calculator embedded in the online testing program, thus the student will not need their own calculator for these exams. For paper/pencil exams, there will be no sharing of calculators during exams.
- Earbuds are required to be brought to every test. Some tests have an auditory component
- The majority of testing will be computerized. For both computerized and paper/pencil exams students are responsible for checking their answers for accuracy.
- Upon completion of an exam, students should exit the room quietly. Students will leave the testing area after exiting.
- For computer exams, students will be provided with feedback and/or rationale for each item. Students will be provided the opportunity to discuss questions with faculty.
- Course exams will be reviewed, at the discretion of the faculty, within one week following test administration. After the faculty has completed each test’s analysis, grades will be posted on Canvas.

REMEDICATION

Students who score ≤ 75 on a course exam are required to complete remediation before the next exam. Remediation may include, but is not limited to: group/individual meetings with course faculty, case studies, and/or quizzes. Each student needing remediation will be notified of the requirements. If the student fails to remediate prior to the next exam, he/she will not be permitted to sit for the next exam until remediation is accomplished. Exams that are missed due to failure to attend remediation will be

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considered missed exams that must be made up under the exam make up procedures outlined in the specific course syllabus. Therefore, student(s) must remember to take responsibility and not wait until the day before the next exam to arrange to satisfy the remediation requirement when alternate scheduling is needed. Remediation cannot guarantee success for the student, but the faculty and staff will take all reasonable measures to help the student manage their challenges and progress in the nursing program.

ACADEMIC MENTORSHIP

Each student at PHSSN will be mentored by their assigned Faculty Advisor. In addition to student retention and holistic academic excellence, the focus of the academic mentorship is acculturation to an education and career in nursing.

PROFESSIONAL LIABILITY INSURANCE

A professional liability insurance fee is included in registration fees and charged to the student's parent university account. Students cannot participate in clinical experience without professional liability insurance.

CPR CERTIFICATION

A student must provide current proof (copy of the front and back of card) of current CPR certification throughout the educational program. CPR certification must be from the American Heart Association. The certification must be for Healthcare Providers and should include one and two-man, infant, child and AED training. Students will not be allowed into any clinical facility without CPR certification and thus will not be able to complete the clinical objectives for the course. The cost of CPR training is the responsibility of the student.

HEALTH POLICY

Health status is a consideration in admission to and continuation of the student in the nursing major. Students must be in good physical and mental health themselves in order to provide safe nursing care to patients.

The School of Nursing does not discriminate on the basis of physical handicaps. However, any applicant with a significant physical or emotional problem is advised to make this fact known to PHSSN so that it can be determined whether or not the student will need assistance in meeting the requirements of the clinical nursing courses.

For all students, documentation of a physical examination and current vaccination/tests (listed below) must be on file in the School of Nursing office two weeks prior to the beginning of class. All students must provide evidence of a current TB test, completed Hepatitis B series and titer. Failure to have the documentation on file 2 weeks prior to the beginning of class may jeopardize a student's progression in the major. Failure to comply will preclude the student from participating in clinical experiences.

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In addition to the physical examination documentation, evidence and dates of current immunization is required. These include but are not limited to:

- Hepatitis B (3 immunizations) with preferable titer
- Measles (exposure, immunization or titer)
- Mumps (exposure, immunization or titer)
- Meningitis vaccine (within 5 year period of admission to parent university)
- Rubella (immunization or titer)
- Tetanus, diphtheria, & pertussis (TDAP) (must be current within 10 years)
- Chickenpox/Varicella (immunization or titer)
- TB Test (Annual Mantoux that is negative). If TB test is positive, chest x-ray or Interferon Gamma Release Assay or IGRA (blood test) results may be submitted. **Note: The TB Tine Test is unacceptable.**

Costs for the physical exams and immunizations are the responsibility of the student. Health Forms can be obtained from the office of the Director for Records, Admissions, & Advising.

Individual health insurance is required in view of the fact that students are exposed to illnesses and potential injury in the clinical setting. PHSSN will not cover student healthcare costs in any situation; therefore, students are fully responsible for costs. Each student must present annual proof (card copy, front and back) of medical health insurance; if not on parent's insurance, the student must have either the University Health Insurance or a private policy. See the Faculty Administrative Coordinator for assistance.

Throughout the program, students must maintain a level of mental and physical health consistent with meeting the objectives of the curriculum. If mental and/or physical health problems occur during the student's education program in nursing, the nursing faculty will assess the student's ability to continue in the program and make a recommendation for action to the Undergraduate Nursing Programs Chair, Associate Dean and Dean. Students are advised that student health reports and test results will be made available to health agencies used for student learning experiences upon request by an authorized representative of the agency.

TRANSPORTATION

All students are responsible for arranging their own transportation to clinical facilities. Students should be prepared to travel to clinical agencies in Abilene and surrounding areas; for example, students should be prepared to travel for clinical as far away as Sweetwater, TX and/or Brownwood, TX. Inability to obtain transportation to a clinical facility is not a legitimate excuse for a clinical absence.

DRESS CODE AND UNIFORM POLICY

A dress and grooming code has been established in recognition of the fact that the mode of dress does affect establishment of rapport and working relationships with patients, families and colleagues and sets the standards for professional appearance.

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The uniform is to be worn for all clinical and simulation lab experiences unless otherwise directed by certain rotations/agencies policies or faculty direction. Students not appropriately groomed and attired for clinical experience will be asked to leave the clinical setting by the clinical faculty member with a clinical absence recorded. Cost and maintenance of uniform and equipment is the responsibility of the student.

- Tan scrub pants (NO split leg pants) and a red scrub top (NO sheer material).
- White or neutral socks. Bare skin on legs should not be visible.
- White professional nursing shoes with white laces or plain, white, low quarter leather tennis shoes with white laces. Fabric tennis shoes are not acceptable. Shoes must be clean. Shoes cannot be open toed or open heeled.
- PHSSN Photo ID Badge worn on upper portion of torso.
- PHSSN logo to be monogrammed on front left chest of uniform. This can be purchased at <http://www.themonogrammer.com/>.
- Undergarments must not show through uniform.
- Red, tan, black, or white undershirts may be worn.
- For community experiences, the student will wear the Patty Hanks Shelton red polo and khaki colored pants. The pants must be of appropriate height at the waist and of appropriate length (to the shoe). Brown, Black or White closed toed shoes and dark socks must also be worn.

All students:

Laboratory Coats

- White full length or coat length, long-sleeved.
- Worn over professional dress for pre-clinical assignment visits.
- PHSSN Photo ID Badge must be worn and visible.
- PHSSN logo to be monogrammed on front left chest. This can be purchased at <http://www.themonogrammer.com/>.

Jewelry

- Plain and simple. Wedding bands without protruding stones may be worn in clinical areas except obstetrics, nursery, operating room and other areas as designated by instructor.
- Earrings – one pair of pierced ear studs on lower ear lobe may be worn that are no larger than six mm, bead like and one per ear. Large earlobe holes must have skin tone spacer (gauge).
- Any other visible body jewelry (eyebrow, nose, tongue, lip) is unacceptable. A skin tone filler may be worn.
- A watch with a second hand is required.

Hair, Moustaches, Beards, Tattoos

- Hair must be clean, neat and off collar. Long hair must be pulled back and secured to prevent it falling forward.

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- Moustaches and beards must be neatly trimmed.
- Tattoos must be concealed.

Nails

- Must be natural, short, well-groomed and clean with no colored nail polish. Artificial nails must be removed when in the clinical setting.

Makeup

- Conservative, “day-time” makeup should conform to general body tones and avoid extreme colors.

Perfume/cologne/aftershave/scented lotions

- Should not be worn in the clinical setting due to many patients being sensitive to these products.

Personal hygiene

- All students are required to maintain high standards of personal cleanliness. All clothing should present as being neat, clean, without wrinkles and properly fitting.

Additional Equipment

- Stethoscope with bell and diaphragm
- Penlight
- Bandage scissors
- Black pen

Clinical dress for clinical experiences in community and mental health agencies may vary according to agency policy. Specific information will be given by the clinical faculty as to the appropriate dress required for these experiences.

PRE-CLINICAL DATA COLLECTION

Students are required to go to clinical agencies to prepare for clinical assignments. Students will honor hours that are acceptable to the facility. Hours will be announced by faculty. Students must be in clinical attire as described above. Professional manner of dress and behavior is expected while collecting data.

Shorts, tank tops, see-through blouses, halter shirts/dresses, denim jeans, tight knit clothing, leggings, athletic attire (sweatshirts, sweat pants, jogging suits) miniskirts, imprinted t-shirts, clogs, open toed sandals or flip flops or any other attire deemed inappropriate by faculty will not be worn or allowed.

DOSAGE CALCULATION PROFICIENCY & PHARMACOLOGY

PHSSN recognizes its responsibility to provide adequate preparation and documentation of dosage calculation skills necessary to safely administer medications within the clinical environment for each student. The following policy has been enacted:

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At the beginning of each clinical course a review session will be held with students to review mathematical skills and dosage calculations. Attendance at this session is mandatory. Following this review session, a dosage calculation exam will be administered. A non-programmable calculator may be used for the exam. A passing score of 100% is required for the Dosage Calculation Exam.

If unsuccessful at passing the first examination, students are allowed a second attempt. Any student who is unable to pass the examination after two attempts will be required to participate in a remediation program. The program may include computer assisted instruction, work with a tutor or instructor or other forms of assistance.

At the completion of the remediation program, students will take a third dosage calculation proficiency exam. Students who fail to achieve a passing score on the third attempt will be dropped from the clinical course and further progression within the nursing program will not be allowed. The student may remain in other registered nursing non clinical courses should the student desire to seek re-admission.

Each subsequent clinical nursing course will reinforce previously learned pharmacological knowledge and medication dosage/administration skills by including medication dosage calculations and related special content on unit exams. The use of non-programmable calculators may be allowed, however, calculators may not be shared within a testing situation.

CLINICAL ACCOUNTABILITY

PHSSN faculty have an academic, legal and ethical responsibility to prepare graduates who are competent, as well as, able to protect the public and healthcare community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the School of Nursing for practice or behavior which threatens or has the potential to threaten the safety of a client, a family member, significant other, another student, faculty member or other healthcare provider. All students are expected to be familiar with the principles of safe practice and are expected to perform in accordance with these requirements.

The students at PHSSN are expected to demonstrate behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to deliver safe nursing care and for the knowledge and skills necessary to give this care.

- Students are expected to demonstrate progression in clinical practice through application of knowledge and skills from previous and concurrent courses.
- Students are expected to demonstrate progression in clinical practice as they progress through courses and to meet clinical expectations outlined in the clinical evaluation tool.
- Students are expected to prepare for clinical practice in order to provide safe competent care. Course syllabi and clinical faculty will provide direction and preparation instruction.

UNSAFE CLINICAL PRACTICE

The unsafe clinical practice policy will be invoked when the student demonstrates unsafe clinical practice.

- Unsafe clinical practice is behavior that places the client or staff in either physical or emotional jeopardy.
- Physical jeopardy is the risk of causing physical harm.
- Emotional jeopardy means that the student creates an environment of anxiety or distress which puts the client or family at a risk for emotional or psychological harm.
- Unsafe clinical practice is an occurrence, or pattern of behavior involving unacceptable risk.

Unacceptable and unsafe clinical practice behaviors specifically include, but are not limited to:

- Providing nursing care in a predictable unsafe or harmful manner. For example:
 - To carry out a procedure without competence or without the guidance of a qualified person; or carrying out a procedure for which a student is not authorized or has not received instruction in at the time of the incident.
 - To willfully or intentionally do physical and/or mental harm to a client.
 - To exhibit careless or negligent behavior in conjunction with care of a client.
 - To refuse to assume the assigned and necessary care of a client and to fail to inform the instructor with immediacy so that an alternative measure for that care can be found.
- To disrespect the privacy of a client.
 - To commit any act which violates the Health Insurance Portability and Accountability Act (HIPAA).
 - To use the full name or position of a client in written assignments and/or patient data of any sort, e.g. computer generated or photocopied forms that will be removed from the clinical area.
 - To discuss confidential information in an inappropriate forum.
 - To discuss confidential information about a client with third parties who do not have a clear need to know.
- To fail to maintain communication that promotes continuity of care.
- To fail to maintain vigilance toward clients' needs.
- To falsify client records or fabricate client experiences.
- To fail to report error(s) in assessments, treatments or medications.
- To illegally use, possess, sell, or distribute illicit drugs or alcohol that can impair one's judgment or performance as a nursing student.
- To fail to recognize one's limitation in providing client care.
- To fail to carry out CDC Standard Precautions

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- To commit an act or demonstrate a behavior to the type which violates the Code of Ethics for Nurses of the American Nurses' Association.
- To commit an act or demonstrate a behavior of the type which violates the Texas Nurse Practice act.
- To commit any act that results in a negative reflection on the school, its students or its faculty.

The student whose actions or omissions endanger a client, family, peer, staff or faculty member will be subject to disciplinary actions dependent upon the severity of the unsafe practice. These actions include, but are not limited to the following: verbal warning, written warning, formal reprimand, course failure and/or dismissal. Documented evidence from faculty, staff, clients, patient families or peers may be used in the disciplinary process.

Every effort will be made to use progressive discipline; however, at the discretion of the faculty member a student can be failed and/or dismissed at any time during the semester for an unsafe practice.

CLINICAL EVALUATION

Clinical performance will be evaluated according to the evaluation instrument that delineates criteria for successful clinical performance in each course. Faculty will orient students to this evaluation instrument during orientation to individual courses. These are completed by the instructor, student and/or preceptors. Clinical evaluation involves input from both the student and faculty member at pre-determined times during and at the end of each semester. Attaining satisfactory performance and identifying learning needs to meet the criteria for attaining quality performance is the goal of clinical evaluation. Students are required to participate in the evaluation process. Faculty may ask students to provide a self-evaluation. Students are encouraged to consult with clinical faculty to review their progress and achievement during the semester. Students are encouraged to make comments on the evaluation instruments and sign the evaluation form. Signature implies that the student has participated with the instructor in the evaluation process, and that they have read the form. Students should follow the chain of command in resolving disputes or disagreements with the clinical evaluation. The chain of command is as follows: course/clinical instructor, course coordinator, Clinical coordinator, Undergraduate Nursing Programs Chair, Associate Dean and Dean.

EVALUATION OF FACULTY AND COURSE

The faculty value honest, constructive student evaluation of teaching effectiveness as a means of improving teaching skills; evaluations are considered prior to modifying courses, specific classes and clinical experiences. Students are encouraged to evaluate classroom, clinical and online instruction, as well as, the clinical agency using forms and methods provided. These evaluations are rendered using various appropriate tools. Verbal input is always welcome.

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END OF SEMESTER TESTING

Standardized computerized testing will occur prior to course completion in many nursing courses within the nursing curriculum and is mandatory for all students. Students who fail to achieve a satisfactory score may be required to participate in a remediation program. Specific guidelines and requirements for standardized testing are outlined in the specific course syllabus. A testing fee is included as a portion of the student fees for each semester.

REVIEW COURSES

At the end of the senior year, a pre-RN NCLEX Review Course(s) will be scheduled, and is mandatory for graduating seniors. The cost of the review course will be included in the testing fee that is charged to the student's parent university account.

END OF PROGRAM TESTING

Successful completion of the Practicum course NURS 4453, is required for completion of the BSN curriculum. The Practicum course requires the student to demonstrate minimal competency in the areas of nursing management, psychomotor clinical, critical thinking skills, and academia.

COMPREHENSIVE EXIT EXAM

- All students will take the Comprehensive Exit Exam 3 times.
- The passing standard for the exit exams administered as part of the Practicum course will be defined in the practicum course syllabus.
- Each attempt will be followed by **mandatory** remediation.

PRECEPTORSHIP EXPERIENCE

- The student must demonstrate successful performance of this competency by completion of the required elements and satisfactory evaluations from their assigned preceptor(s).

PERFORMANCE BASED CLINICAL EXIT EXAM (PBCEE)

- Successful completion of this component requires the student to demonstrate psychomotor clinical skills and critical thinking skills in the Simulation Lab.
- The PBCEE consists of 3 components in which the student must successfully demonstrate their clinical observational/assessment skills, technical proficiency skills, bedside critical thinking, and assessment skills

Any student who does not successfully pass EACH component of the Practicum course will receive a course failure (Course is Pass/Fail) and will not meet the requirements for graduation.

STANDARD PRECAUTIONS

The Centers for Disease Control (CDC) recommend certain guidelines to protect against blood-borne pathogens. Training on these guidelines is mandated annually for all individuals who are identified as at-risk to occupational exposure for blood-borne pathogens. Students will receive annual training during required hospital orientations. A handout delineating standard precautions guidelines can be found in the appendix.

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NEEDLESTICK INJURY

In the event of a needle stick injury immediately contact your clinical instructor/PHSSN faculty and follow the CDC guidelines below:

CDC Guidelines

If you experienced a needlestick or sharps injury or were exposed to the blood or other body fluid of a patient during the course of your work, **immediately follow these steps:**

- Wash needlesticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Report the incident to your supervisor
- Immediately seek medical treatment

<http://www.cdc.gov/niosh/topics/bbp/emergnedl.html>

IMPAIRED STUDENT POLICY

Pursuant to the Texas Nurse Practice Act (Sec 301.404 Duty to Nursing Educational Program to Report) the following is disseminated:

A professional nursing education program that has reasonable cause to suspect that the ability of a professional nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be impaired by chemical dependency shall file with the board a written, signed report that includes the identity of the student and any additional information the board requires.

Pursuant to the law, any non-licensed RN student in the School of Nursing who has been addicted to or treated for the use of alcohol or any other drug within the past five years must notify the Board of Nurse Examiners for the State of Texas (BNE) and request a [Declaratory Order](#) Petition Packet.

For licensed Registered Nurses pursuing an undergraduate degree, the School of Nursing actively supports the Texas Peer Assistance Program for Nurses (TPAPN) program should the student be experiencing mental health or substance abuse problems. More information is available from the faculty TPAPN liaison.

AMERICAN'S WITH DISABILITIES ACT (ADA) POLICY WITH CORE PERFORMANCE STANDARDS

Consistent with the parent universities, PHSSN is committed to a policy of non-discrimination toward any individual's admission to, progression in, and graduation from a program in the School of Nursing. The purpose of this policy, with respect to ADA is to protect and safeguard against discriminatory practices that might adversely affect any individual who is qualified yet might need reasonable accommodations, to meet the core performance standards of the nursing curricula. The faculty and administration of the School of Nursing are committed to making reasonable accommodations to allow any qualified individual

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to meet the school's objectives in keeping with applicable law and the ADA. Core performance standards can be found in the Appendix.

Nursing roles often require physical demands, i.e. standing, sitting, walking, pushing and lifting for more than the usual activities of daily living. Present and past physical conditions may hinder one's ability to perform these often taxing, physical activities. In addition, the demand of decision making and complex problem solving may result in unexpected stress levels.

The faculty of the School of Nursing has identified essential requirements and core performance standards as necessary for success in the school's nursing programs. All students are held to the school's standards for providing safe nursing care and meeting the objectives of nursing courses.

Any student who anticipates difficulty in meeting any of the standards is to notify the Course Coordinator at the start of the semester. Appropriate referral will be made to the parent institution's counseling center for evaluation and coordination of needs.

If a reasonable accommodation is requested by the student, it is the student's responsibility to provide appropriate documentation on any disability(ies). When a qualified student has provided required documentation of requested accommodations, the staff of the School of Nursing, in consultation with the individual and other appropriate consultants, will determine how the individual, with or without reasonable accommodations or modifications, can be assisted in meeting the identified core performance standards.

This policy applies also to those students with learning disabilities who request reasonable accommodations. Students have the responsibility to self-identify themselves as needing accommodation and providing required documentation in a timely manner (no later than beginning of the semester). The procedure to request reasonable accommodation can be obtained from either the course coordinator, academic advisor or the Undergraduate Nursing Programs Chair.

SCHOLARSHIP

SCHOLARSHIP POLICY (APPROVED:08/24/18)

SCHOLARSHIP/AWARDS/ENDOWMENT LIST

A list of all Scholarships, Awards, Endowments, etc, will be maintained with the Director for Records, Admissions, & Advising. For the purpose of this policy, "award" will refer to any monies paid from a Scholarship, an Award or Endowment.

STUDENT ELIGIBILITY REQUIREMENTS

In addition to specific Scholarship/Awards/Endowment requirements, students must meet the following requirements:

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1. Be enrolled or accepted for enrollment, in a baccalaureate or master's program
2. Have demonstrated a financial need for coursework, including books, tuition, fees, transportation
3. Provide a short one-page essay discussing your financial need and how a scholarship will help you achieve your goals
4. Student must be in good standing with the school of nursing as defined by the "PHSSN Good Standing Criteria" policy in the Undergraduate Nursing Student Handbook.
5. Additional requirements as established by a specific Scholarship/Awards/Endowment will
6. be communicated to the student when notified of award selection (funds will not be awarded until the specific requirement has been met).
7. If additional requirements are not met within a 30-day period, or as outlined in the
8. Scholarship/Awards/Endowment, the award will be rescinded.

SCHOLARSHIP APPLICATION FORMS

1. A separate scholarship application form for Undergraduate and Graduate program will be maintained.
2. Scholarship forms will be available for students to download from the PHSSN website.

APPLICATION PROCEDURES

1. Students enrolled, or accepted, into the baccalaureate or masters degree nursing program, must complete the Scholarship Application for the appropriate degree program.
2. The application deadlines will be published on the PHSSN website
3. The application must be returned to the Faculty Administrative Coordinator.

AWARD LIMITS:

1. The amount awarded for each scholarship is determined using the award agreement established between the college and the donor.
2. The nursing scholarship shall not exceed the cost of tuition, required fees, books, and supplies, and if necessary, direct transportation costs for an annual year.

SCHOLARSHIP SELECTION CRITERIA

The Faculty Administrative Coordinator will ensure the scholarship applicant has provided all the information required for a complete Scholarship Application.

It is the Admission Committee's policy that:

- All eligible applicants must be considered without regard to race, sex, religion, or national origin.
- Evaluation of applicants must be objective and nondiscriminatory.

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- All restricted fund awards will be in accordance with criteria set forth in the endowment agreement.

Scholarship recipient recommendations will be based on the following criteria:

- An objective and nondiscriminatory evaluation of all applicants
- Financial Need
- unmet need and total debt to date as reported by financial aid office
- based on essay submitted by applicant describing need

Prior Academic performance, this may include, but is not limited to:

- entrance exams
- standardized exam performance
- course exam performance
- clinical performance
- class ranking
- Cumulative GPA

Indications derived from recommendations from instructors and/or personal interview regarding the applicant's

- Ability
- Potential
- Motivation
- Character
- Leadership
- Community Service

Upon consideration of awarding a scholarship, it is the Admission's committee's responsibility to ensure the Applicant has met any and all specific scholarship criteria requirements set forth under the specific scholarship's award criteria.

All disbursement of scholarships awarded will be based on the Hardin-Simmons University's scholarship disbursement procedures.

Scholarship recipients MUST acknowledge the person, family, trust, or foundation awarding the scholarship in writing or as determined by the donor.

STUDENT COMPLAINT PROCESS (UPDATED 08/25/18)

Patty Hanks Shelton School of Nursing is committed to addressing student complaints in a timely and appropriate manner. The PHSSN Nursing Student Handbook contains protocols that provide students the opportunity to seek resolution of complaints.

For complaints that are not covered by the policies or procedures described in the *Student Handbook*, the student should make the nature of the complaint known to the school of nursing by filling out the Student

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Concern Form and submitting it to the Faculty Administrative Coordinator. The Student Concern Form may be requested from the Faculty Administrative Coordinator. The Undergraduate Nursing Programs Chair will review the concern and communicate the appropriate next step(s) to the student within 3 business days.

STUDENT GRADE APPEAL POLICY

The process under this policy is **NOT** intended for matters that do not relate to final course grades. Individual assignment or exam grades should be addressed with the specific course instructor. If a student disagrees with the final course grade documented by the course instructor, the student has the right to appeal using a formal appeal process. **Grade appeals deal with policies, as stated in the syllabus, by which final grades are determined.** Classes may vary within the program, but fundamentally, fair treatment of students in compliance with the syllabus provided for the course should be constant. **The specific course instructor's determination of the course grade earned is final** unless conclusive evidence shows discriminatory or irregular application of the policies used to determine the documented course grade. The student is responsible for providing such compelling evidence. The documented course grade will remain effective for all intents and purposes until a final decision regarding the appeal is reached. The grade appeal process is as follows:

INFORMAL PROCESS (MUST BE EXHAUSTED WITHIN 3 BUSINESS DAYS OF THE FINAL COURSE GRADE NOTIFICATION)

- Notification has occurred once all course grades used to calculate the final grade have been posted and made available to students in Canvas.
- The student should contact the instructor that assigned the grade to determine if the grade was reported correctly. Initial attempts to resolve any dispute of a grade should be between the student and the course faculty that assigned the grade.
- If the meeting with the instructor does not resolve the dispute to the satisfaction of the student, the student may initiate the formal appeal process.

FORMAL PROCESS

The student should schedule a meeting with the Undergraduate Nursing Programs Chair (if different from the instructor assigning the disputed grade) within 5 business days of the meeting with course faculty that resulted in failure to resolve the dispute at the course faculty level. Prior to meeting, the written appeal must be submitted to the Undergraduate Nursing Programs Chair and the documents should contain the following elements:

1. The name and number of the course, the name of the instructor assigning the disputed grade and the grade received.
2. A statement of why the student believes the grade assigned was not the grade he or she earned
3. A copy of the syllabus for the course

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4. Copies of all major assignments for the course indicating grades earned, and any special comments or instruction from the instructor, which might have altered the description of the assignments in the syllabus
5. Any other supporting information the student deems pertinent

Any documents submitted after the receipt date of the written appeal will not be accepted unless otherwise requested by the Undergraduate Nursing Programs Chair.

- The Undergraduate Nursing Programs Chair will meet with the student and course instructor individually and review all documents that are relevant to the grade appeal.
- The Undergraduate Nursing Programs Chair will make a decision regarding the formal written appeal and forward a recommendation accompanied by all supporting documents to the Associate Dean and Dean. The student will be notified of the recommendation.
- The Associate Dean and Dean will review the documents related to the appeal and schedule any meetings as deemed necessary. The Dean will then make a decision to uphold or deny the appeal.
- Both the student and instructor will be notified in writing of the Dean's decision.
- The student will be informed of the final decision. It is the student's responsibility to keep their contact information up to date. If a grade is to be changed, the Dean will ensure that the proper forms are filled out in the Office of the Registrar.

The decision of the Dean is the final step in the grade appeal process at the Patty Hanks Shelton School of Nursing and is not subject to further appeal.

STUDENT NON-ACADEMIC (NON-GRADE) APPEAL PROCESS

This policy is meant to address conduct toward a student that violates ethical or professional nursing standards. Issues involving grades are handled according to the academic appeal process. This policy cannot be used to address issues covered under Title IX. If a student experiences a situation in which he/she perceives that an act of non-academic misconduct has occurred, the student may initiate a non-academic appeal process. The process is available to any student should a grievance arise between a student and a faculty member or other person(s) pertinent to the student's program of study. Should a grievance exist, it is the student's responsibility to follow the proper sequence in the non-academic appeal process.

GOOD FAITH PHASE

- The student will make a good faith effort to resolve the conflict with the involved party within 3 business days of the incident. The student is to meet with or make an appointment with the involved party to discuss the incident. The goal of this meeting is to agree upon an amicable resolution to the incident.
- If the conflict fails to be resolved in the good faith phase, and the student wishes to pursue the grievance further, the student may initiate the grievance phase.

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GRIEVANCE PHASE

- A. The student should schedule a meeting with the Undergraduate Nursing Programs Chair (if different from the party involved in the grievance) within 5 business days of the meeting with the involved party that did not result in resolution. Prior to meeting, a written grievance must be submitted to the Undergraduate Nursing Programs Chair.
- B. The Undergraduate Nursing Programs Chair will discuss the grievance with the involved parties and make suggestions for resolutions to the person filing the grievance.
- C. If satisfactory resolution is impossible at this level, the Undergraduate Nursing Programs Chair will refer the grievance to the Associate Dean and Dean.
- D. The Associate Dean and Dean will review the grievance and make a decision or refer the grievance to the Admissions and Progression Committee prior to make a decision. If called upon to review the grievance, the role of the Admission and Progression Committee is to develop a recommendation for resolution to the Dean. The Dean may choose a course of action that is different from the recommendations of the committee.

The decision of the Dean is final and is not subject to further appeal.

APPENDICES

NSNA CODE OF ACADEMIC AND CLINICAL CONDUCT

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of healthcare environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed on us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any techniques or procedures for which the student has not been adequately trained
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or other substances in the academic and clinical setting that impair judgment.

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16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issue.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the National Student Nurses Association (NSNA) House of Delegates, Nashville, TN on April 6, 2001

BILL OF RIGHTS AND RESPONSIBILITIES

FOR STUDENTS OF NURSING

An NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The following updated version was adopted by the NSNA House of Delegates in San Antonio, Texas in 1991.

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, sex, color, national origin, handicap, or marital status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.

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12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

ANA CODE OF ETHICS

The ANA House of Delegates approved these nine provisions of the new *Code of Ethics for Nurses* at its June 30, 2001 meeting in Washington, DC. In July, 2001, the Congress of Nursing Practice and Economics voted to accept the new language of the interpretive statements resulting in a fully approved revised *Code of Ethics for Nurses with Interpretive Statements*

1. The nurse, in all professional relationships, practices with compassion and respect for inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family group or community.
3. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.

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4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duty to self as to others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national and international efforts to meet health needs.
9. The professions of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing, 2001.

ANA CODE FOR NURSES

1. The nurse provides services with respect for human dignity and the uniqueness of client, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse safeguards the client's right to privacy by judiciously protecting information of a confidential nature.
3. The nurse acts to safeguard the client and the public when healthcare and safety are affected by the incompetent, unethical, or illegal practice of any person.
4. The nurse assumes responsibility and accountability for individual nursing judgments and actions.
5. The nurse maintains competence in nursing
6. The nurse exercises informal judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities and delegating nursing activities to others.
7. The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
8. The nurse participates in the profession's efforts to implement and improve standards of practice.

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9. The nurse participates in the profession's efforts to establish and maintain conditions of employment conducive to high quality nursing care.
10. The nurse participates in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
11. The nurse collaborates with members of the healthcare profession and other citizens in promoting community and national efforts to meet the healthcare needs of the public.

DO NOT USE ABBREVIATION LIST

	<u>Abbreviation</u>	<u>Incorrect Example</u>	<u>Correct Example</u>
1)	U (unit)	insulin 5 u	Insulin 5 units
<i>Do not use "U" for unit; it can be mistaken for a 0.</i>			
2)	IU (international unit)	vitamin E 400 IU	vitamin E 400 international unit daily
<i>Do not use "IU" for international unit; it can be mistaken for IV or 10.</i>			
3)	Q.D. (every day)	qd	daily
<i>Do not use "qd" for every day or daily; it could be mistaken for qid or qod.</i>			
4)	Q.O.D.	qod	every other day
<i>Do not use "qod" for every other day; it can be mistaken for qid.</i>			
5)	Trailing Zeros	morphine 1.0 mg	morphine 1 mg
<i>Do not use a trailing zero after the decimal point; the decimal point may be missed.</i>			
6)	Leading Zeros	hydromorphone .5 mg	hydromorphone 0.5 mg
<i>Use a leading zero before the decimal point; the decimal point may be missed.</i>			
7)	MS	MS 1 mg	Morphine 1 mg
<i>Do not use "MS" for morphine sulfate; it can be mistaken for magnesium sulfate</i>			
8)	MSO₄	MSO₄ 1 mg	morphine 1 mg
<i>Do not use "MSO₄" for morphine sulfate; it can be mistaken for magnesium sulfate</i>			
9)	MgSO₄	MgSO₄ 2 g	magnesium sulfate 2 g
<i>Do not use "MgSQ₄" for magnesium sulfate; it can be mistaken for morphine sulfate</i>			
10)	μ (Greek symbol for micro)	levothroid 50 μg	levothroid 50 mcg
<i>Do not use the Greek symbol μ for micrograms; it can be mistaken for mg</i>			
11)	T.I.W. (3 times weekly)	coumadin 2 mg T.I.W.	coumadin 2 mg three times weekly
<i>Do not use "TIW" for three times weekly; it can be mistaken for three times daily resulting in overdose</i>			
12)	c.c. (for milliliter)	10 cc	10 ml

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Do not use "cc" for milliliter; it can be mistaken as U (unit) when poorly written

<u>Dangerous Abbreviations</u>	<u>Possible Interpretation</u>	<u>Acceptable Terminology</u>
µg (for microgram)	Mistaken for mg (milligrams)	Write "mcg"
T.I.W. (for three times a week)	Mistaken for three times a day or twice weekly	Write "3 times weekly"
AS., AD., A.U. (Latin abbreviation for left ear, right ear, both ears)	Mistaken for OS, OD, OU, etc.	Write: "left ear", "right ear", or "both ears"
U (Unit)	Misread as 0, 4, or cc; 4U mistaken as 40	Write "Unit"
IU (International Unit)	Misread as IV	Write Unit"
Q.D. (Daily)	The period can be mistaken for an "1"	Write "every day" or "daily"
Q.O.D (Every other day)	The "O" can be mistaken for "1"	Write "every other day"
Zero after decimal point (1.0)	Misread as 10	Write "1"
No zero before Decimal dose (.5mg)	Misread as 5 mg	Write "0.5 mg"
MgSO ₄	Misread as Morphine Sulfate	Write "Magnesium Sulfate"
MSO ₄ ; MS	Misread as Magnesium Sulfate	Write "Morphine Sulfate"

Dangerous Abbreviations - Do Not Use!

STANDARD PRECAUTIONS

Information on the Center for Disease Control and Prevention (CDC) Recommended Standard Precautions is disseminated to all students during their orientation to the SON. It is the student's responsibility to maintain compliance with those recommendations during all clinical settings.

Because the potential diseases in a patient's blood and body fluids cannot be known, blood and body fluid and substance precautions recommended by the CDC should be adhered to for all patients and for all specimens submitted to the laboratory. These precautions, called "standard precautions", should be followed regardless of any lack of evidence of the patient's infection status. Routinely use barrier protection to prevent skin and mucous membrane contamination with:

- a. Secretions and excretions, except sweat, regardless of whether or not they contain visible blood
- b. Body fluids of all patients and specimens
- c. Non-intact skin
- d. Mucous membranes.

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HAND WASHING

- a. Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Wash hands immediately after gloves are removed, between patient contacts and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross contamination of different body sites.
- b. Use a plain (non-antimicrobial) soap for routine hand washing.
- c. Use an antimicrobial agent or waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyperendemic infections) as defined by the practice site.
- d. Wear gloves (clean non-sterile gloves are adequate) when touching blood, body fluids, secretions, excretions and contaminated items.
- e. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms.
- f. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces and before going to another patient. Wash hands immediately to avoid transfer of microorganisms to other patients or environments.

MASK, EYE PROTECTION, FACE SHIELD

Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions and excretions.

GOWN

Wear a gown (a clean non-sterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions or excretions or cause soiling of clothing. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.

PATIENT CARE EQUIPMENT

Handle used patient care equipment soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been appropriately cleaned and reprocessed and single use items are properly discarded.

ENVIRONMENTAL CONTROL

Ensure that the hospital has adequate procedures for the routine care, cleaning and disinfection of environmental surfaces, beds, bed rails, bedside equipment and other frequently touched surfaces and that these procedures are being followed.

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LINEN

Handle, transport, and process used linen soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures and contamination of clothing and avoids transfer of microorganisms to other patients and environments.

OCCUPATIONAL HEALTH AND BLOOD-BORNE PATHOGENS

- a. Take care to prevent injuries when using needles, scalpels and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments and when disposing of used needles. Never recap used needles or otherwise manipulate them with both hands and any other technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed scoop technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand and do not bend, break or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades and other sharp items in appropriate puncture-resistant containers located as close as practical to the area in which the items were used. Place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.
- b. Use mouthpieces, resuscitation bags or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

PROFESSIONAL NURSING STANDARDS AND GUIDELINES – BSN DEGREE

1. [The Essentials of Baccalaureate Education for Professional Nursing Practice](#)
2. [Differentiated Essential Competencies \(DECs\) of Graduates of Texas Nursing Programs](#)
3. [QSEN Competencies](#)
4. [2016 NCLEX-RN Test Plan](#)

SIM LAB RULES

1. Wash your hands before patient simulator contact. Use either, soap and water or alcohol based foam per hand-hygiene guidelines.
2. The Lab is a learning environment. All simulation scenarios, regardless of their outcome, should be treated in a professional manner. No sitting on beds or lying on beds unless part of the learning experience
3. The simulation mannequins will be treated with the same dignity and respect as if they are live patients. This is an opportunity to develop your professional skills and demeanor.
4. : All simulation and case scenario information will be treated as confidential, regardless of format (e.g. electronic, written, observed, or overheard). HIPPA rules apply even in simlab. Discussion of lab scenarios with other lab classmates who have not yet participated in the simulation will alter their learning experience and may be subject to academic discipline.
5. Patient safety is crucial aspect of simulations. Always verify patient safety in the simulation lab.
6. **NO FOOD OR DRINKS ARE ALLOWED IN THE LAB.**
7. Please do not use ink pens near the mannequins (once ink is on the skin of a mannequin it becomes permanent).
8. Please wear exam gloves when working with the mannequins.
9. Supplies and equipment in the SimLab can be hazardous. Always practice safety when in the lab. DO NOT recap used needles, DO dispose of sharps in sharps containers, and PLEASE clean up after yourself. This includes remaking the bed properly.
10. Most procedures use a silicone lubricant on the simulators. Please do not spill this lubricant on the floor or you will find a new way to ice skate.
11. If you check out a piece of equipment, please return it during normal business hours (0800 to 1700) to a member of the SimLab staff, not to your instructor.
12. Debriefing is a safe learning time. Discussions during debriefing will not be discussed outside of the allotted time. Students are encouraged to speak freely during debriefing.
13. Please feel free to use the Lab on Open Lab Days, every Friday from

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8:00 am until 12:00 noon". If you wish to sign up, please email Morgan.scherwitz@phssn.edu for a spot. There is a limit to the number we can accommodate.

14. Above all, we want this to be a safe, comfortable, and hands-on environment to help you learn the practice of nursing. If you see something that could be improved, is broken, or is unsafe, please let us know right away.