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**Undergraduate Nursing Student Handbook**

Spring 2021

## UNDERGRADUATE NURSING STUDENT HANDBOOK

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 do 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](http://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:



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Chaluz C. Kapaale Ph.D, RN, CNE,  
CNOR(E) Undergraduate Nursing  
Programs Chair

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

**UNDERGRADUATE NURSING STUDENT HANDBOOK**

Contents

**WELCOME..... 9**

**PATTY HANKS SHELTON SCHOOL OF NURSING ..... 9**

    Mission ..... 9

    Philosophy..... 9

    Program Outcomes ..... 10

**APPROVAL & ACCREDITATION..... 10**

    Approval: Texas Board of Nursing (TXBON) ..... 10

    Accreditation: Commission on Collegiate Nursing Education (CCNE) ..... 11

**COVID-19 POLICY ..... 11**

**ACADEMIC PROFESSIONAL CONDUCT ..... 13**

    Professional Honesty and Integrity ..... 13

    Unprofessional Conduct..... 13

    Academic Honesty and Integrity ..... 14

    Solicitation ..... 16

    Alcohol and Narcotics ..... 16

    Weapons ..... 16

    Bullying..... 16

    Assault..... 17

**TITLE IX..... 17**

**TEXAS BOARD OF NURSING LICENSURE ELIGIBILITY ..... 17**

**CRIMINAL BACKGROUND CHECK AND DRUG SCREENING ..... 18**

    Declaratory Order ..... 18

    Criminal Activity During Enrollment..... 19

**EXPECTED PROFESSIONAL BEHAVIORS..... 19**

    Expected learning environment Behaviors ..... 20

    Expected Clinical Behaviors ..... 20

    Social Media, Personal Websites, and Weblogs (Guidelines For Students) ..... 21

## UNDERGRADUATE NURSING STUDENT HANDBOOK

Electronic Devices in the Classroom .....	22
Laptops - Personal Computers Used During Class .....	22
<b>CHAIN OF COMMAND.....</b>	<b>22</b>
<b>GENERAL STUDENT INFORMATION .....</b>	<b>23</b>
Introduction .....	23
Privacy Rights of Students.....	23
Academic Calendar.....	23
School of Nursing Office Hours.....	23
Faculty Office Hours.....	23
Administrative Office Hours .....	23
Facility Hours .....	23
Computer Lab Hours.....	24
Simulation Lab Hours.....	24
Student Academic Advisement .....	24
Registration of Classes .....	24
Student Intercollegiate Activities .....	24
Student Employment.....	25
Student Activities.....	25
Student Nurses Association and Sigma Theta Tau Honor Society .....	25
Student Participation in Governance .....	26
Libraries .....	26
Parking Policy .....	26
Student Lounge Policy .....	27
Smoking Policy.....	27
Classroom/Computer Lab Policy (rEvised fALL 2020) .....	27
Social Activities and Functions .....	28
Communication with Students .....	28
Financial Information.....	28

## UNDERGRADUATE NURSING STUDENT HANDBOOK

Textbooks.....	28
<b>ACADEMIC POLICIES AND PROCEDURES.....</b>	<b>29</b>
Grading.....	29
Grade Rounding Policy .....	29
Professional Writing Policy .....	29
Admission.....	30
BSN/RN-BSN/Readmission/Transfer/Special Circumstances.....	30
Admission Requirements for the Bachelor OF Science in Nursing RN-BSN Program .....	33
Transfer Admission Requirements for the Bachelor of Science in Nursing and the RN-BSN Program .....	34
Special Circumstance Admission Policy (Including, but not limited to, forced relocation secondary to Military Service).....	35
General Education Requirements .....	35
Sciences Time Limit.....	35
Statistics Level Requirement .....	36
Progression (Revised Fall 2020).....	36
Course/Program Withdrawal or Leave of Absence Policy .....	37
Course Withdrawal.....	37
Program Withdrawal/Leave of Absence.....	37
Course or Program Withdrawal/Leave of Absence Secondary to Military Obligations.....	37
Course Audit Policy.....	38
PHSSN Good Standing Criteria .....	38
Academic/Clinical Alerts.....	38
Class Attendance and Absence Policy .....	39
Clinical Absence and Attendance Policy.....	39
Testing & Examination Policy .....	40
Course Unit Exams Policy .....	40
Specialty (HESI) Exam Policy.....	41
Lockdown Browser + Webcam Requirement.....	41

## UNDERGRADUATE NURSING STUDENT HANDBOOK

Medication Calculation (Med-Calc) Exams .....	43
Performance-Based Clinical Competency Exit Exam (PBCEE) .....	44
Academic Accommodations.....	44
Remediation .....	44
Academic Mentorship.....	45
Professional Liability Insurance .....	45
CPR Certification.....	45
Health Policy .....	45
Transportation .....	46
Dress Code and Uniform Policy .....	46
New Uniform Policy Grandfather Clause .....	52
Pre-Clinical Data Collection .....	52
Clinical Accountability .....	52
Unsafe Clinical Practice .....	53
Clinical Evaluation.....	54
Evaluation of Faculty and Course .....	54
Review Courses .....	55
End of Program Practicum Course .....	55
Comprehensive Exit Exam.....	55
Preceptorship Experience.....	55
NCLEX Testing Application Process.....	55
Standard Precautions.....	56
Needlestick Injury.....	56
Impaired Student Policy .....	56
Americans with Disabilities Act (ADA) Policy with Core Performance Standards .....	57
<b>SCHOLARSHIP .....</b>	<b>58</b>
Scholarship Policy.....	58
Scholarship/Awards/Endowment List.....	58

## UNDERGRADUATE NURSING STUDENT HANDBOOK

Student Eligibility Requirements .....	58
Scholarship Application Forms .....	58
Application Procedures .....	58
Award Limits.....	59
Scholarship Selection Criteria.....	59
Application Review, Selection, and Disbursement Procedures .....	60
<b>STUDENT COMPLAINT PROCESS .....</b>	<b>60</b>
Student Grade Appeal Policy .....	61
Informal Process (Must be exhausted within 3 business days of the final course grade notification).....	61
Formal Process .....	61
Student Non-Academic (Non-Grade) Appeal Process .....	62
Good Faith Phase .....	62
Grievance Phase.....	62
<b>APPENDICES.....</b>	<b>64</b>
NSNA Code of Academic and Clinical Conduct .....	64
Preamble .....	64
A Code for Nursing Students .....	64
Bill of Rights and Responsibilities .....	65
For Students of Nursing .....	65
ANA Code of Ethics .....	67
ANA Code for Nurses.....	67
Do Not Use Abbreviation List.....	68
Standard Precautions.....	69
Hand Washing.....	70
Mask, Eye Protection, Face Shield.....	70
Gown.....	70
Patient Care Equipment.....	71

**UNDERGRADUATE NURSING STUDENT HANDBOOK**

Environmental Control ..... 71

Linen ..... 71

Occupational Health and Blood-Borne Pathogens ..... 71

Professional Nursing Standards and Guidelines – BSN Degree ..... 71



## UNDERGRADUATE NURSING STUDENT HANDBOOK

### 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. 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

Patty Hanks Shelton School of Nursing develops nurses and other healthcare providers through education enlightened by Christian principles to lead, serve and influence the holistic needs of a complex global society. (*Updated Fall 2020*)

#### 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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

7. Faculty believe that baccalaureate education prepares an entry-level 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 consortium 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*)

### **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

## UNDERGRADUATE NURSING STUDENT HANDBOOK

### **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:202-887-6791)

### **COVID-19 POLICY**

This policy provides guidelines for COVID-19 requirements in clinical facilities as well as at PHSSN. Due to the fluid nature of COVID-19 resurgence, this policy, as well as clinical, course, class schedules, and instructional methods of delivery may change rapidly and/or with a varied frequency. Updates will be communicated as soon as possible to all faculty, staff, and students.

COVID-19 signs and symptoms are as follows:

- Fever greater than/equal to 100.4° F, or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**STUDENTS MUST BE AT THE SCHOOL OR CLINICAL SITE AT LEAST 15 MINUTES BEFORE CLASS/CLINICAL IS SCHEDULED TO BEGIN. FAILURE TO BE TIMELY FOR SCREENING WILL RESULT IN THE STUDENT NOT BEING ADMITTED TO CLASS/CLINICAL.**

Students attending clinical, who meet at their designated clinical facility, will be scanned according to the facilities' policy. At PHSSN, faculty for the class/clinical a student is attending will be present to screen students. Upon entrance to the school of nursing, students will be scanned for fever greater than or equal to 100.4° F. All students are required to self-monitor daily, excluding weekends and holidays unless a student is completing clinicals during this timeframe. Students must document before class or clinical in

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

the COVID-19 Compliance Tracker located in CastleBranch. Students will be asked if they have had a known or suspected exposure to a positive COVID-19 patient or individual. Students may utilize their temperature screening results for documentation into CastleBranch.

Students who present with a known exposure will be asked to quarantine according to the prevailing CDC guidelines at the time of known exposure or submit the results of a negative COVID-19 test. Students who present with a temperature greater than or equal to 100.4° F will not be allowed into class or clinical. Any student who exhibits any of the signs or symptoms, have been exposed or may have been exposed to the virus, may not come to the school and must contact their course/clinical faculty before attending clinical or class. Students who come to class/clinical exhibiting signs/symptoms of COVID-19 will be asked to immediately leave and contact their primary care provider. Students who call from home stating they are exhibiting symptoms will be advised to see their primary care provider. A medical release will be required for permission to return to class.

Should a student test positive for COVID-19, the student must quarantine according to the prevailing CDC guidelines at the time of positive testing. The parent university will be notified of a positive COVID-19 result. A provider's note will be required for return to class/clinical if symptoms remain after the required quarantine, or according to the prevailing CDC guidelines. A return to class/clinical for those not experiencing symptoms will be reviewed on an individual basis utilizing the prevailing CDC guidelines at the time of request for return to class/clinical.

All students are expected to wear a mask and maintain social distancing of a minimum of six feet in all areas of PHSSN. Modifications may be implemented to accommodate various learning activities with the use of appropriate PPE, for example, health assessment student learning activities.

Hand sanitizer will be available throughout PHSSN. Frequent hand washing and usage of hand sanitizer are expected while at PHSSN. Students will assist in wiping down desk, chairs, workstations, simulation lab areas, student lounge areas, etc., as directed by faculty and/or staff. Cleaning supplies will be provided.

PHSSN will follow the COVID-19 policies of the facilities utilized for clinical experiences. The facility policies will supersede the policies of PHSSN while students are at the facility for clinical. Where discrepancies in policy exist, PHSSN COVID-19 policy will supersede parent university policies while students are engaged in activities related to their course/clinical experiences at PHSSN.

### 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.

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 record any part of the patient's chart/records.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

- 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 everyone should complete and maintain responsibility for their own work in each course. Academic work includes, but is not limited to reading assignments, assessments, examinations and tests, 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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

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 un-administered 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.
  - 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.

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

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.

### **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.

**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.**

### **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.



## UNDERGRADUATE NURSING STUDENT HANDBOOK

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.
- 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.

### **TITLE IX**

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. Title IX Anonymous Reporting links are available at the bottom of the McM, HSU and PHSSN website homepages.

For additional information:

HSU students please refer to the [HSU Student Handbook](#)

McM students please refer to the [McM Student Handbook](#)

### **TEXAS BOARD OF NURSING LICENSURE 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

## UNDERGRADUATE NURSING STUDENT HANDBOOK

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).

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.html>.

To check your eligibility for licensure, please review the following: Have you ever....

1. Been convicted of a misdemeanor?
2. Been convicted of a felony?
3. Pled nolo contendere, no contest, or guilty?
4. Received deferred adjudication?
5. Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
6. Been sentenced to serve jail or prison time or court-ordered confinement?
7. Been granted pre-trial diversion?
8. Been arrested or have any pending criminal charges?
9. Been cited or charged with any violation of the law?
10. Been subject of a court-martial; Article 15 violation; or received any form of military judgment, punishment, or action?

If you answer yes, or maybe, to one or more of the above questions, you must file a declaratory order request.

**NOTE:** You may only exclude Class C misdemeanor traffic violations

### 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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

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. Any criminal conduct that results in legal charges against a student during their enrollment in the PHSSN nursing program may affect their status or standing in the 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 by other means will be considered seriously by the nursing program. The student will be required to meet with the program chair 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 chair. The decision to readmit or not readmit lies with the Admissions and Progressions committee.

### **EXPECTED PROFESSIONAL BEHAVIORS**

Students in the School of Nursing are always expected to conduct themselves in a professional manner; 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, spoken, or other) 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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

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

### **EXPECTED LEARNING ENVIRONMENT 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
- 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
  - Cell phones are off or in silent mode and put away
  - 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

### **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
- Keeps cell phone on silent mode and in break room at all times
- Verbally participates in clinical conferences

## UNDERGRADUATE NURSING STUDENT HANDBOOK

- 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
- 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.

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

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.

### **ELECTRONIC DEVICES IN THE CLASSROOM**

Cell phones should not be used in class except as instructor directed for learning activities. Cell phones must be placed in silent mode and put away before class begins. 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. 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 permission in advance. Faculty reserve the right to not permit tape recording of classroom activities. No pictures may be taken in the classroom or in the simulation lab without written instructor permission.

### **LAPTOPS - PERSONAL COMPUTERS USED DURING CLASS**

Laptop computers and/or electronic tablets 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.

### **CHAIN OF COMMAND**

In the course of one's educational experience, problems, issues and concerns are bound to arise and must be effectively addressed using 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 necessary.

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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

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 Education Coordinator or Didactic Education Coordinator  
*(Depending on area of concern)*
- 4) Undergraduate Nursing Programs Chair
- 5) Dean

### 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 communicated 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 let the faculty know if they will be late or need to cancel an appointment that cannot be kept.

##### 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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

### 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. General education requirements should be followed per the School of Nursing defined coursework sequence as approved by the Texas Board of Nursing. To ensure timely progress through the curriculum, deviation from the defined coursework sequence must be approved by advisors from both the parent institution and the School of Nursing otherwise entrance into nursing program will not be guaranteed. Once a pre-nursing student completes 46 hours of general education requirements that count toward the nursing degree, a nursing faculty advisor will be assigned. The student and registrar's office will be notified of the nursing faculty advisor assignment in writing. The nursing faculty advisors' responsibilities will include but not be limited to:

- Verification of student readiness for application to the nursing program
- Instruction of application process and preparation for HESI A2 Nursing Entrance Exam
- Planning and scheduling of all nursing (NURS) courses
- Clearing student in HSU Self-Service or myMcM Portal to register each semester
- Assisting students with academic progression, remediation, and/or retention

Non-academic support systems will remain available through the parent universities.

It is each student's responsibility to study and know the institutional, departmental, and School of Nursing requirements as stated in the general catalog and School of Nursing catalog/handbook. The student is responsible for following a formal degree plan, which will be developed and reviewed by the student, the Director/Coordinator for Admissions, Records, and Advising, and the nursing faculty advisor. *Students must meet with their PHSSN academic advisor each semester before registering for any NURS coursework.*

### 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.



## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

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 during PHSSN sanctioned activities. 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 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 AND SIGMA THETA TAU HONOR SOCIETY**

#### **Student Nurses Association (SNA)**

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

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

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 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, 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 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

## UNDERGRADUATE NURSING STUDENT HANDBOOK

display a parking permit provided by PHSSN. 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. Any parking violations will be reported to the PHSSN Dean.

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

### STUDENT LOUNGE POLICY

Eating, drinking soft drinks or coffee, etc. are allowed in the student 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.

### CLASSROOM/COMPUTER LAB POLICY (REVISED FALL 2020)

- Masks must be worn the entire time in the computer lab or classroom
- Students are expected to clean up after themselves as they leave the computer lab.
  - Trash should be picked up and deposited in appropriate containers.
  - Chairs must be pushed in under the desk.
  - All personal items are to be removed.
  - Students will sanitize the desktop, chair arms, keyboard, and mouse of their station according to faculty instructions.
- Students **must log off** computer after use, prior to sanitization.
- Drinks may be allowed in the computer lab or classroom only in containers with secure lids.
- No food is allowed in the computer lab.
- Students **must bring to every exam their personal items**
  - Pencil/Pen
  - Headphones/Earbuds – NOT air pods
  - Calculator, non-scientific; phone or smart watch calculator not allowed.
- Students may be randomly assigned to a computer by faculty.
- If testing in the simulation lab, the testing policy will also apply.
- Electronic equipment such as cell phones, tablets, or smart watches will NOT be allowed in the testing area.
- Students will deposit all books, notes, bags, purses, cell phones, smart watches, electronic devices, coats, hats, etc. outside the testing room(s) and/or as directed by proctoring faculty/staff

## UNDERGRADUATE NURSING STUDENT HANDBOOK

### **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.

### **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. 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.
3. 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/Coordinator for Records, Admissions, & Advising has information about certain scholarships.
2. Scholarships: see the Director/Coordinator for Records, Admissions, & Advising for more details.
3. 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 objectives/outcomes identified in the course syllabi. The PHSSN approved 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" (Withdraw Failing) 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" (Incomplete) 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.

**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.

**PROFESSIONAL WRITING POLICY**

Effective communication of ideas and information with members of the nursing community and the general public is an important skill for all nurses to develop. Documents containing grammatical and spelling errors can distract and frustrate the reader. If your papers contain these types of errors, it is difficult to focus on the written content and writer's message. The Professional Writing Policy allows for the student to correct mistakes in exchange for a penalty of a letter grade, rather than failing the assignment.

Papers containing 3 of the following errors will be returned without a grade. You will have 24 hours to correct the error(s) and resubmit the paper. Resubmitted papers will be graded but will include a deduction to equal one letter grade. For example, a 10% deduction off the maximum grade potential of a paper worth 100 percent would make highest grade obtainable 90% (or a B).

## UNDERGRADUATE NURSING STUDENT HANDBOOK

List of writing errors:

1. misspelled words (run spell-check)
2. misused words (e.g. "proven", affect/effect, absorbance/absorbency)
3. improper use of singular or plural forms of scientific words
4. sentence fragments
5. run-on sentences or comma splices
6. improper formatting of medical terminology / scientific names
7. capitalization mistakes
8. serious errors in punctuation that obscure meaning
9. errors in verb tense or subject/verb agreement
10. first person pronouns
11. other serious grammatical errors
12. lack of conformity with assignment format
13. each improper citation, or lack of citation where one is needed
14. blocks of quotations strung together with linking words or minimal original writing
15. improper formatting of tables and figures
16. lack of units reported on quantitative data
17. Incorrect APA style structure and guideline usage

To assist in avoiding writing errors, the following suggestions are provided:

- Utilize the Publication Manual of the American Psychological Association or approved website such as Owl Purdue.  
[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)
- Do not rely only on the spelling and grammar check features on word processing programs, their suggestions aren't always correct
- Proofread your paper.
- Have someone else read your paper.
- Use your parent university writing center.
- Use a dictionary or composition book to assist you when you are uncertain of spelling or grammar.

### **ADMISSION**

#### **BSN/RN-BSN/READMISSION/TRANSFER/SPECIAL CIRCUMSTANCES**

Before being admitted to Patty Hanks Shelton School of Nursing, a student must be admitted to a parent university and satisfy their admission requirements. Acceptance into the lower-division courses does not guarantee that students will be selected for enrollment into the School of Nursing.

In addition, a separate admission process is required for students to be admitted to the School of Nursing. Applications for admission are submitted through the Nursing Centralized Application Service

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

(NursingCAS). NursingCAS will verify application for accuracy, calculate the GPA, and send applicant's materials to PHSSN. The NursingCAS website is [www.nursingcas.org](http://www.nursingcas.org).

Exceptions to applying thru NursingCAS are made for Re-Admission applications.

### **GENERAL ADMISSION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN NURSING PROGRAM**

#### **Minimum Admission Criteria**

- 3.0 cumulative GPA in lower-division nursing curriculum based on 4.0 scale
- Successful completion of HESI A2 Entrance Exam
- B in A&P I&II and Microbiology
- C in Chemistry
- Completion of General Education and pre-nursing requirements, and all minor track courses prior to beginning Nursing Core courses (see Statistics and Science General Education Requirement Policies)
- Two professional recommendation letters
- Achieve a minimum 61% of the total possible points on the admission points system
- Enrolled in a parent university prior to application for admission

#### **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, Microbiology) before attempting the exam. The HESI A2 should not be attempted earlier than two academic semesters prior to the desired entry semester.

A HESI A2 cumulative score of 75% or greater is recommended. Additionally, a HESI A2 critical thinking score of 750 or better is recommended. A minimum score of 75% is recommended on each science section (Chemistry, Microbiology, Anatomy and Physiology).

A HESI A2 cumulative score of 75% or better is required. A minimum score of 75% is recommended on each science section (Biology, Chemistry, and Anatomy & Physiology) to be competitive. Three attempts will be permitted. If the HESI A2 is repeated to improve scores, the highest score in each section will be considered for admission. HESI A2 scores are considered valid by PHSSN for two admission cycles (fall & spring or spring & summer or summer & fall).

HESI exam scores from another institution may be sent to PHSSN, if all 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 Admissions and Advising Coordinator. A nominal fee is charged by Elsevier for this service.

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

### **Course Grade Requirement**

A final grade of B is required in Anatomy and Physiology I & II and Microbiology.

A final grade of C or better is required in Chemistry, College Algebra, Introduction to Psychology, Introduction to Sociology, Life Span Development, and Statistical Methods.

A grade less than C, or 2.00 on a 4.0 scale in nursing core courses will not be accepted toward the Bachelor of Science in Nursing Degree.

### **Number of Course Attempts**

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

### **General Education/Pre-Nursing courses**

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

### **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, unless otherwise indicated.

Failing to complete the requirements of a conditional offer of admission will result in revocation of the offer.

Cumulative GPA of students receiving a conditional offer of admission must be at least 2.8. provided all other requirements are met.

### **Undergraduate Admission Point System Evaluation**

The selection process of the School of Nursing is highly competitive. To ensure a thorough and objective review of each applicant, the School of Nursing utilizes a point system to assess a pre-nursing student's readiness for the BSN program. The admission point system is comprised of all the admission requirements – the cumulative GPA, general education requirement completion, science grades, HESI A2 Nursing Entrance Exam Scores, and professional references. To be competitive, a student should achieve a minimum of 61% of the total possible points earned. The following table demonstrates the breakdown of eligible points in these admission requirements:



## UNDERGRADUATE NURSING STUDENT HANDBOOK

Criteria	Percentage of Total	Points Possible
<b>Applicant History</b> -Application deadline met -Two Reference letters submitted -All but one general education courses completed upon admission	6%	4
<b>Pre-requisite Science Course Grades</b> -Chemistry                      -Sociology -Algebra                         - Anatomy & Physiology 1 -Psychology                    -Anatomy & Physiology 2 -Lifespan Development      -Microbiology	42%	27
<b>Health Education Systems Incorporated (HESI) Exam Scores</b> -Chemistry                      -Cumulative -Biology                         -Number of attempts -Anatomy & Physiology	15%	10
<b>Cumulative GPA</b>	37%	24
<b>Totals</b>	100%	65 Points

### ADMISSION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN NURSING RN-BSN PROGRAM

Before being admitted to the nursing program, a student must be admitted to a parent university and satisfy their admission requirements. In addition, a separate admission process is required for students to be admitted to the School of Nursing. Acceptance into the lower-division courses does not guarantee that students will be selected for enrollment into the school of nursing.

The following is required of applicants for the Bachelor of Science in Nursing RN-BSN Program:

- Initial contact with School of Nursing must be via phone, email, or in person when beginning the initial application (Nursing CAS) process.
- Current, active RN unencumbered license in good standing – no restrictions
- Minimum cumulative GPA of 2.5 for admission consideration. All calculated grades from schools attended are admission grade point average

## UNDERGRADUATE NURSING STUDENT HANDBOOK

- Official transcripts from all colleges attended
- Completion of 46 semester hours of nursing prerequisites
- Prerequisite course work, including nursing core courses, must be completed with a grade of “C” or better, prior to the beginning of this program.
- Five-year age limit for sciences may not apply. (SEE Science General Education Requirements Policy)
- Students must successfully complete all nursing courses (with a grade of ‘C’ or better) in sequential order in each level before progression to the next level in the curriculum.
- All applicants who receive offers of admission will consent to a criminal background check (a complete FBI/DPS background check). A history of criminal conduct or conviction may result in withdrawal of the admission offer.

### TRANSFER ADMISSION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN NURSING AND THE RN-BSN PROGRAM

Transfer admission to PHSSN is at the combined discretion of the Admissions Committee, the undergraduate/graduate program chair, and the Dean. Transfer admission is not automatic or guaranteed. Review of transfer applicants is holistic and objective. Transfer decisions are subject to the availability of seats in the program as first-time applicants are priority.

Students seeking transfer admission must:

- Submit a letter seeking transfer at least 45 days prior to suitable semester.
- Submit a formal application (Nursing CAS) for admission to PHSSN.
- Submit syllabi from all nursing courses previously taken.
- Submit current academic transcripts.
- Submit two letters of (good) academic standing and professional character.
- Pass or complete a criminal background check within the last 12 months.
- Provide or complete a negative drug screen taken within the last 90 days.
- Have a negative PPD or CXR performed within the last 12 months.
- Documentation of a physical examination and current vaccination/tests (See Health Policy section)
- Have valid Basic Life Support for HCP from the American Heart Association.
- Satisfy all general education prerequisite requirements.
- Be in good standing at current accredited school of nursing.
- Have a cumulative grade point average (GPA) of 3.0 or higher.
- Take a mobility exam for evaluation of nursing core mastery.
- Consent to an achievement plan as determined by mobility exam results.
- Satisfy the parent university’s in-residence credit requirement of 25%.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

- Exhibit appropriate clinical skill level mastery by:
  - Simulation performance evaluation or
  - Submission of valid documentation from current institution.

A student seeking transfer admission following academic or clinical failure, must:

- Submit an action plan of academic readiness identifying factors to improve performance and outlining short and long-term goals for success at PHSSN.
- Submit recommendation letters from two (2) previous nursing faculty.

The admission committee reviews all transfer applications for determination of program entry-level placement.

Nursing coursework five years or older may be accepted only for transfer into the RN to BSN Program and for currently practicing licensed vocational nurses (LVN) transferring into the BSN program.

Documentation must be submitted to the Faculty Administrative Coordinator by the established due date.

### **SPECIAL CIRCUMSTANCE ADMISSION POLICY (INCLUDING, BUT NOT LIMITED TO, FORCED RELOCATION SECONDARY TO MILITARY SERVICE)**

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 general/transfer 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.

### **GENERAL EDUCATION REQUIREMENTS**

#### **SCIENCES TIME LIMIT**

#### **Bachelor of Science in Nursing Program**

The general education requirements for the courses Anatomy & Physiology I, Anatomy & Physiology II, Microbiology, and Chemistry state these sciences must be less than five years old. Exception will be granted only to currently practicing Associate Degree RNs, LVNs/LPNs with a valid, unencumbered, license. If any of the courses are taken, a course may only be repeated once.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

### RN-BSN Program

The general education requirements for the courses Anatomy & Physiology I, Anatomy & Physiology II, Microbiology, and Chemistry state these sciences must be less than five years old. Exception will be granted only to currently practicing Associate Degree RNs, with a valid, unencumbered, RN license. If any of the courses are taken, a course may only be repeated once.

### STATISTICS LEVEL REQUIREMENT

#### Bachelor of Science in Nursing Program and RN-BSN Program

Students are required to take a minimum 1000-level Statistics course towards the BSN program general education requirements.

### PROGRESSION (REVISED FALL 2020)

Students must complete the entire nursing curriculum within three 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 all 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'. A required grade of 'B' or better in NURS 3410 Pathophysiology is the exception to this rule.

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.

A student may repeat only one failed nursing course. An action plan must be submitted to the Admissions/Progression Committee prior to the student being permitted to retake the failed course.

Students who have a second-course failure at any time during their enrollment in the nursing program will be dismissed from the program. Students may submit a grade appeal.

A final course grade of WF constitutes a course failure and is counted toward the number of unsuccessful attempts.

*\*This version of the policy applies to students entering the undergraduate program after August 1, 2020. Students enrolled prior to August 1, 2020 will follow the previous version of this policy as described in the 19-20 PHSSN student handbook.*

## UNDERGRADUATE NURSING STUDENT HANDBOOK

### COURSE/PROGRAM WITHDRAWAL OR LEAVE OF ABSENCE POLICY

#### COURSE WITHDRAWAL

Applies to pre-nursing nursing courses and 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:
  - 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.

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

- 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 the course being audited and access to assignments will be at the discretion of course faculty.

### **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**

## UNDERGRADUATE NURSING STUDENT HANDBOOK

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 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. Tardiness (10 or more minutes late) is considered unprofessional behavior and is not tolerated. **Three classroom tardies will constitute one classroom absence.** Attendance will be recorded at any time during the class period. Attendance may be considered 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 Faculty in advance of the absence. An absence cannot be approved unless the student obtains written advanced permission from the Course Faculty 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.**

## UNDERGRADUATE NURSING STUDENT HANDBOOK

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" as deemed appropriate by the course faculty.*
- *Being absent from more than 25% of scheduled clinical constitutes clinical failure*

## **TESTING & EXAMINATION POLICY**

### **COURSE UNIT EXAMS POLICY**

Students are expected to *arrive to the computer lab 15 minutes prior* to the scheduled exam time.

**Students must be in their seats, prepared to start the exam, 5 minutes prior to the scheduled exam time.** If a student is not in their seat 5 minutes prior to the scheduled exam time, the student will not be allowed to take the exam. If a student misses an exam, the score for that exam will be entered as a zero in the gradebook. Make-up exams may be allowed for a valid, verifiable, situation/excuse.

If a student is unable to report to class on time on the day of a scheduled test, the student must communicate DIRECTLY with the course faculty and/or course coordinator **prior** to time of scheduled exam. Failure to notify the proper personnel in a **timely** manner may result in a "zero" (0) for the exam. The student is responsible for making an appointment within 24 hours of an examination day absence with the instructor or course coordinator to discuss absence circumstances and determination of a make-up examination. Make-up exams will be determined at the discretion of the faculty and may be an alternate format exam from that previously administered, e.g. essay, fill in the blank.

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.



## UNDERGRADUATE NURSING STUDENT HANDBOOK

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 not in their seats 5 minutes before exam time will not be admitted to the examination room.
- Make-up exams may be alternative version(s) of the same essential content.
- Electronic equipment such as cell phones, tablets, or smart watches will NOT be allowed in the testing area.
- Students will deposit all books, notes, bags, purses, cell phones, smart watches, electronic devices, coats, hats, etc. outside the testing room(s) and/or as directed by proctoring faculty/staff.
- 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. A non-formula based calculator may be used in place of the embedded calculator. For paper/pencil exams, there will be no sharing of calculators.
- Students are required to carry a set of headphones/earbuds for use during specialty testing (HESI's) or as directed by the course instructor. It is the student's responsibility to be prepared for auditory testing. The school will not supply headphones/earbuds during testing.
- Most of the 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 and the testing area quietly.
- For computer exams, students will be provided with feedback and/or rationale for each item.
- 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.

### SPECIALTY (HESI) EXAM POLICY

Pre- and Post-standardized computerized testing will occur prior to course completion in many nursing courses within the nursing curriculum and are mandatory for all students. Students will be required to complete a study packet after the pre-test and before administration of the post-test. Students will not be allowed to take the higher score between the pre- and post-test. *Only the post-test will count as a weighted portion of the final course grade.* 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.

### LOCKDOWN BROWSER + WEBCAM REQUIREMENT

At the instructors' discretion, courses may require the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. Courses that require LockDown Browser + Webcam requirements will provide this information in the syllabus.

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

There is a \$15 fee for the webcam feature that's used with LockDown Browser (sometimes referred to as Respondus Monitor). This is a one-time fee that provides unlimited use for 12 months (365 days) with any course in the same learning system at the institution. (The username must be the same across courses.)

### **Download Instructions**

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=519843684>

### **Once Installed**

- Start LockDown Browser
- Log into to Canvas
- Navigate to the quiz

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

### **Guidelines**

When taking an online quiz, follow these guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move

## UNDERGRADUATE NURSING STUDENT HANDBOOK

- If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
- Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

### **Getting Help**

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- [As applicable, insert information about your institution's help desk, including details about how to contact them. Some help desks want students to run the "System & Network Check" and the "Webcam Check" before they are contacted - and even, to forward the results of these checks at the time of opening a ticket.]
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it

### **MEDICATION CALCULATION (MED-CALC) EXAMS**

Students in any clinical course in which they are responsible for medication administration must pass a medication calculation examination. Students are required to achieve a 100% on the examination to administer medications in the clinical setting and subsequently pass the clinical portion of the course. The medication calculation exam must be successfully completed with a score of 100% prior to the start of clinical. Students will be allowed three (3) attempts to pass the medication calculation exam.

If the student is unsuccessful at passing the first examination, students are allowed a second attempt after mandatory remediation. Should the student be unsuccessful on the second attempt, additional remediation will be required prior to taking the third medication calculation examination.

Students who fail to achieve a passing score on the third attempt have not met the benchmark required for clinical progression and will fail clinical. A failure in the clinical portion of a course results in a course failure and a failure to progress to the next sequence of program course work. The student will be

## UNDERGRADUATE NURSING STUDENT HANDBOOK

dropped from the clinical course and further progression within the nursing program will not be allowed. The student may remain in other registered non-clinical courses.

### PERFORMANCE-BASED CLINICAL COMPETENCY EXIT EXAM (PBCEE)

Each process course will consist of a formative and summative clinical competency exam to assess the retention and progression of clinical skills pertinent to the specific course. Successful completion of this component requires the student to demonstrate psychomotor clinical skills and critical thinking skills in the simulation lab. To demonstrate skills progression, clinical procedures/concepts from previous process courses will be included in the formative and summative exam.

- Successful completion of this component requires the student to demonstrate psychomotor clinical skills and critical thinking skills in the simulation lab.
- The summative simulation evaluation will incorporate the nursing process with a focus on safety, prioritization, delegation, and documentation.
- A rubric will be used to evaluate student performance and will be made available in the course syllabus. The grade received will be weighted as 10% of the course grade, except for Practicum students.

### ACADEMIC ACCOMMODATIONS

Eligible students seeking accommodations should contact the Director of Undergraduate Advising and Disability Services (HSU) or the Disability Coordinator (McM) as soon as possible in the academic term for which they are seeking accommodations. The Director/Disability Coordinator shall prepare letters to appropriate PHSSN faculty members concerning specific, reasonable academic accommodations for the student. The student is responsible for delivering accommodation letters and conferring with PHSSN faculty members. Once documentation is on file, PHSSN faculty will provide the appropriate academic accommodations for the student. When testing accommodations are necessary, the student may be required to use the Parent University's testing center if adequate testing accommodations are not available on the PHSSN campus.

### REMEDIATION

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 by the instructor. If the student fails to complete remediation prior to the next exam, it will be considered as being unprepared and the student will not be permitted to sit for the next exam. If a student misses an exam, the score for that exam will be entered as a zero in the gradebook. Remediation cannot guarantee success for the student; however, the faculty and staff will take reasonable measures to help the student manage their challenges and progress in the nursing program.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

### **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 based on 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 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.

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)

## UNDERGRADUATE NURSING STUDENT HANDBOOK

- 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/Coordinator for Records, Admissions, & Advising.

Individual health insurance is required since 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 coverage.

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 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 effects establishment of rapport and working relationships with patients, families and colleagues and sets the standards for professional appearance.

#### **DRESS CODE**

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.

Students found in violation will be sent home to change. In further clarification of expected classroom and community dress pictures have been added to the end of this email; and, following are expected dress behaviors:

1. Modest shorts for men and women are to be no shorter than three inches above the knee.
2. Ripped jeans will not be allowed in the classroom.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

3. No yoga pants/leggings.
4. Tank tops are not permitted.
5. No athletic gear.
6. No Midriffs/cleavage showing.
7. In Winter, long sweaters or tops covering hips over yoga pants/leggings may be permitted.

Consequences for dress code violations:

1. Sent home to change clothes.
2. If sent home to change clothes, a tardy to class will be recorded.
3. Repeat behavior will result in academic alert.

### EXAMPLES OF PROPER DRESS CODE ATTIRE FOLLOWS.

#### **PROFESSIONAL DRESS:**



#### **BUSINESS CASUAL:**



**APPROPRIATE SHORTS AND JEANS:**

**For Women:**



**For Men:**





## UNDERGRADUATE NURSING STUDENT HANDBOOK



### UNIFORM POLICY

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.

#### All Students (Exception: see Uniform Policy Grandfather Clause below)

- Grey scrub pants and a royal blue scrub top. **See specific requirements below.**
- White or neutral socks worn above the ankle. 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 logo to be monogrammed on left chest of uniform. Both Scrub Top AND Warm Up Jacket.
- Undergarments should not be seen.
- White or gray long-sleeved undershirts may be worn.
- For community experiences AND data collection prior to clinical assignments, the student will wear the Patty Hanks Shelton blue scrub top and grey scrub pants.
- All uniform pieces must fit appropriately. Not too loose- or tight-fitting pants or tops.
- Monogrammed Cherokee Infinity Warm-Up jacket is the *only accepted jacket* for clinicals. No white lab coats will be permitted.
- PHSSN badge to be worn on right side of chest.

\*\*PHSSN badge, stethoscope with bell and diaphragm, pen light, wrist watch with second-hand, and writing utensil are all part of the uniform. Students who come to clinical/sim lab without all proper

## UNDERGRADUATE NURSING STUDENT HANDBOOK

uniform pieces/equipment will not be allowed to stay in the clinical environment and will have to make up missed time.

### 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.
- Any other visible body jewelry (eyebrow, nose, tongue, lip, etc.) is unacceptable. A skin tone filler maybe worn if needed.
- A watch with a second hand is required.

### Hair, Facial Hair, Tattoos

- Hair must be clean, neat, and off collar. Long hair must be pulled back and secured to prevent it from falling forward. Ornate hair accessories or hair ribbons are not acceptable.
- Hair color must be close to a natural color. (No pinks, purples, magentas, greens, blues, etc.)
- Facial hair must be neatly trimmed.
- Tattoos must be concealed.

### Nails

- Nails must be natural, short ( $\leq 1/4$  inch), groomed and clean with no nail polish. No artificial nails (including gel, shellac, or dip) are allowed.

### 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 or classroom settings. Many people are 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. Students must be mindful of personal body odors and wear effective deodorant/antiperspirant.

We suggest buying the required scrubs at:

#### **Abilene Uniform Center**

610 Walnut St

Abilene, TX

(325) 673-6312

<http://www.uniformsabilene.com/>

You are welcome to order your scrubs online if that is more convenient for you. **However, we require that you purchase one of the following brands, in the exact color described:**

## UNDERGRADUATE NURSING STUDENT HANDBOOK

- Cherokee Infinity
  - Scrub tops – ROYAL
  - Scrub pants – PEWTER
- Heartsoul Scrubs
  - Scrub tops – ROYAL
  - Scrub pants – PEWTER
- Grey's Anatomy Scrubs
  - Scrub tops – ROYAL
  - Scrub pants – GRANITE
- Warm-up Jacket (\*this will be the only jacket a student may wear)
  - For women- Cherokee Traditional Classic Snap Front Warm Up Jacket – ROYAL
  - For men- Cherokee Warm-Up Jacket WW360 - ROYAL

*Blue Scrub Top with PHSSN Logo monogrammed on left chest; Grey scrub pants (may have pockets &/or leg pockets)*



*Blue warm-up jacket with PHSSN Logo monogrammed on left chest*



### **The Monogrammer**

4651 S. Treadaway

Abilene, TX

(325) 692-6436

<http://themonogrammer.com/>

*PHSSN logo monogrammed on left chest*

## UNDERGRADUATE NURSING STUDENT HANDBOOK



### NEW UNIFORM POLICY GRANDFATHER CLAUSE

Patty Hanks Shelton School of Nursing Fall 2019 students entering Process II, III, or IV have the option to continue wearing the previous PHSSN uniform colors (red scrub top, khaki pants, white lab coat), if they do not wish to purchase a new set of scrubs. The red scrub top/khaki pants combination are also allowed to wear either red, white, or khaki long-sleeved undershirt under their scrub top.

***However, once a student picks their uniform for the year, they are required to adhere to this choice.*** A student may not wear both options throughout the year and a student may not “mix and match” different pieces from the previous uniform and the new uniform. At orientation, students will be asked to fill out a form declaring which scrub colors they will be wearing.

All Process I students, entering PHSSN in Fall 2019 and thereafter, will be required to purchase and wear the new scrub colors (blue top, grey pants, blue warm-up jacket).

### 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.

### 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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

- 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.

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

- 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
- To commit an act or demonstrate a behavior of 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 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 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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

### REVIEW COURSES

During NURS 4846 (med-surg) and NURS 4453 (Practicum), pre-RN NCLEX Review Course(s) will be scheduled, and are mandatory. 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 PRACTICUM COURSE

Successful completion of the Professional Nursing 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 patient care 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) in collaboration with PHSSN faculty.

### NCLEX TESTING APPLICATION PROCESS

Initial steps to sit for the NCLEX-RN Licensure Examination should begin 30 days prior to graduation. Estimated cost is generally \$300 but is subject to change and must be verified through the provided links.

Thirty days prior to graduation, the student should register with Pearson Vue, (a third party vendor who administers the exam), to take the National Council Licensure Examination (NCLEX®) at <https://portal.ncsbn.org/>. A school code is required to register with Pearson Vue and will be provided within the appropriate time frame.

After graduation, the parent university will provide PHSSN with the official date of degree conferment. This process may take up to 10 business days. Once the date has been received, PHSSN will send the BON an affidavit of graduation. The BON will then access Pearson Vue to see if the student is registered, and if deemed eligible, will send an email verification giving the student authorization to test and instructions on scheduling the test.

The following links have licensure examination information outlined for the NCLEX-RN. A Criminal Background Check, which is required, should already be on file with TXBON (resulting in the receipt of a

## UNDERGRADUATE NURSING STUDENT HANDBOOK

Blue Card/Declaratory Order). Included in these links is information regarding fees that are required to be paid prior to sitting for the NCLEX examination.

[https://www.bon.texas.gov/licensure\\_examination.asp](https://www.bon.texas.gov/licensure_examination.asp) (Links to an external site.)Links to an external site. (Links to an external site.)

This link contains additional information that might be useful.

<http://www.bon.texas.gov/exam-complete.asp> (Links to an external site.)Links to an external site. (Links to an external site.)

reference: [www.bon.texas.gov](http://www.bon.texas.gov)

### 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.

### NEEDLESTICK INJURY

In the event of a needle stick injury immediately contact your clinical instructor/PHSSN faculty , who will notify the clinical facility, 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 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 irrigation solution
- 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.*



## UNDERGRADUATE NURSING STUDENT HANDBOOK

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.

### **AMERICANS 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 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**

## UNDERGRADUATE NURSING STUDENT HANDBOOK

**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

#### SCHOLARSHIP/AWARDS/ENDOWMENT LIST

A list of all Scholarships, Awards, Endowments, etc., will be maintained with the Admissions Committee Chair. 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:

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 it will help you achieve your goals
4. Student must be in good standing with the school of nursing.
5. Additional requirements as established by a specific Scholarship/Awards/Endowment will be communicated to the student when notified of award selection (funds will not be awarded until the specific requirement has been met).
6. If additional requirements are not met within a 30-day period, or as outlined in the 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 master’s degree nursing program, must complete the Scholarship Application for the appropriate degree program.
2. The application deadlines will be published on the PHSSN website and mailed to students.
3. The application may be returned to the Faculty Administrative Coordinator.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

### 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.

The Chairperson of the Admission Committee will receive Scholarship Applications from the faculty coordinator within 2 days of the scholarship application deadline. The Chairperson will call an Admission Committee meeting within one week of the scholarship application deadline for review of the applicants.

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.
- 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

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

- 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.

### **APPLICATION REVIEW, SELECTION, AND DISBURSEMENT PROCEDURES**

1. The Faculty Administrative Coordinator delivers all scholarship applications to the admissions committee chairperson within one week of receiving the application.
2. Applications are reviewed by admissions committee.
3. Scholarship award recommendations will be sent to the BSN and MSN Program coordinators for further review and approval.
4. Recommendations approved by the Program Chairs will be forwarded for approval by the Dean.
5. Upon approval/denial by the Dean, applications will be returned to admissions committee chair who will submit the names and awards to the designated controller in the accounting department at HSU for confirmation of accounts/award codes
6. Following confirmation of accounts/awards codes, the admissions committee chair notifies the Director of Financial Aid and Scholarship at Hardin Simmons
7. The admissions committee chair will advise the Faculty Administrative Coordinator of approval/denials. If any Scholarship/Awards/Endowment has an additional specific requirement, the funds will not be awarded until the requirement has been met.
8. The Faculty Administrative Coordinator will notify applicant(s) via a letter signed by the admissions committee chairperson.
9. Award recipients MUST acknowledge the person, family, trust, or foundation awarding the scholarship in writing or as determined by the donor.

### **STUDENT COMPLAINT PROCESS**

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 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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

### 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
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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

- 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 Dean. The student will be notified of the recommendation.
- The Dean will review the documents related to the appeal and schedule any meetings as deemed necessary. The Dean will then decide 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.

#### **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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

- C. If satisfactory resolution is impossible at this level, the Undergraduate Nursing Programs Chair will refer the grievance to the Dean.
- D. The Dean will review the grievance and make a decision or refer the grievance to the Admissions and Progression Committee prior to making 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.



## UNDERGRADUATE NURSING STUDENT HANDBOOK

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**

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006). Further amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

1. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide for and safeguard the students' freedom to learn.
4. Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.
5. Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.
6. Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students 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, legal status, United States citizenship status, sexual orientation or other personal information 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 an element of evaluation.
8. The student should have the right to advocate for themselves and other students in the construction, delivery, and evaluation of the curriculum.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

9. Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.
11. Students should be allowed to invite and hear any individual of their own choosing within the institution's guidelines, thereby advocating for and encouraging the advancement of their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership, or representation on relevant faculty committees.
13. The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, and its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written, and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.
15. The nursing program should have readily available a set of clear, defined grievance procedures.
16. As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.
17. Students have the right to belong to or refuse membership in any organization.
18. Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.
19. Adequate safety precautions should be provided by nursing programs, for example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.
20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.
21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

22. Students should have a clear mechanism for input into the evaluation of their nursing education and nursing faculty.
23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.
24. The nursing program should provide comprehensive, clear, and concise information related to student loans, scholarships, and any other student financial aid.

### **ANA CODE OF ETHICS**

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality, health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through the professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association, *Code of Ethics for Nurses with Interpretive Statements*, Washington, D.C.: American Nurses Publishing, 2015.

### **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.

## UNDERGRADUATE NURSING STUDENT HANDBOOK

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.
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**

	<b><u>Abbreviation</u></b>	<b><u>Incorrect Example</u></b>	<b><u>Correct Example</u></b>
1)	<b>U (unit)</b>	<b>insulin 5 u</b>	<b>Insulin 5 units</b>
<i>Do not use "U" for unit; it can be mistaken for a 0.</i>			
2)	<b>IU (international unit)</b>	<b>vitamin E 400 IU</b>	<b>vitamin E 400 international unit daily</b>
<i>Do not use "IU" for international unit; it can be mistaken for IV or 10.</i>			
3)	<b>Q.D. (every day)</b>	<b>qd</b>	<b>daily</b>
<i>Do not use "qd" for every day or daily; it could be mistaken for qid or qod.</i>			
4)	<b>Q.O.D.</b>	<b>qod</b>	<b>every other day</b>
<i>Do not use "qod" for every other day; it can be mistaken for qid.</i>			
5)	<b>Trailing Zeros</b>	<b>morphine 1.0 mg</b>	<b>morphine 1 mg</b>
<i>Do not use a trailing zero after the decimal point; the decimal point may be missed.</i>			
6)	<b>Leading Zeros</b>	<b>hydromorphone .5 mg</b>	<b>hydromorphone 0.5 mg</b>
<i>Use a leading zero before the decimal point; the decimal point may be missed.</i>			
7)	<b>MS</b>	<b>MS 1 mg</b>	<b>Morphine 1 mg</b>
<i>Do not use "MS" for morphine sulfate; it can be mistaken for magnesium sulfate</i>			
8)	<b>MSO<sub>4</sub></b>	<b>MSO<sub>4</sub> 1 mg</b>	<b>morphine 1 mg</b>

**UNDERGRADUATE NURSING STUDENT HANDBOOK**

*Do not use "MSO<sub>4</sub>" for morphine sulfate; it can be mistaken for magnesium sulfate*

9)	<b>MgSO<sub>4</sub></b>	<b>MgSO<sub>4</sub> 2 g</b>	<b>magnesium sulfate 2 g</b>
<i>Do not use "MgSQ<sub>4</sub>" for magnesium sulfate; it can be mistaken for morphine sulfate</i>			
10)	<b>μ (Greek symbol for micro)</b>	<b>levothroid 50 μg</b>	<b>levothroid 50 mcg</b>
<i>Do not use the Greek symbol μ for micrograms; it can be mistaken for mg</i>			
11)	<b>T.I.W. (3 times weekly)</b>	<b>coumadin 2 mg T.I.W.</b>	<b>coumadin 2 mg three times weekly</b>
<i>Do not use "TIW" for three times weekly; it can be mistaken for three times daily resulting in overdose</i>			
12)	<b>c.c. (for milliliter)</b>	<b>10 cc</b>	<b>10 ml</b>
<i>Do not use "cc" for milliliter; it can be mistaken as U (unit) when poorly written</i>			

<b><u>Dangerous Abbreviations</u></b>	<b><u>Possible Interpretation</u></b>	<b><u>Acceptable Terminology</u></b>
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 "I"	Write "every day" or "daily"
Q.O.D (Every other day)	The "O" can be mistaken for "I"	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 <sub>4</sub>	Misread as Morphine Sulfate	Write "Magnesium Sulfate"
MSO <sub>4</sub> ; 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.

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

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 they contain visible blood
- b. Body fluids of all patients and specimens
- c. Non-intact skin
- d. Mucous membranes.

### **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.

## **UNDERGRADUATE NURSING STUDENT HANDBOOK**

### **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.

### **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. [2019 NCLEX-RN Test Plan](#)