SHEPHERD UNIVERSITY

DEPARTMENT OF NURSING

BSN PROGRAM

NURSING STUDENT HANDBOOK

**2018 - 2019**

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*Department of Nursing Education*

August 2018

Welcome!

The faculty and staff wish you a warm welcome to Shepherd University and the Department of Nursing Education. This is our tenth year in Erma Ora Byrd Hall, one of the most advanced nursing education facilities in the nation. We have very innovative technology and comprehensive simulation laboratories to enhance teaching and learning. Life is about becoming, and this beautiful structure was designed to facilitate your becoming the very best nurse.

We are thrilled to have the capacity to increase our student population to better serve the community at hand and the larger global community. The growth of this year’s class allows us to prepare tomorrow’s nurses to serve the immediate needs of Shepherdstown, the state of West Virginia and the surrounding areas that are experiencing a nursing shortage. Our goal is to provide you with the best possible nursing education. We want students, faculty, and staff to have an enjoyable, productive, and rewarding year.

The nursing faculty has prepared this *Nursing Student Handbook* as a source of valuable information that you will need to be successful as a nursing student. Once we have reviewed its contents during the Annual Nursing Assembly, you are responsible for adhering to the requirements and policies described in the *Handbook*. Keep it in a place where you can refer to it often during the academic year.

We are thrilled that you have chosen nursing as a profession and career! The nursing faculty is committed to helping you to succeed in the nursing program and helping you fulfill your dream of becoming a nurse. We are partners with you in the learning-teaching process, and we are available to assist you in any way that we can. We wish you a wonderful, successful and fulfilling year as you “Create the Future.”

Best wishes,



**FACULTY and STAFF DIRECTORY**

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**Department of Nursing**

**NURSING PROGRAM INFORMATION**

**Vision**

We will be a nationally respected community of nurse leaders where passion, purpose, and experience unite to inspire health in individuals, families, communities, and populations.

**Mission**

Shepherd University’s Department of Nursing Education’s mission is to enhance the health status of the world by educating professional nurses for practice in a rapidly changing health care environment. We are dedicated to the university **core values** of learning, engagement, integrity, accessibility, and community.

**Program Goals:** The goals of the BSN program are to prepare a graduate who is able to:

1. Integrate a background of liberal arts with the knowledge, skills, and values of professional nursing in order to affect the health of the patient.

2. Practice professional nursing utilizing skills in communication, clinical judgment, patient-centered care and professionalism.

3. Engage in teamwork with members of the intra- and inter-professional health care team promoting safe, quality, cost-effective, patient-centered care.

4. Engage in self-care, service, lifelong learning, and continued scholarship.

**Expected Student Outcomes:** The Department of Nursing Education is based on four expected student outcomes, including: Communication, Clinical Judgment, Patient-centered Care, and Professionalism.

**Communication –** the integration of effective culturally sensitive, interprofessional and intraprofessional communication among the healthcare team and the use of informatics in the practice of professional nursing.

Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Informatics **–** Use of information and technology to communicate, manage knowledge, mitigate error and support decision-making.

**Clinical Judgment –** the use of critical thinking skills in the practice of professional nursing.

Evidence-based practice – Integrates best evidence with clinical expertise and patient preferences and values for delivery of optimal health care.

Quality Improvement – Use data to monitor the patient status and recognize deviations from the normal patient assessment.

Safety – Minimize risks of harm to patients and providers through both system effectiveness and individual performance.

**Patient-centered Care – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.**

**Professionalism – Based on the ANA Standards of Practice, ANA Code of Ethics, WVBOERN regulations, and the Shepherd University Department of Nursing Education Handbook.**

**Program Accreditation**

The Nursing program has been approved and fully accredited by the West Virginia Board of Examiners for Registered Professional Nurses (WVBOERN). Their contact information is:

WVBOERN

90 MacCorkle Ave. SW Suite 203

South Charleston, WV 25303

304-744-0900

The baccalaureate degree in nursing is accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791 (<http://www.aacn.nche.edu/ccne-accreditation>).

**GENERAL INFORMATION**

**Academic Advisement**

In accordance with the mission of Shepherd University’s Academic Advising Program, each student will be assigned to a full-time faculty member who will serve as their academic advisor. Students may meet with their advisors during posted office hours or by appointment. **Students** **must meet with their advisors during registration advisement periods to receive their PIN for course registration for the following semester**.

Students should meet with their advisors regularly, especially in the following instances:

* Student is having difficulty in a course.
* Student is considering withdrawal from any course or the nursing program.
* Student is re-applying to the nursing program or returning from a leave of absence.
* Student is in violation of Department of Nursing Education policy.

See *Academic Advisement* in the Shepherd University catalog.

**Disability-Related Accommodations**

Students who are requesting disability-related accommodations must contact Disability Support Services through the Student Affairs Division, as per University policy.

If a request for accommodations is granted, the student must bring documentation to the Department of Nursing Education office and to the faculty for each enrolled course. Additionally, the student may ask the Disability Coordinator to contact his or her instructors to provide this information. Please allow for sufficient time for the Department to make arrangements for the service or function that has been granted.

In order to qualify for NCLEX testing accommodations, the student must show evidence to the State Board of Nursing that he/she had received the accommodation while enrolled as a student. Therefore, the documentation for the disability-related accommodation must be identified by the Student Affairs Division and the Department of Nursing prior to taking the NCLEX exam.

**New Student Nursing Assembly**

At the beginning of each semester, an assembly is presented to orient newly admitted nursing students to the Department of Nursing Education policies, HIPAA requirements, and material required by The Joint Commission, clinical site orientation, and other course and clinical requirements. Attendance is mandatory.

Students are excused only for an emergency and only by notifying the Department Chair in advance. Students who do not attend the Nursing Assembly may be ineligible to participate in clinical activities, at the discretion of the Department Chair.

Sign-in and sign-out records are the only accepted evidence of attendance at the Assembly.

If immunization and CPR status are not up to date in the tracker, students will not be permitted to attend this Assembly.

The Department Chair will be notified of students whose immunization and CPR status are not current; the Department Chair or designee will notify those students that they may not attend the Assembly.

**Personal Safety**

In an increasingly violent society, the Department of Nursing Education attempts to establish and maintain safe working and learning environments for students, faculty, and staff. Awareness and communication of potentially unsafe situations can decrease the possibility of a harmful or lethal occurrence.

The Department of Nursing Education will not relay information about the location of any student to anyone other than an authorized University employee acting in an official capacity.

The Department will not post schedules that include student names and clinical locations in public areas.

Students must not reveal the location of other students to anyone other than an authorized University employee acting in an official capacity.

1. Students should inform their own family members or significant others what they want them to know about their whereabouts. Students should establish with these individuals how to reach them in case of emergency.
2. If students’ personal situations could present a threat to their own or others’ safety, they should immediately confer with the relevant faculty, Department Chair, and campus police to establish procedures to maintain a safe learning and teaching environment.

**Lab Policies**

Students are required to work in the lab in a manner that maintains safety and respect for other students and equipment at all times.

General

* All students are expected to wash their hands upon entering and exiting the lab.
* Students may use the lab to practice skills only under the supervision of the lab coordinator or faculty.
* No food or drinks are permitted in labs.
* After use, the lab is to be left neat and tidy with all equipment, supplies put away, and furniture cleaned and returned to the original position.
* Do not leave trash on counter tops, floors or on bedside tables, beds, etc.
* Since the lab is not a latex free environment, latex sensitive instructors and students must notify the lab coordinator so that any special needs or precautions can be addressed.

Equipment

* To be used for specific purpose only as assigned.
* Students may only use equipment for which they have received instruction.
* Clean equipment as needed according to manufacturer’s instructions.
* Equipment that runs on rechargeable batteries need to be plugged into a live outlet to ensure a constant battery charge. Examples include IV pumps, Feeding pumps, Thermometers, Cardiac monitors.
* Report broken or non-functioning equipment to the lab coordinator.
* Beds are to be placed in low position with wheels locked.
* Stretchers are to have wheels locked.
* All equipment should be stored properly.

Manikins

* Do not attempt to operate or move electronic equipment used to operate the manikins.
* Do not use betadine or ink pens on manikin skin.
* Treat with care and respect as a patient would be treated.
* Positioning should be the same as for patients.
* All unnecessary tape is to be removed when lab is complete.
* Leave manikin gowned with sheet pulled up and arms out.
* Manikins must never be moved without the pelvic pin in place.
* Report a broken or malfunctioning manikin to the lab coordinator.

Linens

* All soiled linen is to be placed in a linen hamper.
* Change the linen bag when it is 2/3rds full.

Biohazard

* All needles and sharps are to be placed in the red sharps boxes.
* Notify lab coordinator when a sharps box is full. Do not overfill.

**ExamSoft (legacy Portal) Policy/Procedure and Computer Requirements**

**Policy**

All nursing students are required to have a lap top computer and earphones for online testing and for use in the classroom as desired.

Students will complete all assigned online exams and quizzes on their personal computer using proprietary software, called Examplify (Legacy Portal), from ExamSoft.

Students who require testing accommodations will complete all assigned online exams and quizzes on their personal computer in the Disability Support Services Office.

**Procedure**

Examplify must be installed on all student computers by the first week of class. The purchased license for every student will be for one year and must be renewed annually.

The software license must be purchased online from the ExamSoft company using the procedure below for purchasing and loading the software. Please note that the procedure is different for new and returning students.

After purchasing the software, students are expected to review the tutorials for the program. Students will also be inserviced by faculty on how to use the program.

Downloading exams, exam length, exam results, exam review, and posting grades will be at the discretion of the course instructor.

Ear phones or ear buds are required in order to answer audio questions.

Student computers must meet the following minimum technical requirements in order to successfully access Examplify.

**Computer Requirements**

**PC Requirements**

Examplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

Examplify can be used on most modern Microsoft Windows based computers (i.e. purchased within the last 3-4 years). Please see specific system requirements as noted below.

* Operating System: 32-bit and 64-bit Versions of Windows Vista, Windows 7, Windows 8, and Windows 10.
* All Windows 10 Creators versions, including the Fall 1709 update are now supported!
* Alternate versions of Windows 10, such as Windows RT, and Windows 10 S are NOT supported at this time.
* Only genuine, U.S.-English versions of Windows Operating Systems are supported
* CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
* RAM: highest recommended for the operating system or 2GB
* Hard Drive: highest recommended for the operating system or 1GB of available space
* For onsite support, a working USB port is required (Newer devices may require an adaptor)
* Internet connection for Examplify Download, Registration, Exam Download and Upload
* Screen Resolution must be 1024x768 or higher
* ExamSoft does not support Tablet devices other than Surface Pro as detailed below

**Surface Pro Requirements**

* Surface Pro, Surface Books, and Surface Laptop devices are supported (Non-Pro Surface devices are NOT supported)
* Must be running a supported Operating System (See PC Requirements above)
* External keyboard (USB or Bluetooth) required. Bluetooth keyboards must be paired prior to launching exam
* Hard Drive: 1GB or higher available space
* Adobe Reader XI is required for exams containing PDF attachments
* For onsite support, a working USB port is required (Newer devices may require an adaptor)
* Internet connection for Examplify Download, Registration, Exam Download and Upload
* Screen Resolution must be 1920x1080

**Mac Requirements**

Examplify can be used on most modern Mac OS X based computers (i.e. purchased within the last 3-4 years). Please see specific system requirements as noted below.

Examplify cannot be used on virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion or any other virtual environments.

In order to use Examplify on your Apple Macbook, Macbook Air or Macbook Pro natively, you must have:

* Administrator level account permissions
* Internet connection for Examplify Download, Registration, Exam Download and Upload
* For onsite support, a working USB port is required (Newer devices may require an adapter)
* Server version of Mac OS X is not supported
* Screen Resolution must be 1024 x 768 or higher
* Operating System:
* Mac OS X 10.9 Mavericks
* Mac OS X 10.10 Yosemite
* Mac OS X 10.11 El Capitan
* Mac OS X 10.12 Sierra
* Mac OS X 10.13 High Sierra is supported!
* Hard Drive = 1 GB or higher free disk space
* RAM = 2 GB
* CPU = Intel processor

**Core Performance Standards**

Because the Department of Nursing Education seeks to provide as much as possible a safe environment for nursing students and their clients, students may be required to demonstrate physical and emotional fitness to meet the Core Performance Standards of the nursing program. Such essential requirements may include freedom from communicable disease, the ability to perform certain physical tasks, and suitable emotional fitness.

Any appraisal measures used to determine such physical and emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of handicap.

The core performance standards of the nursing program with examples of activities required of students during their nursing education are listed below, and in the *Department of Nursing* *Education Core Performance Standards of the Nursing Program* document.

A student with a documented disability who requires accommodation to be able to meet the Core Performance Standards must bring appropriate documentation from the University Disability Coordinator to the Chair of the Department of Nursing Education.

**SHEPHERD UNIVERSITY**

***DEPARTMENT OF NURSING EDUCATION***

**CORE PERFORMANCE STANDARDS FOR THE NURSING PROGRAM**

|  |  |  |
| --- | --- | --- |
| **ISSUES** | **STANDARD** | **EXAMPLES OF NECESSARY ACTIVITIES (not inclusive)** |
| Critical Thinking Clinical Judgment | Critical thinking ability sufficient for clinical judgment; critical thinking ability in application and integration of knowledge; critical thinking ability toanalyze and solve problems and reach sound decisions. | Identify cause-effect relationships in clinical situations, develop concept maps or nursing process reports. |
| Interpersonal | Interpersonal abilities sufficient to interact with individuals, families,faculty, colleagues, and groups of a variety of social, emotional, and culturalbackgrounds. | Establish rapport with clients and colleagues. |
| Communication | Communication abilities sufficient for interaction with others in oral and writtenform with accuracy, clarity, efficiency. Able to take written exams. | Explain treatment procedures, initiate health teaching, document, and interpret nursing actions and client responses. |
| Mobility | Physical abilities sufficient to move from room to room and maneuver in small spaces. Lift up to 50 pounds of weight. | Moves around in patient’s rooms, work spaces, and treatment areas; administers cardiopulmonary resuscitation. |
| Motor Skills | Gross and fine motor abilities sufficient to provide safe and effective nursing care and to operate computers and otherequipment in clinical and classroom settings. | Calibrate and use equipment; position clients. |
| Hearing | Auditory ability sufficient to monitor and assess health needs and to learn fromAudio- aided instruction in classroom settings. | Hears monitor alarm, emergency signals, auscultatory sounds, cries for help. |
| Visual | Visual ability sufficient for observation and assessment, including ability todistinguish colors necessary in nursing care, and sufficient to learn from visual-aided instruction and demonstration in the classroom. | Observes client responses. |
| Tactile | Tactile ability sufficient for physical assessment and to use media-aided instruction. | Perform palpation, functions of physical examination, and functions related to therapeutic intervention, e.g., insertion of a catheter. |
| Smell | Ability sufficient for assessment in nursing care. | Detect the odor of ketones in the breath of a patient with diabetes; detect odors that indicate poor personal and environmental hygiene. |
| Emotional Stability | Adequate coping skills and ability to accept responsibility and accountability. | Remains calm in emergency situations; reports own mistakes |

\*Consistent with the recommendations of the Council on Collegiate Education for Nursing, Southern Regional Education Board (SREB)

**Standards of Professional Conduct and Safe Clinical Practice**

Professional nursing students are expected to demonstrate responsibility and accountability and to practice nursing in a manner that protects the safety of patients and others in the clinical environment. All students are expected to adhere to the Department *Standards of Professional*

*Conduct and Safe Clinical Practice* at all times, and to adhere to the ANA Standards of Professional Practice. Failure to adhere to these standards will result in disciplinary action, which may include dismissal from the nursing program.

During enrollment in the Shepherd University BSN Program, all students are expected to demonstrate conduct consistent with the *Standards of Professional Conduct and Safe Clinical* *Practice*.

Failure to abide by these standards will result in disciplinary action, which may include dismissal from the nursing program.

1. All students will receive a copy of the *Standards of Professional Conduct and Safe* *Clinical Practice* upon matriculation into the BSN Program. Students will be required tosign a statement indicating that they have read and understand the *Standards*. This statement will be kept in the student’s academic file and/or TRACKER during the student’s enrollment in the Department of Nursing Education.
2. The *Standards of Professional Conduct* will be reviewed with all students at the beginning of each subsequent academic year.
3. Violation of these *Standards* will result in the following disciplinary action:
	1. The faculty member who observes a violation will discuss the incident with the student immediately. The faculty member will document the incident on the *Violation* *of Standards of Professional Conduct* form, give one copy to the student, and forwarda copy of the form to the Chair of the Department of Nursing Education.
		1. If the violation involves unsafe clinical practice, the student may be required to leave the clinical unit for the remainder of that day at the instructor’s discretion. The student may be given an alternative assignment at the instructor’s discretion.
		2. At the discretion of the Chair of the Department of Nursing Education, the Chair will reprimand the student orally or in writing, or will initiate a formal review of the student’s status by the Department faculty, who will determine if the student may continue in the program.
		3. The Department shall dismiss a student from the program in cases of:
			1. breach of confidentiality of patient information (HIPAA violation)
			2. clinical practice that is repeatedly unsafe
			3. falsifying documentation of patient care
			4. acting in a manner that is a threat or danger to the safety of the student or to others
			5. failure to comply with the policies of the agency in which the student is placed for clinical learning activities.
4. The disciplinary action taken will be documented by the Chair and placed in the student’s confidential file.
5. The student may appeal dismissal from the program by the Department as provided for in the Academic Action section of the Shepherd University Student Handbook.
6. As provided for in the Academic Action Policy, the student would remain in lecture courses and generally would remain in clinical courses, also. However, if the Department determines that the safety of a student or clinical site would be unacceptably endangered by any further clinical participation, the Department may immediately suspend the student from any further clinical activity while the student appeals a dismissal decision. If the student appeal is successful and the dismissal decision is overturned, the student will be provided independent study for completion of clinical learning activities missed during the period of suspension. This will be completed to allow the student to progress without further disruption in the educational program.

**SHEPHERD UNIVERSITY**

**DEPARTMENT OF NURSING EDUCATION**

***Standards of Professional Conduct and Safe Clinical Practice***

Nursing students are expected to adhere to the following standards of professional conduct and safe clinical practice:

1. Comply with all institutional, ethical, and legal parameters regarding confidentiality of patient information.
2. Students and faculty are not permitted to access their personal medical records from any clinical site while acting in their student or faculty role. This policy does NOT prohibit students or faculty who are, or have been patients at a clinical site from accessing their records, *while not acting in their Shepherd University role*, using web-based patient portals or other methods created and approved by the healthcare organization.
3. Adhere to University, Department, and clinical agency policies regarding drug and alcohol use.
4. Comply with all other policies of assigned clinical sites.
5. Demonstrate respect toward clients and their families, peers, faculty, staff members, and others in the clinical setting, the Department of Nursing Education, and Shepherd University, regardless of race, religion, national origin, ethnicity, gender, sexual preference, age, health status, or diagnosis.
6. Demonstrate integrity in all classroom and clinical situations.
7. Use standard and transmission-based precautions in all patient care activities.
8. Promptly report any error to the faculty member and to other appropriate clinical personnel.
9. Comply with Department of Nursing Education and clinical agency dress policies.
10. Arrive punctually for clinical learning activities.
11. Maintain appropriate professional role boundaries.
12. Demonstrate the application of previously learned clinical competencies.

**Cell Phone Policy**

Cell phone use for personal reasons (text and phone calls) is not allowed in class or clinical settings. Cell phones may be used for reference reasons if requested by faculty and allowed by agency policy.

**Honor Code Policy - Academic Dishonesty – Use of Prohibited Items**

Academic dishonesty (e.g., plagiarism, cheating, falsifying records) will result in academic action as outlined in the Shepherd University Student Handbook.

Effective August 28, 2017, it is the policy of the Nursing Education Department that the following materials [“prohibited items”] may not be used by a student as a part of study-preparation for a test in any Nursing Education course, unless expressly first approved in writing by the Course Instructor:

* Copies of tests previously administered by the Course Instructor or any other instructor of Shepherd University Nursing Education, unless distributed to all students in the class by the Course Instructor
* Copies of a “course-instructor” version of an assigned text-book
* Copies of test-banks or other sample tests published for faculty by text-book publishers

For purposes of this policy:  1) possession of prohibited materials shall constitute presumptive evidence of use by the possessing student; 2) receipt and possession of any document compiled by a student who was in possession of prohibited items shall constitute presumptive evidence of use by the receiving student, if the receiving student knew or should have known that the content derived from prohibited items; 3) possession of prohibited items shall constitute “receiving assistance in coursework in a manner not authorized” under the Academic Integrity Policy of the University and will be addressed by the professor consistent with that policy.

Any student who currently has possession of prohibited items in August 2017, contemporaneous with the promulgation of this new policy, may be absolved from penalty by promptly [before any tests are administered] completing the following:

·         The student will schedule an appointment with the Department Chair and the Course Instructor(s) affected.  The student will remit all prohibited items to the faculty at this time.

·         The Course Instructors will take such action as is necessary, changing the planned tests for the entire class or arranging for one or more alternative tests for the student(s) who have possessed prohibited items

**HIPAA and Patient Confidentiality**

Federal regulations under the Health Insurance Portability and Accountability Act (HIPAA) include provisions designed to protect the privacy of patient information and are commonly known as the Privacy and Security Rules. The HIPAA Privacy and Security rules affect all healthcare providers.

Confidential patient information means information that identifies the patient, relates to the patient’s diagnosis or condition, the patient’s care, treatment or other services provided to the patient, or the patient’s billing and payment information.

**Students violating patient confidentiality practices are subject to civil and criminal liability under applicable law and are subject to Standards of Professional Conduct and Safe Clinical Practice and the Confidentiality Agreement rules.**

**Confidentiality Agreement for Nursing Students – Statement:**

As a nursing student at Shepherd University, I may have access to what this agreement refers to as "confidential information." Confidential information includes, but is not limited to, individually identifiable information concerning patients, families, communities, and the personnel at any agencies used by Shepherd University nursing students. It may also include financial information and other information related to any of these utilized agencies. I may learn of or have access to some or all of this confidential information through a computer system or through my learning activities.

Confidential information is valuable and sensitive and is protected by federal and state laws and regulations, as well as strict agency policies. I understand that I must comply with these laws and policies governing confidential information. I understand that any violation of these laws and policies will subject me to disciplinary action, which might include, but is not limited to, termination of access to the agency, dismissal from the nursing program, and potential legal liability.

In consideration of my access to confidential information as a nursing student, I agree and promise that I will use confidential information only as needed to perform my legitimate duties. This means that:

1. I will only access confidential information for which I have a need to know.
2. I will only disclose confidential information to those health care personnel who have a right to know.
3. I will only access and disclose confidential information in a manner that provides for privacy and security.
4. I will **NOT**, in any way, divulge, release, sell, loan, review, alter, or destroy any confidential information except as properly authorized within the scope of my legitimate duties and agency policies.
5. I will **NOT** photocopy or download any confidential information during my learning experience at Shepherd University.
6. I will **NOT** misuse or carelessly care for confidential information.
7. I will protect and will not release my security code, identification badge, or any other authorization I have that allows me to access confidential information in any of the agencies used by Shepherd University Department of Nursing Education. I accept responsibility for all activities undertaken using my security code, identification badge, or other authorization.

I understand that my obligations under this agreement will continue after I leave the agency utilized for learning. I also understand that my privileges can be periodically reviewed by the agency or Shepherd University Department of Nursing Education and that any of the agencies or Shepherd University Department of Nursing Education or both may, at any time, revoke my security code, identification badge, or access to confidential information.

I understand that my access to any agency used for learning is contingent upon my adherence to the information stated above and my adherence to policy. I further understand that my failure to comply with this agreement or applicable laws and policies will result in dismissal from the nursing program.

**American Nurses Association Code of Ethics (2015)**

Students are expected to adhere to the *ANA Code of Ethics for Nurses:*

1. *The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person*
2. *The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.*
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 inquire, 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 its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.*

**Responsible Use of Social Media**

The National Council of State Boards of Nursing has published the document: *White Paper: A Nurse’s Guide to the Use of Social Media* (NCSBN, 2011). The document is available on the Department of Nursing webpages at the following link:

<http://www.shepherd.edu/wordpress-1/wp-content/uploads/2016/08/NCSBN_Nurses_Guide_Social_Media-2-1.docx>

It is expected that all students will read and comply with this document.

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| **Academic Freedom and Responsibility** |  |  |
| The Department adheres to University policy as identified in the *Shepherd University Student* |  |  |
| *Handbook.* |  |  |
| **Complaints/Conflict Resolution** |  |  |
| Formal complaints such as grade appeals, sexual harassment, or plagiarism are handled in accordance with the Shepherd University policy. |  |  |

Any student who has a concern or conflict regarding a course, clinical, or other issue related to the nursing program is encouraged to use the following process. First, discuss the issue with the appropriate faculty member or staff involved with the concern, or in case of clinical you may contact the course coordinator, to see if the issue can be resolved at this level. The student may also want to confer with his/her advisor for guidance, as needed. The student should only address the concern with those immediately involved with the concern, and not with other members of the faculty, staff, or students. If the concern is not resolved at the faculty level, the student may then contact the Chair, Department of Nursing Education to discuss the concern. The student should present a written description of the issue to the Department Chair. If the issue remains unresolved the student may then contact the Dean, School of Education and Professional Studies. Students who do not follow this progression will be referred back to the appropriate level to address their concern.

**ACADEMIC AND PROGRESSION POLICIES**

**Grading**

The grading scale used by the Department of Nursing Education for all examination and theory course grades is as follows:

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| --- | --- | --- |
| 93 | - 100 | = A |
| 86 | - 92.9 | = B |
| 78 | - 85.9 | = C |
| 70 | - 77.9 | = D |

69.9 and below = F

The minimum passing grade for any nursing course is a C. “Successful completion” of a nursing course is defined as earning a minimum final course grade of C.

**Standardized Testing (ATI)**

All undergraduate nursing students, except RN to BSN students, are required to take Assessment Technologies Institute (ATI) exams while progressing through the nursing program. The student is responsible for non-refundable payment to ATI by the announced deadline. Navigate to the ATI website at http://www.atitesting.com. Department of Nursing Education will provide you with registration information at the beginning of your first semester, which will be valid until you graduate. If you need assistance contact the ATI Customer Service Department at 1-800-667-7531.

Students take non-proctored (practice) exams to prepare for proctored exams that are scheduled throughout the nursing program. The student discusses his or her results of non-proctored and proctored exams with the course faculty, and develops and implements remediation plans as directed. The student must complete assigned non-proctored and proctored exams or earn a grade of (I) incomplete for the course. See Academic Progression Policy.

The faculty has adopted the standardized scoring for converting Proctored ATI exam scores to a test grade:

Level 3 = 100

Level 2 = 86

Level 1 = 78

Below Level 1 = 60

If the instructor grades the course using points then the above scores indicated the percentage of the points assigned to the exam that will be given to the student. Thus, if the ATI exam is worth 75 points then the following grades would apply:

Level 3 = 75 points x 100% (1.0) = 75 points

Level 2 = 75 points x 86% (0.86) = 64.5 points

Level 1 = 75 points x 78% (0.78) = 58.5 points

Below Level 1 = 75 points x 60% (0.60) = 45 points

Students out of sequence with their cohort are required to change their cohort in the ATI website.  Instructions on how to change ATI cohorts will be provided the first day of the fall and spring semesters by the faculty.  Students failing to change their cohort will not have access to the appropriate proctored examinations resulting in a "zero" for their ATI scoring for that course.  Retakes will not be administered.

NURS 445 NCLEX RN Preparation course will administer the ATI RN Predictor Exam approximately 30 days before the end of the semester. Students must achieve a 94% or above predictability score of passing NCLEX. Students not achieving 94% predictability score will

remediate as directed by the course faculty. The RN Predictor Exam will be administered the second time following the live three-day ATI NCLEX Review. If the student fails to achieve a 94% predictability score on the second RN Predictor Exam the student will receive a grade of

(F). Please refer to the academic progression policy.

**Academic Progression Policy**

In order to progress in the nursing program, students must:

1. Maintain a cumulative GPA of 2.0.
2. Earn a minimum grade of C in each nursing course.

A student who fails, withdraws from, or receives an incomplete grade in a nursing course may not take any subsequent courses for which that course is a prerequisite until the student has successfully completed the course.

Students must earn passing grades in nursing courses and maintain an acceptable GPA in order to progress in the nursing program. Failing a nursing course more than once will result in automatic dismissal from the nursing program.

RN to BSN Progression Policy:

Students in the RN to BSN track who do not achieve a passing grade of C in a nursing course will adhere to the following:

1. The failed course will be repeated at the earliest possible opportunity. The student will work with the RN to BSN Coordinator to determine when the failed course will be taken.

2. Other nursing courses, for which the failed course is not a prerequisite, may be taken while waiting for the failed course to be offered.

3. Students may not register for NURS 510 or receive credit for their associate degree coursework while they have a failed nursing course outstanding.

Students may repeat nursing courses in which they withdraw from orearn a grade less than C only once. A student may repeat only two nursing courses before dismissal from the program.

Students who withdraw from or fail a nursing course must meet with their academic advisors to discuss strategies to support success in the course when it is repeated and to re-plan the schedule of courses needed to complete degree requirements.

Students who want to remain in the nursing program but are unable to register for nursing courses in the semester following a course failure or withdrawal must submit a letter to the Department Chair requesting an official leave of absence from the nursing program by May 31 for the following Spring Semester and December 31 for the following Fall Semester.

**Readmission to the Nursing Program**

A student who has not taken nursing courses for two consecutive semesters, not including Summer Sessions, will be placed on inactive status. To continue in the nursing program, the student must apply for readmission. The application must be submitted by March 1 for Fall Semester readmission and by October 1 for Spring Semester readmission.

Readmission will be based on decision of the faculty and availability of space in the nursing courses. The faculty’s decision will take into account past academic performance and adherence to Department policies. If readmitted, the student will be expected to comply with individual requirements set by the nursing faculty for continuation in the nursing program.

A student is eligible for readmission to the nursing program only one time.

A student who is denied readmission to the nursing program may appeal this decision by submitting a request for reconsideration within 10 consecutive days, including weekends and holidays, of receiving written notification of denial. If the Chair does not grant this appeal, the student may petition for readmission to the University Admissions and Credits Committee according to the procedures specified in the *Shepherd University Student Handbook,* Academic Freedom and Responsibility section III, Academic Actions Concerning Admissions and Credits.

1. The student seeking readmission to the nursing program must submit a letter of application to Chair of the Department of Nursing Education. The letter must address the reasons for lack of progress in the program, current and future efforts to maintain nursing competencies, and intended date of readmission.
2. The Department faculty discusses the application and decides to grant or deny readmission. The Chair notifies the student in writing of the decision.
3. If the decision is to readmit, the student notifies the Department, in writing, whether the student accepts offer of readmission.
4. Readmitted students meet with their academic advisors no later than December 1 for Spring Semester readmission or May 1 for Fall Semester readmission to discuss strategies to support success in the nursing program, needs for review of content and skills, and courses needed to complete degree requirements.
5. A student who has withdrawn from the University or otherwise is no longer enrolled in the University must apply for readmission to the University prior to resuming the nursing program. Readmission to the nursing program does not replace University readmission requirements, and if University readmission is denied, the student is not eligible to continue in the nursing program.
6. The readmitted student submits a current Health Data Sheet and proof of current PPD and CPR status by December 1 for Spring Semester readmission and by July 1 for Fall Semester readmission. Student will need to repeat background check and drug screen.
7. The student who is readmitted for Fall Semester attends the Annual Nursing Assembly at the beginning of that semester. The student who resumes the nursing program in the Spring Semester makes arrangements with the Department secretary to view the videotape of the most recent Annual Nursing Assembly no later than December 1.

**GRADUATION AND LICENSURE**

**Degree Completion**

All nursing program requirements for the BSN degree must be met within 3 years of admission into the nursing program.

If a student is granted an official leave of absence, this policy is suspended for the length of the leave, up to two semesters.

Under unusual circumstances, the student may petition for an extension of the degree completion requirements. The petition must be supported by the academic advisor and submitted to the faculty of the Department of Nursing Education for final decision:

1. Academic advisors will monitor their advisees’ progression toward meeting degree requirements and notify any student whose progress in the program is at risk for not completing degree requirements within the stated time period.
2. Students who want to petition for an extension of this policy must submit a letter to their academic advisors including:
	1. the reason or reasons for the delay in meeting degree requirements;
	2. evidence of continuing progress toward completion of the degree, and
	3. a plan and a proposed date for completion of the degree.
3. The academic advisor signs and dates the letter if the advisor supports the student’s request. If the advisor opposes the request, the student will indicate this on petition and the advisor will submit a statement of opposition. The letter then is submitted to the faculty of the Department of Nursing Education for a decision.
4. The Department Chair will notify the student in writing of the decision. A copy of this letter will be filed in the student’s permanent record.

**Eligibility for Licensure**

The *West Virginia Nursing Code and Legislative Rules* addresses criteria for application for licensure. The West Virginia Board of Examiners for Registered Professional Nursing has the power to deny opportunity to procure a license through testing if the applicant has willfully committed a felony under the laws of West Virginia. Details are requested when the graduate makes application for licensure. Any student who has a concern about eligibility should discuss this concern with the Chair of the Department of Nursing Education.

**STUDENT GOVERNANCE**

The Department of Nursing Education participates in the University’s mission to continually improve student learning. Student input is solicited through course evaluations, evaluation of teaching effectiveness, and participation as student representatives to regularly scheduled Department meetings.

Each group of students (Levels 1, 2, 3, 4 and RN-to-BSN students) will select one representative and one alternate to participate in the Department meetings. Only one student representative from each group will attend; if the elected representative is not available, the alternate will attend. These representatives will participate in the Department discussions, raise questions, offer ideas, and communicate information to classmates. The focus of the Department meetings is on addressing broad issues and making decisions that affect the BSN program and the Department, rather than on specific courses. Concerns or issues about a specific course need to be addressed with the course coordinator first. Students are encouraged to provide a monthly report at the Department meetings. A purpose of Student Governance is to be inclusive of improving student life by allowing them to have a voice to effectively express their concerns. Student representatives will be excused for Executive Sessions.

**Organizations:**

1. **Student Nurses Association (SNA)** - The mission of the Shepherd University Student

Nurses’ Organization is to enhance educational opportunities of the organizational members and recognize the community’s health disparities and needs. This organization will function to identify the needs of the surrounding community and schedule activities to aide in the promotion of health and the prevention of illness.

The organization will strive to influence the future of healthcare as the new generation of nurses with an emphasis on lifelong learning, professionalism, therapeutic relationships, leadership, ethical practices, and intellectual development.

1. **Nursing Honor Society** - The focus of the Shepherd University Honor Society is to recognizescholarship, professionalism and leadership excellence of Shepherd’s nursing students. Membership is by invitation and is based on GPA as well as adding to the body of nursing knowledge at Shepherd University and at the patient bedside.

**CLASSROOM COURSES**

**Calculators**

During course examinations, students may use only calculators provided by the Department of Nursing Education.

**Cell Phones**

Use of cell phones in class is prohibited unless authorized by the course instructor. If students are seen using a cell phone in any capacity or if their cell phone rings during the class session, they may be asked to leave for the remainder of the class session.

**Children**

Students are not permitted to bring their children to class, regardless of their age(s). Please make arrangements for child care in case they are ill, in the event that their school or day care is canceled due to inclement weather, etc.

**Recording Devices**

Recording devices may only be used with the permission of the faculty member or when authorized as a disability accommodation through the office of Disability Support Services.

**CLINICAL AND LAB COURSE REQUIREMENTS**

**Accident/Injury/Impairment**

In the event of an accident, injury, or exposure to infectious agents, blood, or body fluid during clinical learning activities, the student must comply with the agency’s policy and procedures regarding such events. Emergency treatment and follow-up may be required.

Students are responsible for all expenses that occur as a result of injury, exposure, or suspected drug or alcohol impairment. Students are required to carry health insurance to assist with expenses related to injury or illness on campus or in the clinical agency.

Students who report to a clinical facility in ill health or impaired will not be permitted to remain there for clinical learning activities. Such behavior will be considered a violation of Department Standards of Professional Conduct and Safe Clinical Practice.

Tardiness for clinical learning activities is a violation of Department Standards of Professional Conduct and Safe Clinical Practice. Response to this behavior is outlined in the standard.

In addition, if the student has worked prior to clinical there must be at least eight hours between the end of work and beginning of clinical. Students may have a clinical assignment in the same hospital they work at, but not on the same unit.

**Attendance**

It is mandatory that students attend all scheduled clinical and lab learning activities. Acceptable reasons for absence from clinical and lab learning activities include illness of the student (an excuse from a physician or nurse practitioner) or death in the immediate family (obituary required). Documentation of a valid excuse for absence may be required. Students who anticipate their absence from a scheduled clinical learning activity must notify the appropriate instructor and the assigned facility **by telephone no later than 1 hour prior to the start of the** **clinical or lab learning activity**.

If students are unable to reach the instructor personally, they must leave a telephone message at the assigned clinical site with a telephone number where they can be reached by the instructor. Students with an approved absence from clinical or lab learning activities must make arrangements with the appropriate clinical instructor for a re-scheduled clinical learning activity no later than the next scheduled class day after they are able to return to the University. If prior notification of the absence is not received, the student may not be eligible to re-schedule the missed clinical learning activity. Routine medical or dental appointments do not constitute an unusual circumstance or personal illness.

**Students missing more than one excused clinical experience will need to consider withdrawing from the course or taking leave of absence from the program. An unexcused clinical absence will result in failure of the course and both theory and clinical will need to be repeated. Students who fail the clinical portion of a course will receive an F, regardless of the percent obtained in the theory portion of the course.**

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| **Professional Boundaries** |  |  |
| The nursing student is responsible for delineating and maintaining professional boundaries. |  |  |
| Nursing students in all learning environments are not to give personal information such as |  |  |
| telephone number and address to clients. |  |  |
| At the completion of the clinical experience, nursing students are not allowed further contact |  |  |
| with clients and their families. |  |  |
| Failure to maintain professional boundaries will be considered a violation of Department |  |  |
| Standards of Professional |  |  |
| Conduct and Safe Clinical Practice. Refer to A Nurse’s Guide to Professional Boundaries by |  |  |
| NCSBN- https://www.ncsbn.org/ProfessionalBoundaries\_Complete.pdf .  |  |  |

**Smoking**

The odor of smoke on hair, skin, and clothing may be offensive to clients in clinical settings, and professional nurses are expected to be role models of good health practices. For these reasons, smoking prior to and during clinical learning activities is **prohibited**. In addition, smoking while in uniform at any time, is considered a violation of the standards of professional conduct and will result in disciplinary action.

**Standards of Dress Policy**

Each nursing student is a representative of the Shepherd University Department of Nursing

Education and directly affects the public’s and other professionals’ views of our nursing program. Nursing students in uniform are expected to be professional looking at all times. If a student’s clinical instructor believes that his or her appearance does not meet these expectations, the student will be asked to leave the clinical environment with an unexcused absence.

Students must wear uniforms of a specified color and style with an embroidered patch identifying the Shepherd University Nursing Program. The uniform consists of pewter gray scrub top and pants, and an embroidered white lab coat (thigh length). Wearing the lab coat is optional. The scrub top and pants as well as the lab coat must be obtained from the Shepherd University Bookstore. The specified guidelines for each required item of the nursing uniform (scrub top, scrub pants, lab coat, name tags and shoes) are provided in detail, followed by general guidelines for appearance while in uniform. In addition to the nursing uniform, a polo shirt that is specific to the nursing program must be obtained from the Shepherd University bookstore. This shirt is to be worn with tan or beige colored khaki pants or black dress pants for service-learning or when indicated by the clinical instructor.

**General Guidelines**

The student must maintain a professional appearance when in uniform. Infractions of the dress code may result in dismissal from the clinical unit and receive an unsatisfactory for the day.

1. When visiting the agency for clinical assignments, students may wear dress slacks or a skirt with a lab coat (full length or thigh length) and Shepherd University identification badges. No shorts, leggings, denim jeans, hats or caps are permitted. The body from shoulders to knees should be covered. Lab coat must be worn and buttoned. The student uniform will be worn in designated clinical areas. It must fit properly, be clean and wrinkle free. The style of the uniform must be departmentally approved. Female students shall wear a neutral colored bra and panties (no thongs) under the uniform. Undergarments and/or cleavage should not show when leaning or bending over. Male students must wear plain white crew neck undershirts and underwear with uniform. Sweaters may not be worn with the uniform. White shirts are permitted. Otherwise, only approved lab coats may be worn. The uniform and lab coat are not for street attire (ex. Shopping, eating in restaurants, going to activities). The SU identification badge may not be worn while working for a salary.
2. Hair must be arranged so that it is off the collar, neat, clean, and contained. No ornamental hair accessories are allowed. No head bands. Hair must be of an appropriate color (no pink, blue, striped, or excessively two-toned). Male students are to be clean shaven, or with facial hair/moustache and beards neatly trimmed.
3. No chains, bracelets, or necklaces are to be in sight. Only small stud type earrings may be worn, one earring per ear. No ear gauges or bars are allowed. No other pierced jewelry is permitted (nose rings/studs or tongue rings/studs, eyebrow, etc). Rings may not be worn except for plain wedding bands.
4. No visible tattoos are allowed. They must be covered with clothing. Clothing covering tattoos must be white, black or match the pewter grey color of the scrubs.
5. Shoes must be clean, polished, and either all white with white socks or all black with black socks. Shoes must be all leather with no canvas or mesh. Ankles must be covered. No clogs, opened toed or open heeled shoes.
6. No chewing gum is permitted.
7. Fingernails must be cut or filed so that the nail does not extend beyond the fingertip. No polish may be worn. No artificial nails or tips. No fingernail jewelry.
8. Identification must be worn while in the clinical area.
9. Makeup should be subdued.
10. Good personal hygiene including oral care is mandatory. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors, are not acceptable. Daily showering/bathing and the use of deodorant are expected.
11. Strong scents are to be avoided. No perfume, cologne, or scented lotions are to be worn.
12. Smoking and use of other tobacco products are not permitted, while in uniform, prior to coming to clinical and during clinical rotation.
13. Language: Polite, professional in nature. No profanity or vulgar slang.
14. Cell phone may only be used for professional referencing or as determined by clinical agency policy.

**Name tags:** Student must always wear the Shepherd University picture identification when inuniform or at the clinical agency. The white plastic picture ID is to be obtained at the Rambler’s office and returned to the Department of Nursing Education at the end of each semester. Students may use the Shepherd University Nursing lanyard or attach to the breast pocket of the scrub top.

**Scrub top and pants:** Both the scrub top and pants must be purchased from the Shepherd University Bookstore. Both garments are pewter gray in color. The scrub top will come embroidered with the Department of Nursing seal embroidered above the breast pocket. Items should not be stored in the breast pocket so as to obscure visibility of the seal which readily identifies students as Shepherd Nursing Students.

**Shoes:** Shoes may be either all white or all black. Socks should match the shoes and be solid white or solid black

**Transportation to Clinical Learning Activities**

It is the responsibility of students to provide their own transportation to and from clinical sites.

**Use of Clinical Simulation, Computer Labs and Group Study Rooms**

1. The clinical simulation and computer labs and second-floor group study rooms in Erma Ora Byrd Hall were developed for group instruction and individual learning of nursing students. Individual students may use the labs during open lab hours and groups of students may use the group study rooms on a first-come, first-served basis when classes are not scheduled by faculty members to use the rooms.
2. The Department of Nursing Education secretary will keep a schedule of reserved lab and group study room dates and times. Students may check with the administrative assistance for access to study rooms.
3. Adequate open practice hours will be scheduled and posted each semester by the Clinical Simulation Lab Coordinator. Students are encouraged to use these hours because guidance for skill learning will be available.
4. **No food or drinks are permitted in the simulation or computer labs. Bottled water is permitted only in group study rooms.**
5. Students are required to comply with the uniform policy for all scheduled simulation lab activities, including open labs.
6. Students should bring appropriate equipment and reference materials to all scheduled simulation lab activities (e.g., watch, writing materials, stethoscope, and drug manual, other items specified by the faculty member or Clinical Simulation Lab Coordinator).
7. Students must use their own supplies from their Nurse Packs. Supplies and equipment are not to be removed from the clinical simulation labs.
8. Students are responsible for cleaning up after themselves in all areas.
9. Students may use simulation manikins under the direct supervision of a faculty member or Clinical Simulation Lab Coordinator **only**.
10. Students should report any equipment problems to the Clinical Simulation Lab Coordinator.
11. Computers are for academic use only.
12. Students who violate these rules may be dismissed from the computer labs, study rooms, or clinical simulation labs. Such an absence from a scheduled simulation lab activity will be recorded as unexcused.

**CLINICAL AGENCY’S POLICIES AND PROCEDURES**

In order to safeguard students in the healthcare provider role and to protect patients, all students enrolled in the Department of Nursing Education at Shepherd University will meet the following requirements for physical examination, immunization screening, CPR status, criminal background check, drug screening, health insurance, professional liability insurance, and adherence to agency policies and procedures.

All information must be submitted by July 1 for students admitted for the Fall Semester and December 1 for students admitted for the Spring Semester, unless otherwise informed.

The student is responsible for paying all costs. Students should keep copies of all information for their records.

1. **Physical Examination**
	1. Upon entrance into the nursing program, the nursing student must submit proof of physical and emotional fitness to meet the core performance standards of the nursing program, including freedom from communicable disease, as attested to by a physician or nurse practitioner (form provided).
	2. Students may be required to submit an updated physical examination form if there is a change in their health status while enrolled in the nursing program.
	3. Students will not be permitted to attend class, clinical, or campus learning lab until the completed Health Record is on file in the Student Health Center Office. Absence in class, clinical, or campus learning lab due to an incomplete health record is considered an unexcused absence.
2. **Immunization Status**
	1. Official documentation from a physician or nurse practitioner is required (parental written documentation of immunizations records is not considered adequate) by specified date. A Health Records Verification (HRV) form will be provided to the student to be completed and uploaded on the on-line immunization tracker located

at www.castlebranch.com Students may call the service desk at 1-888-723-4263 Ext. 7196 for assistance with uploading documents.

1. ***Diphtheria, Pertussis, and Tetanus (DPT) Immunization***.
2. ***Tetanus Booster*** within the last 5 years.
3. ***Tdap*** within the last 5 years or if Tetanus Booster was before January 2008.
4. ***Measles (Rubeola), Mumps, Rubella (MMR) –*** completion of a series of 2immunizations. If born before 1957 or no official documentation of immunizations, the student is required to provide recent documentation of immune (IgG) antibody titers indicating immunity to Measles (Rubeola),

Mumps, and Rubella (MMR). If titers show “no immunity” the student must begin the series immediately and contact the Program Clinical Coordinator.

1. ***Polio vaccination*** (series of 4) or recenttiters. If titers show “no immunity”the student must begin the series immediately and contact the Program Clinical Coordinator.
	* 1. ***Varicella*** (Chicken Pox) Initial and booster immunization (at least onemonth apart) for Varicella. The student must upload documentation of recent immune (IgG) antibody titer if no official evidence of immunization.
		2. ***Hepatitis B*** (series of 3) and documentation of immune antibody titer. Theabsence of Hepatitis B antibody titer shall be an indicator that the series needs to be repeated, not to exceed 2 full series. The post series Hepatitis B titer is to be done 2 months after the third dose. If the student has not completed the series, they must contact the Program Clinical Coordinator.
		3. ***An Annual Influenza vaccine and a PPD*** placed within the past year. Ifyou do not have documentation of a PPD within the past year, a two-step PPD test is required. The second test is performed 2 weeks after the initial testing and the appropriate documentation is provided.
			1. If the student has a positive reaction or has a history of the BCG immunization, the PPD is not repeated. Upload a statement from the healthcare provider verifying chest x-ray results within the last 2 months and safe status to practice. An annual assessment must be performed by the healthcare provider and documentation uploaded for continued safe status for nursing practice.
			2. Returning students must upload proof of current PPD status prior to their expiration date.
			3. Failure of the student to maintain current PPD status will result in the student’s inability to attend clinical learning activities and as such is considered a violation of the Standards of Professional Conduct and Safe Clinical Practice.
2. **CPR Certification**
	1. Official documentation (copy of front and back) of your American Heart Association Basic Life Support Provider CPR card must be uploaded in the online immunization tracker located at www.castlebranch.com
	2. Returning students must upload proof of current CPR status prior to their expiration date to the Department of Nursing Education.
	3. Failure of the student to maintain current CPR status will result in the student’s inability to attend clinical learning activities and, as such, is considered a violation of the Standards of Professional Conduct and Safe Clinical Practice.
3. **Criminal Background Check**
	1. Students are required by clinical agencies to undergo a criminal background check prior to clinical experiences. Felony convictions and some serious misdemeanors may preclude participation in clinical rotations. This could, in turn, prevent the completion of clinical course requirements and completion of the nursing program.
	2. In addition, the State of West Virginia Board of Examiners for Registered Professional Nurses requires that applicants for licensure undergo a criminal background check and answer the following question: *Have you ever been* *convicted of a felony or a misdemeanor or pled nolo contendere to any crime, had record expunged or been pardoned?* Any application that indicated a criminal

history is considered a non-routine application and must be reviewed by the Board staff and possibly referred to the Board’s Disciplinary Review Committee.

* 1. Students will be provided with a West Virginia Card Scan Services Information Form and two (2) fingerprint cards upon acceptance in the nursing program.
	2. The fee for the background check is the responsibility of the student, and may vary depending on the agency that performs the background check. Further information will be provided to the student upon admittance about making arrangements to pay for the background check.
	3. If the background check indicates a criminal history, the clinical agency will be notified and will determine whether or not to allow the student to participate in the clinical experiences at that agency.
	4. If the student is unable to participate in the clinical experiences, the student will not be able to complete clinical course requirements, and therefore, will not be able to meet requirements for completion of the nursing program.
	5. Students who are charged with or convicted of any crime while enrolled in the nursing program must report this immediately to the Chair of the Department of Nursing Education. The student may be subject to dismissal, supervision, or lesser disciplinary sanctions depending on the type of crime.
	6. Results are reported to the Chair, Department of Nursing Education, who will store them in a confidential file.
	7. Students who have been out of the program for one semester or more will be required to complete another background screen prior to resuming their course work.
	8. If a report identifies a felony or misdemeanor, a student may be dismissed from the program for inability to fulfill the educational requirements of the curriculum.
1. **Drug Screening**
	1. Test results are confidential, with disclosure of results provided only to the Chair of the Department of Nursing Education and persons evaluating qualifications for clinical placement or the academic standing within the program of study or university. Negative urine test results may be shared with clinical affiliate agencies in order to comply with health system policies. Disciplinary actions (e.g. immediate suspension) may be imposed without the customary mechanisms of academic warning and probation period if the drug screening is positive. Reports will be kept in confidential files in the Chair’s office and separate from the student’s academic file. Students who wish to review a copy of their test results will have online access through the selected agency. It is not the policy of Shepherd University to report drug screen results to law enforcement agencies. However, this does not preclude University officials from responding to lawful inquiries from law enforcement agencies. Positive test results for unlawful narcotics are reported to the Student Affairs Office for possible disciplinary action.
2. A Custody and Control Form for drug screening will be given to students prior to testing at an approved urine drug screen site determined by the agency. The form must be completed and a copy provided to the Department of Nursing Education. Any false information contained on any forms pertaining to this policy will be grounds for dismissal from the program or denial of admission into the program. Students will complete the online process with the Department of Nursing Education approved agency, pay for the test, and obtain a Custody & Control Form from the nursing administrator. The approved agency will provide the directions to the closest collection facility. The students will go to the collection facility to complete their drug test.
3. Once the drug test is complete, students may go online to the agency’s website and retrieve a copy of their results. The Chair will have online access to the students’ results through an online username/password account.
4. In the event the drug results are inconclusive, repeat testing may be required at the student’s expense unless the testing agency is at fault. In the case of a positive test, a Medical Review Officer (MRO) employed by the testing agency will interpret the results and contact the student for additional information regarding prescriptive medications. If the MRO determines this further investigation provides a negative result, no further action is required and the negative result is reported. If the further interpretation proves the results to be positive, the MRO notifies the student and the Chair of the Department of Nursing Education.
5. A student with a positive drug screen result will not be allowed to continue and/or participate in the clinical component of the program. If a drug screen is determined to be dilute, the student shall be retested, and the student will be counseled regarding dilute specimens. If a second drug screen is determined to be dilute, that shall be deemed a positive result for purposes of departmental action against the student. At the discretion of the Chair, the student may be dismissed from the program, may be permitted to request referral for treatment and return to the program upon successful completion of a treatment program, or may incur other sanctions. If a student returns to the educational program after treatment, periodic drug screen monitoring may be required.
6. A dismissed student may appeal to the Dean, as provided for in the University Student Handbook.
7. Drug screen procedures given to student:
	1. Provided with policy and signs disclosure and consent form which is filed in the student academic record
	2. Must have negative drug screen prior to the clinical assignment
	3. Given information for online registration and payment for the screen
	4. Provided directions to lab testing site
	5. Report to lab testing site within four hours of signing the disclosure and consent form
	6. Collection of urine specimen
	7. Sample processed and reported to online agency
	8. Follow-up provided by MRO consult if needed.
	9. Report made accessible through online reporting agency to Chair of the Department of Nursing Education or his/her designee
		1. Information shared with clinical agencies (negative results) or consultation with the Dean SOEPS if results positive and appropriate action taken.
		2. Random drug screen performed at student expense.
	10. **PROHIBITED DRUGS**

**The use of marijuana, opiates, cocaine, amphetamines, barbiturates, phencyclidine, benzodiazepines, methadone, propoxyphene, methaqualone, and any other controlled or illicit substances as defined by federal or state law are expressly prohibited.** The only exceptions are for medications prescribedby a licensed physician or other licensed provider which must be disclosed to the drug screening MRO if requested. Original prescription bottles must be provided or written verification from the prescribing authority.

* 1. Failure of a drug test (positive result for illicit substance) or refusal to cooperate with any aspect of this policy, of any health system or university policy on substance abuse, will result in disciplinary action up to and including dismissal, or denial of progression in the program study. In no case will a student be reassigned to another clinical agency of the basis of refusal to participate in drug screening.
	2. Testing may be required if there is reasonable suspicion of substance abuse or at the clinical agency request.
1. **Health Insurance**
	1. Students will need to upload a copy the front and back of their current health insurance card into the online immunization tracker located at www.castlebranch.com
	2. If you are not currently covered under a health insurance plan you may want to check into a college student health insurance such as “The Sentry Student Security Plan.” A brochure describing the coverage and cost may be picked up at Student

Health Services or in the Department of Nursing Education.

* 1. Students must upload into the TRACKER a copy of their current health insurance card at the beginning of each semester to verify their insurance is current.
	2. Failure of the student to maintain current health insurance will result in the student’s inability to attend clinical learning activities and as such is considered a violation of the Standards of Professional Conduct and Safe Clinical Practice.
	3. This information will enable the Administration to assist the student should injury occur in the clinical setting. Students are responsible for any cost incurred that is not covered by their personal health insurance. Shepherd University assumes no financial liability for an incident or injury that may occur during a clinical or laboratory experience.
1. **Professional Liability Insurance for Nursing Students**
	1. Students will need to upload a copy of their current professional liability insurance policy into the online immunization tracker located at www.castlebranch.com
2. If you are not currently covered under a professional liability insurance plan you may want to check into Nursing Service Organization student coverage plan. Log on to www.nso.com and click on student coverage.
3. Students must upload a copy of their current professional liability insurance plan to the Department of Nursing Education annually.
4. Failure of the student to maintain current professional liability insurance plan will result in the student’s inability to attend clinical learning activities and as such is considered a violation of the Standards of Professional Conduct and Safe Clinical Practice.
5. Nursing students are covered in the clinical setting by insurance provided by the State of West Virginia. Details of this insurance coverage are on file in Department office.

**8. Incidents Occurring Onsite for Clinical**

Clinical faculty will be aware of the policy and procedure of the clinical agency to which they are assigned. Any accident or injury requiring immediate attention will be treated at the nearest facility providing emergency care. Clinical faculty will submit a University Incident Report.

**9. Exposure to Bloodborne Pathogens**

If a student is exposed to a blood or body fluid pathogen, the student must notify the clinical instructor (faculty), the supervisor at the clinical site or the laboratory and the Program Director immediately. If the facility has an Employee Health Department, Clinical faculty will escort the student to the department and follow the agency guidelines providing for immediate treatment. If there is no facility on-site, the nearest emergency department will be contacted and immediate treatment guidelines will be followed. The student must contact his or her personal health care provider for any necessary and required follow-up care. Appropriate documentation of the incident will be kept in the student’s confidential health information file in the Student Health Center.

1. **Adherence to Clinical Agency Policies and Procedures**
	1. It is the student’s responsibility to understand and adhere to specific clinical agency policies and procedures. The clinical faculty member will provide agency orientation prior to the start of the clinical learning experience. Orientation will include student parking, provisions for student personal belongings, and computer access, if granted.
	2. Failure to comply with any clinical agency policy is a violation of the Department Standards of Professional Conduct and Safe Clinical Practice.

**APA Style for All Written Assignments**

All written assignments must comply with the Edition of the *Publication Manual of the* *American Psychological Association* that is currently recommended by faculty.

I have read the Shepherd University Nursing Student Handbook and agree to uphold the standards set forth in the Shepherd University Nursing Student Handbook.

Name (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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