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Undergraduate Nursing Student Handbook

Spring 2023

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

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:

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

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WELCOME

Welcome to the Patty Hanks Shelton School of Nursing (PHSSN) Undergraduate Nursing Program. Patty Hanks Shelton School of Nursing is a consortium 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. All students are required to attend mandatory orientation as defined by PHSSN Administration.

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,

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clinical skills, clinical reasoning, clinical judgement, 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.
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 aligned with the 2021 AACN Essentials: Core Competencies for Professional Nursing Education and the Texas Board of Nursing (TXBON) Differentiated Essential Competencies, 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) Utilize critical thinking, critical judgment, and reasoning to deliver competent, holistic, ethno-culturally sensitive, and ethical nursing care.
- 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 and collaborate effectively with clients and interprofessional members of the health care team to influence local and global health outcomes.
- 4) Demonstrate leadership and management skills in the delivery of health care services and the practice of professional nursing.
- 5) Utilize evidence-based practice, client care technologies, and community resources to restore, maintain, and promote client health across the lifespan.
- 6) Demonstrate personal, moral, ethical, spiritual, and professional development
- 7) Identify the influence of global perspective on nursing within a complex society (*Revised and Approved: 2022*)

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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 National Council Licensure Examination – Registered Nurse (NCLEX-RN).

Contact information:

[Texas Board of Nursing](#)

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

ACCREDITATION: COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)

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

Contact information:

[Commission on Collegiate Nursing Education](#)

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

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 method of delivery may change rapidly and/or with a varied frequency. Updates will be communicated as soon as possible to all students, faculty, and staff.

All students are required to self-monitor daily, excluding weekends and holidays. Students attending clinical, who meet at their designated clinical facility, will be screened according to the facility policies. PHSSN will follow the COVID-19 policies of the facilities utilized for clinical experiences.

If required by PHSSN Administration according to current CDC guidelines, all students, faculty, and staff may be required to wear a mask and maintain social distancing in all areas of PHSSN.

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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.

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

Any student who exhibiting any of the signs or symptoms of COVID-19 may not come to the school and must contact their course/clinical faculty prior to attending clinical or class. Students who come to class/clinical exhibiting signs/symptoms of COVID-19 will be asked to immediately leave and schedule COVID-19 testing. Students who call from home stating they are exhibiting symptoms will be advised of the same recommendation. A medical release will be required for permission to return to class.

Should a student test positive for COVID-19, the student must follow prevailing CDC guidelines for isolation or quarantine. A provider's note will be required for return to class/clinical if symptoms remain after the required isolation period as defined by the current 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.

COVID-19 signs and symptoms include but are not limited to:

- Fever greater than/equal to 100.4° F
- 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

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 for 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 information on a need-to-know basis. It is the responsibility of those who have access to confidential information to safeguard that information.

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 misusing 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 ([Laws & Rules - Nursing Practice Act](#)). 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.

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- Under no circumstances is the student to photograph, copy and/or record any part of the patient's chart/records.
- Failure to honor the basic ethical rights of the patient/client may result in immediate dismissal of the student from the nursing program.

ACADEMIC HONESTY AND INTEGRITY

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

Nursing students are expected to maintain an environment of academic integrity. It is expected that everyone should complete and maintain responsibility for their own work in each course. Plagiarism is not allowed at PHSSN and can be a dismissable offense. 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. 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 assignment/exam activity that is not available to other students in the same assignment/exam activity which may include but are not limited to classroom, clinical, simulation lab, and online environments. 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 photographs, making copies of exams or other's work.

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4. Utilizing internet access without expressed faculty permission during exams or assignments.
 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, using notes on a non-note test, or seeking answers from a peer, i.e. sharing information outside the testing/simulation lab environment.
 7. Unauthorized altering of a graded work after it has been returned and submitting the work for regrading.
 8. Submission for credit of purchased work.
 9. Allowing another person(s) to do all or part of one's work and to submit the work under one's own name.
 10. Collaborating with another student during a test without faculty authorization.
 11. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of a test.
 12. Substituting for another student or permitting another student to substitute for oneself to take a test.
 13. Obtaining an un-administered test or information about an un-administered test.
 14. Informing any person(s) of the contents of any examination prior to it being given or during completion of an exam/simulation testing.
 15. Claiming credit for attendance in classroom, clinical, simulation lab, and online environments, or service activity without attending or performing the activity and related assignments.
 16. Failing to upload exams prior to leaving the testing environment to seek unauthorized information.
- 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 online.
- C. **Collusion** is the unauthorized collaboration with another person(s) in preparing or completing 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.

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- E. **Aiding and Abetting Dishonesty** is providing material, information, or assistance to another person(s) with the knowledge or reasonable expectation that the material, information, or assistance will be used to commit an act that would be prohibited by ethical standards or by law or another applicable code of conduct. Failure to report occurrences of academic dishonesty is aiding and abetting that dishonesty.
- F. **Falsification of Data** is dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, fabricating any clinically related situation, altering clinical documents and gross negligence in collecting and analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.

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

SOLICITATION

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

SERVICE ANIMALS

Emotional support animals are not allowed at PHSSN. Only service animals with appropriate documentation, training records, and immunization records will be permitted on the PHSSN campus after document review.

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 from a designated lab as determined and scheduled by PHSSN Administration. 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

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

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

BULLYING

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

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

ASSAULT

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

- Intentionally 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.

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- Intentionally, knowingly, or recklessly causing bodily injuries to another.

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 (PHSSN.edu) 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 (TXBON). 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) ... pending the results of the licensing examination." This temporary authorization is not renewable and will expire the earliest date of any of the following: (1) when the candidate passes the NCLEX-RN® test; (2) when the candidate fails NCLEX-RN® test; (3) or on the 75th day following the effective date of the temporary authorization [\[217.3\(2\)\]](#). (TXBON, 2020).

For further information regarding the TXBON and the NCLEX examination, visit the following web site: https://www.bon.texas.gov/licensure_examination.asp.html. In addition to the Patty Hanks Shelton School of Nursing requirements for graduation, the student must also meet the TXBON eligibility requirements outlined on the following TXBON website: https://www.bon.texas.gov/licensure_eligibility.asp.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?

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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.

DECLARATORY ORDER

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

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

CRIMINAL 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 from a designated lab as determined and scheduled by PHSSN Administration. 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.

CRIMINAL ACTIVITY DURING ENROLLMENT

Students that have been granted full admission to the PHSSN Undergraduate Nursing Program have successfully completed the 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 undergo serious review by PHSSN and will be reported to the parent university administration. The student will be required to meet with the PHSSN Undergraduate Program Chair (Designee) and the PHSSN Dean 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

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Declaratory Order with the TXBON within 3 business days of the legal incidence occurring. The PHSSN 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 Undergraduate Program Chair. The decision to readmit or not readmit lies with the PHSSN Admission, Retention, and Progression Committee.

EXPECTED PROFESSIONAL BEHAVIORS

Students in the School of Nursing are expected to conduct themselves in a professional manner, not only in interaction with clients, but also with peers, faculty, and staff. Students represent the School of Nursing and the nursing profession; thus, students assume professional/personal responsibility for their actions toward society.

Any behavior that results in a negative reflection on PHSSN, its administration, faculty, staff or its students will not be tolerated. This includes any behavior or communication (written, spoken, texted, 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 social media and other Internet sources.

Should the student be in the classroom, simulation lab, 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 PHSSN 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.

PHSSN Professional Standards and Expectation

Students are expected to adhere to the professional standards set forth in the PHSSN Student Handbook, the HSU and McMurry catalogs, and the American Nurses Association Code of Ethics.

Nurses are held to a high standard of professional and academic conduct. It is the responsibility of the student to demonstrate professional and academic integrity. Any time the student is in the student role they are representing PHSSN, HSU, and/or McMurry. They are expected to maintain the highest professional standards and conduct at all times. An Academic Alert will be sent to students if professional

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standards and conduct are not followed. Point deductions will be taken from the **final course average for unprofessional behavior (See chart below).**

Professional standards of behavior and conduct is expected to be maintained during all Zoom meetings as with other didactic classroom experiences. Students are expected to dress appropriately, utilize cameras, and maintain a professional attitude in all interactions, discussions, and postings on Canvas. Students should arrive to meetings 15 minutes ahead of the start time to facilitate entry into the Zoom meeting. If any issues are anticipated or arise, the student should immediately contact the Course Faculty.

Professional Standards and Expectations	<i>Point Deduction from Final Course Grade</i>
Professional Integrity	
<ul style="list-style-type: none">• Applies legal and ethical standards	-1 point per occurrence
<ul style="list-style-type: none">• Maintains patient/client confidentiality	-1 point per occurrence up to dismissal from program
Professional Behaviors	
<ul style="list-style-type: none">• Exhibits professional attitude	-0.5 points per occurrence
<ul style="list-style-type: none">• Accountable for learning	-0.5 points per occurrence
<ul style="list-style-type: none">• Responds to SON faculty/staff contact within 24 hours	-0.5 points per occurrence
<ul style="list-style-type: none">• Attends all required appointments	-0.5 points per occurrence
<ul style="list-style-type: none">• Adheres to dress code	-0.5 points per occurrence
Scheduling and Attendance	
<ul style="list-style-type: none">• Adheres to institutional policies and procedures related to scheduling	-0.5 points per occurrence

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<ul style="list-style-type: none">• Accountable for developing and adhering to schedule	-0.5 points per occurrence
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Professional Behaviors:

Positive attitude, respectful, engaged in learning, seeks information, contact faculty, and utilizes resources.

Unprofessional Behaviors include but are not limited to:

Eye rolling, sighing, inappropriate use of phone or computer during class or guest presentation, talking during class or guest presentation, sleeping in class, tardiness, leaving the classroom during class, cursing, yelling, gossiping, unprofessional dress.

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

EXPECTED LEARNING ENVIRONMENT BEHAVIORS

- Prompt attendance
- Appropriate clothing supporting PHSSN's mission and philosophy of a Christian institution
- Maintenance of daily hygiene
- Notification of appropriate faculty if unable to attend class/clinical/scheduled activities
- Completion of reading assignments before class
- Appropriate verbal contributions to class
- Demonstration of appropriate demeanor during class and clinicals, e.g.
 - Remains in classroom until the class is dismissed.
 - Returns from breaks on time
 - Stays awake in class
 - Respectful to classmates, faculty, staff, and patients
- Refrains from side conversations or distractions
 - 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 assignments and responsibilities
- Prompt attendance to designated clinical site
- Remains in and at clinical site during clinicals/meals/breaks or seek the clinical instructor's permission to leave
- Reports reasons for absences before clinical time to appropriate clinical instructor and/or preceptor
- Maintains approved professional attire
- Maintains appropriate demeanor during clinical, e.g.
 - Respects clients, 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
 - Reports appropriately to clinical faculty and clinical staff concerns with clients, the clinical learning environment, and other needs as they arise
- Identifies own learning needs/goals
- Uses clinical time to maximize learning
- Keeps cell phone on silent mode and stored in break room at all times
- Verbally participates in clinical conferences
- Seeks faculty and/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 and times
- 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.

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- 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 in the presence of clinical instructor and/or assigned nurse.
- Communicates with the clinical instructor for permission prior to preparing and administering the medications.
- Articulates knowledge of each medication to the clinical instructor and/or assigned nurse prior to medication administration and teaches the patient about their 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 PHSSN's identity, integrity, and overall reputation. PHSSN acknowledges that social media sites, personal web sites, and weblogs can be effective tools for exchanging information and connecting in positive ways.

PHSSN cannot forbid students from participating in online communities as individuals. Derogatory remarks related to PHSSN, its administration, students, faculty, staff and clinical sites are never to be posted on any social media site. 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 policies.

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

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

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

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

ELECTRONIC DEVICES IN THE CLASSROOM

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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 within the exception of identified student disability requirements. 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 faculty or other students, such privileges may be withdrawn.

CHAIN OF COMMAND

During one's educational experience, problems, issues, and concerns may arise and must be effectively addressed using an approved chain of command for resolution. Use of this structure and channel of communication fosters fairness to all; facilitates protection of rights for students, faculty, staff, administration; and encourages a more effective forum to reach a satisfactory resolution for all involved. It is expected that students have knowledge of and will utilize the appropriate chain of command as 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.

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) Undergraduate Nursing Program Chair/Designee

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3) Dean

GENERAL STUDENT INFORMATION

INTRODUCTION

As a student at PHSSN, it is expected that all student activities and attitudes be consistent with high professional 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 PHSSN.

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 based on age, race, gender, sexual orientation, 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.

CRITICAL INCIDENT REPORTING

Any incident that could involve a student or client safety situation in the classroom or clinical setting should immediately be reported to the course faculty who will then report the incident to the Program Chair and other relevant parties. A PHSSN Incident Report will be completed by the faculty and student as appropriate and submitted to the Undergraduate Program Chair within 24 hours of occurrence.

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-

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needed basis outside of posted office hours. Students are expected to use professional courtesy and notify the faculty if they will be late or need to cancel an appointment.

ADMINISTRATIVE OFFICE HOURS

The PHSSN Administrative Office hours are Monday through Friday: 8:00 a.m. to 5:00 p.m. unless otherwise posted.

FACILITY HOURS

The PHSSN building is open to students from 8:00 a.m. to 5:00 p.m. unless otherwise posted. If students are in the building outside of scheduled hours, they must be accompanied by faculty or staff.

COMPUTER LAB HOURS

The Computer Lab is 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 for student use. 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. The Coordinator of Records, Admissions, and Advising may also assist with advising as appropriate. General education requirements should be followed per the PHSSN defined coursework sequence as approved by the TXBON. 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 my McM 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 parent university, departmental, and PHSSN requirements as stated in the general catalog and PHSSN 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*

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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. 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 requirements 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. For continued success in the nursing program, it is recommended to limit employment to no more than 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.

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Students should be aware that (1) PHSSN 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 PHSSN 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 PHSSN. 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 PHSSN and each of the two parent universities.

STUDENT NURSES ASSOCIATION

Student Nurses Association (SNA)

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

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

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 and professional behavior. 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.

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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 the only parking lot designated for student parking by HHS. Tardiness due to parking is not an excuse. HHS requires that each PHSSN student who parks a vehicle must register the vehicle (form completed during orientation) and display a PHSSN parking permit paid by student fees. Parking permits should be hung on the rearview mirror with the wording facing the front of the vehicle. Non-compliance with parking rules may result in a fine of \$25.00 and/or your car being towed.

STUDENTS ARE NOT TO PARK IN THE LOTS IMMEDIATELY IN FRONT OF AND BEHIND THE SCHOOL OF NURSING OR IN THE LOT DIRECTLY ACROSS HICKORY STREET FROM PHSSN. ANY STUDENT PARKING VIOLATIONS WILL BE REPORTED TO THE PHSSN DEAN AND MAINTAINED IN THE STUDENT FILE.

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 must be removed from the refrigerator after 48 hours and must be clearly marked with name and date. Food and containers remaining longer than 48 hours will be removed. Vending machines are also available on the second floor. A food pantry is provided for students who are in need of nutrition and unable to provide their own food.

SMOKING POLICY

The PHSSN and HHS properties are all non-smoking facilities. This includes no smokeless tobacco and vaping.

CLASSROOM/COMPUTER LAB POLICY (REVISED FALL 2020)

- Masks must be worn the entire time in the computer lab or classroom if current CDC, community, and/or PHSSN guidelines recommend.
- Students are expected to maintain a clean environment as they leave the computer lab.

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- Trash should be picked up and deposited in appropriate containers.
- Chairs must be pushed in under the desk.
- All personal items must 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 which can be connected to the computer or laptop
 - Calculator, non-scientific; phone or smart watch calculator are not allowed.
- Students may be randomly assigned to a computer or classroom desk by faculty.
- If testing occurs 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.
 - Failure to remove all personal electronic equipment may result in removal from the exam.
- Students will deposit all books, notes, bags, purses, cell phones, smart watches, electronic devices, coats, hats, etc. outside the testing room(s) and Simulation Lab.

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 or designee 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 PHSSN Administrative Office. A phone number where students can be reached at any time is necessary for PHSSN to ensure emergency messages can be conveyed in a timely manner. Students are responsible for appropriately responding to all communication from PHSSN.
2. Faculty frequently post information on Canvas. Canvas must be accessed through the Hardin-Simmons University website, <https://hsutx.instructure.com/>. Students should check their course site daily for updated information or important notifications.
3. Faculty communicate with students via the students' PHSSN email and/or Canvas. Students are responsible for checking school email daily.

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4. Upon graduation from PHSSN, student contact information should be updated at the PHSSN Administrative Office.

FINANCIAL INFORMATION

Students enrolled in the PHSSN must maintain current financial status with their parent university. Parent universities reserve the right to make necessary changes in the tuition, fees, housing, and board rates without advanced notice.

1. Financial aid: See parent universities' financial aid office for information on scholarships, grants, and loans.
2. Scholarships: See the Coordinator for Records, Admissions, & Advising for information about scholarships applicable to PHSSN students.
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 regardless of the student's parent university. 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

GRADE ROUNDING POLICY

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

75% Rule on Exams for Progression and Rounding Policy*

To successfully complete an undergraduate nursing course, the following criteria must be met:

1. 75% weighted average of proctored exams (includes unit exams, HESI post-test, and final exam)
2. 75% overall course grade

In determining the final course grade, the weighted average of proctored exams (includes unit exams, HESI post-test, and final exam), will be validated first.

If a student achieves a 75% average or greater on these course components, the additional graded items will count toward the final course grade. If the student does not achieve a 75% on these course components, the grade stands as a D or F as determined by the weighted average of proctored exams.

EXCEPTION: A 78% Rule on Exams for Progression and Rounding will be required for students beginning in Spring 2023 or later.

- A grade of 74.5-74.99 will not be rounded to 75
- A grade of 74.568 is 74.56 or 74.562 is 74.56 carried to two (2) decimal places.

No course grades (including the final course grade) will be rounded, but will be carried to two (2) decimal places.

A final course grade of C (75%) or better is required in all nursing courses for the student to pass/progress.

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Academic Withdrawal from Nursing Courses

Students within the pre-licensure BSN program, admitted and enrolled in PHSSN upper-division NURS courses are permitted to drop a course one time. Upon attempting the course for the second time, the earned grade is retained.

Students will only be permitted to enroll in the same nursing course two (2) times. This includes attempts that resulted in a grade of 'W, WP or WF". Students who do not successfully complete a nursing course after two (2) attempts, which include withdrawals from a course, will not meet criteria to progress to the next level of the curriculum or remain in the PHSSN program.

Students are required to meet with their PHSSN academic advisor before dropping/withdrawing from a course or the nursing program.

To the student who has 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.

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, as well as convey incorrect information. If your papers contain these types of errors, it is difficult to focus on the written content and writer's message.

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

- Utilize the current Publication Manual of the American Psychological Association (APA Manual) or approved website such as Owl Purdue.
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html
- Always use spelling and grammar check features; however, do not rely only on these features on word processing programs. Their suggestions or omissions are not always correct.
- Proofread your paper.
- Have someone else proofread your paper.
- Access your parent university writing center or student success centers.
- Use a dictionary to assist you when you are uncertain of spelling or grammar.
- Students should utilize "Turn It In" prior to submission of written professional papers to avoid plagiarism.

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ADMISSION

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

BSN students must be admitted to a parent university (HSU or McM) prior to seeking admission at PHSSN. Upon completion of pre-requisites and specific admission criteria, a separate PHSSN application is required for consideration of admission to PHSSN. Acceptance into the lower-division courses at the parent university does not guarantee students will be selected for enrollment into PHSSN.

In addition, PHSSN applications for admission are submitted through the Nursing Centralized Application Service (NursingCAS). NursingCAS will verify application for accuracy, calculate the GPA, and send applicant's materials to PHSSN. The NursingCAS website is www.nursingcas.org

GENERAL ADMISSION REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM

Minimum PHSSN Admission Criteria

- Enrolled in a parent university prior to application for PHSSN admission
- Successful completion of General Education and pre-nursing requirements, prior to beginning PHSSN Nursing Core Courses (See Statistics and Science General Education Requirement Policies)
- 3.0 cumulative GPA in lower-division, pre-requisite nursing curriculum based on 4.0 scale
- B in A&P I & II and Microbiology
- C in Chemistry, College Algebra, Introduction to Psychology, Introduction to Sociology, Life Span Development, and Statistical Methods 1000 Level or higher.
- B (83%) in NURS 3311 Concepts of Pathophysiology
- 75% successful completion of HESI A2 Anatomy/Physiology Exam
- Submission of two professional recommendation letters

To transfer HESI A2 test results from another institution, the student must contact Elsevier to request the scores be sent to the PHSSN Director/Coordinator of Admissions, Records and Advising. The required score of 75% for Anatomy/Physiology Exam portion must be met to accept HESI transfer scores. A nominal fee is charged by Elsevier for this service.

Once admitted to the PHSSN nursing program, a grade less than C, or 2.50 on a 4.0 scale, in nursing core courses will not be accepted toward the Bachelor of Science in Nursing Degree.

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Number of Course Attempts

A&P I & II, Microbiology, Chemistry, and NURS 3311 Concepts of Pathophysiology may only be repeated once for a total of two course attempts/enrollments.

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

ADMISSION REQUIREMENTS FOR THE RN-BSN PROGRAM

See BSN Admission Requirements as listed above.

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.
- Official transcripts from all colleges attended.
- Enrolled in a parent university prior to application for PHSSN admission.
- 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.
- Clear background check and clear drug screen.

TRANSFER ADMISSION REQUIREMENTS FOR THE BSN AND RN-BSN PROGRAM

Transfer admission to PHSSN is at the combined discretion of the Admission, Retention, and Progression Committee, the Undergraduate Program Chair/Designee, and the Dean. Transfer admission is not automatic or guaranteed. Review of transfer applicants is holistic and objective.

Students seeking transfer admission must:

- Submit a letter seeking transfer prior to entrance semester.
- Submit a formal application (Nursing CAS) for admission to PHSSN.
- Submit syllabi from all nursing courses previously taken.
- Submit current academic transcripts.

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- Enrolled in a parent university prior to application for PHSSN admission
- Submit two letters of (good) academic standing and professional character.
- Clear background check and clear drug screen.
- 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%.

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).

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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.

PROGRAM 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 3311 Concepts of 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 Admission/Progression Committee prior to the student being permitted to retake the failed course.

A second-course failure at any time during enrollment in the nursing program constitutes program dismissal. Students may submit a grade appeal according to PHSSN policy.

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, or students enrolled in a cohort that entered the undergraduate program after August 1, 2020. Students admitted prior to August 1, 2020, will follow the previous version of this policy as described in the 2019-2020 PHSSN Student Handbook.*

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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 parent university 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.

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- Complete required parent university forms/documentation, with appropriate faculty/advisor signatures.
- A student called to active duty, specialized training, or disaster relief efforts may receive an excused absence for reasonable class time missed at the discretion of the course coordinator/faculty.
- Course work missed during the excused absence must be made up upon return to the course within the time frame set by the course coordinator/faculty.
- Inability to make up course work may result in a course failure or incomplete as deemed appropriate by the course coordinator/faculty.
- Should the required absence result in the student missing more than a reasonable amount of class time, the student may withdraw from the course and be allowed to re-enroll in the course at the next offering.
- At the discretion of course coordinator/faculty and approval by the Program Chair 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 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 stating a student's standing may

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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 of standing.

ACADEMIC/CLINICAL ALERTS

A student will be notified both verbally and in writing if their work in either the clinical or didactic setting is unsatisfactory. Written notification will be in the form of an academic/clinical alert. The academic/clinical alert will identify the course, problem, comments, and recommendations. 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. Except for 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. Lack of student responses to academic alerts will be immediately reported to the Undergraduate Program Chair by the course faculty.

CLASS ATTENDANCE AND ABSENCE POLICY

In alignment with the parent universities, attendance is a significant part of the learning process. PHSSN believes that the class attendance of students is 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. Faculty will record attendance for all scheduled classes/clinicals/Simulation Labs. The PHSSN Class Attendance Policy is 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 faculty. A student's 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 calculating a final grade.

Any absence occurring because 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/designee.

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The only exception to advanced approval is an extreme emergency, 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, clinics, community, and PHSSN Simulation Lab) to fulfill clinical requirements/objectives and pass the clinical component of the course. **Failure to fulfill clinical objectives will result in course failure which will not allow the student to progress in the nursing program. Two course failures result in dismissal from the PHSSN Nursing Program.**

Nursing students are expected to attend all assigned clinical nursing experiences. There are no excused clinical absences. Clinical absence 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 one hour 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 and/or institute other measures as deemed appropriate. If injury occurs the clinical site must be notified and a PHSSN Incident Report Form must be completed and submitted to the PHSSN Undergraduate Program Chair within 24 hours of occurrence.

- *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.*

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TESTING & EXAMINATION POLICY

COURSE UNIT EXAMS POLICY

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.

Students are expected to *arrive to the computer lab or assigned classroom 15 minutes prior* to the scheduled exam time. **Students must be in their seats, prepared to start the exam, 15 minutes prior to the scheduled exam time.** If a student is not in their seat 15 minutes prior to the scheduled exam time, the student may not be allowed to take the exam. If a student misses an exam, the score for that exam will be entered as a zero “0” in the gradebook. Make-up exams may be allowed for a valid, verifiable, situation.

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 Undergraduate Program Chair **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 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.

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 15 minutes before exam time may 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 is not required to supply headphones/earbuds during testing.

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- Most of the testing will be computerized. For both computerized and paper/pencil exams students are responsible for checking their answers for accuracy.
 - It is recommended that students not change their answers unless they have misread or misunderstood the questions.
- Upon completion of an exam, students **must upload the exam prior to exiting the room.**
- Leave the testing area quietly.
- For computer exams, students will be provided with feedback and/or rationale for each item.
 - It highly recommended that students take the time to review the rationale of incorrect questions.
- 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 are encouraged to complete a HESI 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 score 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 standardized 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.

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 is 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>

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Once Installed

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

Note: You will not 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 are in a location where you will not be interrupted.
- Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach and view.
- Before starting the test, know how much time is available for it, and calculate sufficient for completion.
- 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:
 - Remove all hats and jackets/sweaters.
 - 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.
 - 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).
 - If you are having difficulty with the system, immediately notify course faculty.

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.

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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.
- 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 with faculty or tutor. Should the student be unsuccessful on the second attempt, additional remediation with faculty or tutor 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 secondary to the inability to meet course objectives. 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 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 for the current semester.

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 and clinical

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judgement skills in the simulation lab. The demonstration and assimilation of previous process course content may be included in the formative and summative exam.

- A rubric will be used to evaluate student performance and will be made available in the course syllabus.
- The PBCEE grade will be weighted as 10% of the course grade.
- 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.

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 for each course. Once documentation is on file for each course, 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 encouraged to complete remediation from faculty/designee before the next exam or sign a declination of remediation utilizing a PHSSN Academic Alert form completed by course faculty for each failed 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 faculty. 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, advisors, and staff will take reasonable measures to help the student manage their challenges and progress in the nursing program.

ACADEMIC MENTORSHIP

Each student at PHSSN will be mentored by their assigned Faculty Advisor. In addition to student retention and holistic academic excellence, the focus of the academic mentorship is the development of a graduate nurse generalist.

MANDATORY REQUIREMENTS FOR NURSING STUDENTS

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 experiences without professional liability insurance.

CPR CERTIFICATION

A student must provide current proof (copy of the front and back of card) of a current American Heart Association (AHA) Basic Life Support (BLS) certification throughout the educational program. 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 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 issue 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 didactic and clinical nursing courses.

For all students, documentation of a physical examination and current vaccination/tests (listed below) must be submitted to the PHSSN office the week prior to the first day of orientation. Failure to have the documentation on file may jeopardize a student's progression in the nursing program. Failure to comply will prevent the student from participating in clinical experiences which may result in clinical failure. In addition to the physical examination documentation, evidence and dates of current immunization is required. These include but are not limited to:

- Hepatitis B (3 immunizations) with preferable titer
- Measles (exposure, immunization, or titer)
- Mumps (exposure, immunization, or titer)
- Meningitis vaccine (within 5-year period of admission to parent university)
- Rubella (immunization or titer)
- Tetanus, diphtheria, & pertussis (TDAP) (must be current within 10 years)
- Chickenpox/Varicella (immunization or titer)

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- 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.**
- **Annual flu immunization**
- **COVID-19 immunizations as required by clinical sites**

Costs for the physical exams and immunizations are the responsibility of the student. The required Health Forms can be obtained on the website and from the office of the 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 current 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 and Undergraduate Program Chair will refer the student to appropriate resources for evaluation such as but not limited to the parent university counseling department, personal healthcare provider, or other professionals to evaluate the student's ability to continue in the program. A letter from the healthcare provider or professional must be submitted to the Dean's Office for continuation in the nursing program.

Secondary to clinical affiliation agreement requirements, students are advised that student health reports, immunization records and test results may be made available to clinical sites upon request by an authorized representative of the agency. All reports will be contained in a confidential manner.

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

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DRESS CODE

PHSSN students should be aware that the image they project is very important to both PHSSN and the Nursing profession. PHSSN students are expected to dress in a manner that is professional. When guest lecturers or other guests are present during a class or lab, students should be mindful that they are representing PHSSN in the community and should convey a professional image. Students are also expected to follow these guidelines when they are representing the Program in any setting that requires them to interact with the University community, the healthcare community, or the general public. In the clinical or Simulation Lab setting, official PHSSN uniforms are required.

- Business casual attire is preferred during class.
- Clothing that is revealing in nature is not acceptable.
- Scrubs are allowed in the classroom.
- Mini-skirts, athletic or short-shorts, strapless tops, tank tops, spandex clothing, facial piercings are not acceptable.
- Athletic uniforms must be covered with warm-up pants.

Faculty reserve the right to remove students from the classroom, Simulation Lab, and clinical setting for violation of dress code.

Consequences for dress code violations:

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

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 tardy recorded when they return to the clinical setting. Cost and maintenance of uniforms and equipment is the responsibility of the student.

Students in Clinicals/Simulation Lab

- Uniform tops should be royal blue (“Royal”) and uniform pants should be gray (“Pewter” or “Granite”). The warm-up jacket/lab jacket needs to be royal blue to match the uniform top. See *photo examples below*.
- White or neutral socks worn above the ankle. Bare skin on legs should not be visible.

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- 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.
- The official PHSSN logo to be monogrammed on left chest of uniform which includes the uniform top and the warmup 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 uniform top and grey uniform pants.
- All uniform pieces must fit appropriately. Pants and tops should not be too loose or too tight.
- No white lab coats/warm-up jackets are permitted.

PHSSN identification (ID) badge to be worn on right side of chest. The ID badge picture must show a clear picture of the student's face without any coverings. **PHSSN badge, stethoscope with bell and diaphragm, pen light, watch with second-hand, and writing utensil are all part of the uniform. Students who come to clinical/sim lab without all proper uniform pieces/equipment will be sent home to retrieve required items. The student will then be expected to return to the clinical environment and may have to make up missed time which will be determined at the discretion of the faculty.

Jewelry

- Jewelry must be plain and simple.
- Some clinical setting may request that rings are not worn.
- 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

- Hair must be clean and neat,
- 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.

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 for infection control risk.

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Perfume/Cologne/Aftershave/Scented Lotions

- Perfumes/cologne/aftershave/scented lotions should not be worn in the clinical or classroom settings secondary to the potential of allergic reactions by peers, faculty, or clients.

Personal Hygiene

- All students are required to maintain high standards of personal cleanliness.
- Students must be mindful of personal body odors and wear effective deodorant/antiperspirant.

Blue Scrub Top with PHSSN Logo monogrammed on left chest; Grey scrub pants may have pockets &/or leg pockets and may be cuffed at the bottom. The examples are for color only. The brand or style may be different than what is shown.



Blue uniform jacket with PHSSN Logo monogrammed on left chest



Abilene Uniform Center

610 Walnut St
Abilene, TX
(325) 673-6312
<http://www.uniformsabilene.com/>

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The Monogrammer

4651 S. Treadaway

Abilene, TX

(325) 692-6436

<http://themonogrammer.com/>

PHSSN logo monogrammed on left chest



PRE-CLINICAL DATA COLLECTION

Students may be required to go to clinical agencies to prepare for clinical assignments. Students will honor hours that are defined by 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. Students will not be allowed to access patients or patients/ records unless the student ID badge is visible.

CLINICAL ACCOUNTABILITY

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

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

- Students are expected to demonstrate progression in clinical practice through application of knowledge and skills from previous and concurrent courses.

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- 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 (CET).
- Students are expected to prepare for clinical practice 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 initiated when the student demonstrates unsafe clinical practice.

- Unsafe clinical practice is behavior that places the client, family, peers, staff, and/or faculty 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, family, peers, staff, and/or faculty 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 an 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 at the time of the incident.
 - To willfully or intentionally do physical and/or mental harm to a client, family, peers, staff, and/or faculty.
 - 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,
 - To fail to inform the instructor and/or clinical site staff nurse 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 photographed forms that may or may not be removed from the clinical area.
 - To discuss or share confidential information in an inappropriate forum.
 - To discuss or share confidential information about a client with third parties who do not have a clear need-to-know.

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- To fail to maintain communication that promotes continuity of care.
- To fail to maintain vigilance toward clients' needs.
- To falsify client records or fabricate client experiences.
- To fail to report error(s) in assessments, treatments, or medications.
- To illegally use, possess, sell, or distribute illicit drugs or alcohol that can impair one's judgment or performance as a nursing student.
- To fail to recognize one's limitation in providing client care.
- To fail to carry out CDC Standard Precautions.
- To commit an act or demonstrate a behavior which violates the Code of Ethics for Nurses of the American Nurses' Association (ANA).
- To commit an act or demonstrate a behavior which violates the Texas Nurse Practice Act.
- To commit any act that results in a negative reflection on PHSSN, the consortium universities, 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 from PHSSN. Documented evidence from faculty, staff, clients, client 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 in conjunction with the PHSSN Leadership Team a student can be failed and/or dismissed at any time during the semester for unsafe practice.

CLINICAL EVALUATION

Clinical performance will be evaluated according to the CET that delineates criteria for successful clinical performance in each course. Faculty will orient students to the CET 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 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, Undergraduate Nursing Programs Chair, and Dean.

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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.

REVIEW COURSES

During Level IV, pre-RN NCLEX Review Course(s) will be scheduled. Attendance or completion by students is **mandatory**. The cost of the review course will be included in the testing fees.

NCLEX TESTING APPLICATION PROCESS

Initial steps to sit for the NCLEX-RN Licensure Examination should begin a minimum of 30 days prior to graduation. Estimated cost is approximately \$300 but is subject to change and must be verified through the provided links. Registration for NCLEX is a two-step process.

Step 1. A minimum of 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. The **PHSSN School Code is US27593700.**

Step 2. Apply for licensure/registration to the Nursing Regulatory Body or Texas Board of Nursing if taking NCLEX in Texas. If taking NCLEX outside of Texas, the Board of Nursing where licensure will occur must be contacted for registration requirements. For candidates testing in Texas, the Texas Nursing Jurisprudence Exam must be completed prior to registering for a time to take the NCLEX exam. This is in addition to the Jurisprudence Prep Course.

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 complete the TXBON Affidavit of Graduation (AOG). The TXBON will then access Pearson Vue to see if the student is registered and successfully completed (75%) the Texas Jurisprudence Exam. If deemed eligible, an email verification will be sent giving the student authorization to test (ATT) and instructions on scheduling the test.

It is in the student's best interest to schedule and complete NCLEX as soon as possible after graduation. Students should continue to study and prepare for NCLEX until their schedule test date.

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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 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 (Links to an external site.)
[Links to an external site.](#) (Links to an external site.)

Reference: 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 supervising faculty and manager of the assigned clinical site.
- Immediately seek medical treatment as necessary.
- Complete the PHSSN Incident Report with faculty assistance

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

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IMPAIRED STUDENT POLICY

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

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

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

PHSSN 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 or 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 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 strenuous, physical activities. In addition, the demand of decision making and complex problem solving may result in unexpected stress levels. Crisis situations such as but not limited to a Code Blue situation may also result in unexpected levels of stress. The nursing student must be able to cope in these types of situations. Students may be referred as needed to supporting resources.

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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 Faculty 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 faculty and Leadership Team of PHSSN, in consultation with the individual and other appropriate consultants, will determine how the individual, with or without reasonable accommodations or modifications, can be assisted in meeting the identified core performance standards.

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

SCHOLARSHIP

SCHOLARSHIP POLICY

SCHOLARSHIP/AWARDS/ENDOWMENT LIST

A list of Scholarships, Awards, Endowments, etc., may be viewed on the PHSSN website. The Coordinator of Admissions, Records, and Advising may be contacted for further information on this topic. For the purpose of this policy, "award" will refer to any monies paid from a Scholarship, 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 PHSSN baccalaureate or master's program.
2. Demonstrate 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. Be in good standing at PHSSN.

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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 required.
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 emailed to students.
3. The application may be returned to the Coordinator of Admissions, Records, and Advising.

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 Coordinator of Admissions, Records, and Advising will ensure the scholarship applicant has provided all the information required for a complete Scholarship Application.

The Chairperson of the Admission, Progression, and Retention Committee will receive Scholarship Applications from the Coordinator of Admissions, Records, and Advising following the scholarship application deadline and call a meeting to review the applications.

It is the Admission, Progression, and Retention Committee's policy that:

- All eligible applicants must be considered without regard to on race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes, or economic status.
- 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

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- 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
 - Professionalism
 - Community Service

Upon consideration of awarding a scholarship, it is the Admission, Progression, and Retention Committee's responsibility to ensure the applicant has met all specific scholarship criteria requirements set forth under the scholarship's award criteria. All disbursement of scholarships awarded will be based on Hardin-Simmons University's scholarship disbursement procedures.

APPLICATION REVIEW, SELECTION, AND DISBURSEMENT PROCEDURES

1. The Coordinator of Admissions, Records, and Advising delivers all scholarship applications to the Admission, Progression, and Retention Committee Chairperson upon final receipt of the applications.
2. Applications are reviewed by the PHSSN Admission, Progression, and Retention Committee.
3. Scholarship award recommendations will be sent to the Program Chairs 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 Coordinator of Admissions, Records, and Advising 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 Coordinator of Admissions, Records, and Advising notifies the Director of Financial Aid and Scholarship at Hardin Simmons

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7. The Coordinator of Admissions, Records, and Advising will advise the Program Chairs. If any Scholarship/Awards/Endowment has an additional specific requirement, the funds will not be awarded until the requirement has been met.
8. The Coordinator of Admissions, Records, and Advising will notify applicant(s) via a letter signed by the PHSSN Admission, Progression, and Retention Committee.
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

PHSSN is committed to addressing student complaints in a timely and appropriate manner. The PHSSN Undergraduate 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 PHSSN Undergraduate Nursing Student Handbook, the student may utilize the Undergraduate Student Concern Form. The form may be requested from and submitted to the Faculty Administrative Coordinator. It will then be given to the Undergraduate Nursing Programs Chair who will review the concern and communicate the appropriate next step(s) to the student within 3 business days.

STUDENT GRADE APPEAL POLICY

The process under this policy is **only intended** to address **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 24 HOURS OF THE FINAL COURSE GRADE POSTING IN CANVAS)

- Notification has occurred once all course grades used to calculate the final grade have been posted and made available to students in Canvas.

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- The student should contact the course instructor that assigned the grade **within 24 hours of grade posting in Canvas** 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 3 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

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

- The Undergraduate Nursing Programs Chair will meet with the student and course instructor individually and review all documents that are relevant to the grade appeal.
- The Undergraduate Nursing Programs Chair will make a decision regarding the formal written appeal and forward a recommendation accompanied by all supporting documents to the 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.
- 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; however, students may seek additional review of the decision through their parent university appeal process as applicable.

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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.
- 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 final decision.

The decision of the Dean is final; however, students may seek additional review of the decision through their parent university appeal process as applicable.

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.

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15. Abstain from the use of alcoholic beverages or other substances in the academic and clinical setting that impair judgment.
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

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- 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.
 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.

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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.
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.

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

DO NOT USE ABBREVIATION LIST

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

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

Dangerous Abbreviations - Do Not Use!

DRUG CALCULATION POLICY

A student must achieve 100% accuracy to meet the drug math benchmarks for dosage and calculation in Level I, Level II, Level III, and Level IV.

Any student's participation in clinical experience requires that she/he meet the academic and professional standards of behavior that ensure patient comfort and safety.

PROCEDURE:

1. Dosage and drug calculation tests in Level I, Level II, Level III, and Level IV will be administered prior to the clinical rotations. If any student fails to achieve 100% by the third test in each course, the student will be required to withdraw from the course.
2. Remediation will be provided by course faculty/designee after a failed attempt of the drug calculation test.
3. Achievement of 100% on the drug calculation test is required to ensure competency for

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clinical readiness of medication calculation and administration.

4. The School of Nursing will provide simple calculators for use with the tests.
5. Sixty (60) minutes will be allowed for the test.
6. Sample questions will be available for student review and practice prior to the 1st drug calculation test.

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DRUG CALCULATION

Objectives per Course

LEVEL 1: DRUG MATH OBJECTIVES

In order to pass Level I Drug Math exam with 100% accuracy the student will:

1. Recognize abbreviations for recommended times for administering medications.
2. Be able to convert between military time and A.M. to P.M. time.
3. Be able to read a drug label.
4. Be able to convert between apothecaries and metric system of measurement.
5. When given a physician order, will be able to determine how much medication the nurse would administer to the patient (oral drugs, parenteral drugs, and dosages measured in units).
6. Accurately calculate the following: (a) milliliters given per hour (ml/hour), (b) milliliters given per minute (ml/min), (c) drops given per minute (gtts/min), and (d) the total volume and length of time over which the IV to infuse is given.
7. Be able to calculate reconstitution problems for oral or parenteral administration.
8. Be able to convert a heparin drip from units/hour to milliliters/hour, and vice versa.

LEVEL 2: DRUG MATH OBJECTIVES

1. Be responsible for all Level I Drug Math Objectives.
2. When given a problem using solutions in the form of 1:1,000, be able (a) to identify the constitution of the solution and (b) to calculate answers to problems.
3. Given the patient's weight, amount of medication, amount of intravenous fluids, and physician's order, calculate the following infusion drips: (a) mcg/kg/min, (b) mcg/min, and (c) mg/kg/hour, (d) ml/hour.
4. When given a child's weight, calculate low and high dose range for each dose and for the day.
5. When given an infant's weight, calculate intravenous fluid requirements for the day and for the hour.

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LEVEL III & IV: DRUG MATH OBJECTIVES

In order to pass the Level III and Level IV adult drug math exam with 100% accuracy the student will:

1. Be responsible for all Level I and Level II Drug Math Objectives.
2. Given the patient's weight, amount of medication, volume of intravenous fluids, and physician's order, calculate the following infusion drips: (a) mcg/kg/min, (b) mcg/min, and (c) mg/kg/hour, (d) ml/hour, (e) mg/hour.

STANDARD PRECAUTIONS

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

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

- a. Secretions and excretions, except sweat, regardless of whether 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.

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- f. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces and before going to another patient. Wash hands immediately to avoid transfer of microorganisms to other patients or environments.

MASK, EYE PROTECTION, FACE SHIELD

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

GOWN

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

PATIENT CARE EQUIPMENT

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

ENVIRONMENTAL CONTROL

Follow the hospital/clinical sites procedures for the routine care, cleaning and disinfection of environmental surfaces, beds, bed rails, bedside equipment, and other frequently touched surfaces.

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 before, during or 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.

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- 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. [AACN The Essentials: Core Competencies for Professional Nursing Education 2021](#)
2. [Differentiated Essential Competencies \(DECs\) of Graduates of Texas Nursing Programs 2021](#)
3. [QSEN Competencies](#)
4. [NCSBN NCLEX-RN Test Plan 2019](#)