

2020-2021

PRE-LICENSURE

NURSING STUDENT HANDBOOK



SCHOOL OF NURSING
Georgia Southwestern State University

REVISED Spring 2020

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WELCOME

Welcome to the School of Nursing. Whether you are a newly admitted student or returning student, we want you to have a successful nursing education experience at Georgia Southwestern State University. This nursing program has a long history of excellence, and while it is a rigorous program of study that requires hard work and commitment on your part, we are confident that you will look back on your education at GSW with pride.

Professional nursing is a challenging academic program. Each course in this nursing program builds upon previous ones; therefore, it is necessary for you to attain and retain the content and skills required in each course. The School of Nursing learning environment includes the use of state-of the art technology in the classroom, clinical, simulation, and other laboratory experiences. .

Terms which you will frequently hear during your studies are critical thinking and clinical reasoning; professionalism; communication; personal accountability, standards of practice, and ethical behavior. These are just a few of the expectations that the School of Nursing and the profession it represents has of you.

The School of Nursing faculty and staff are here to assist and support you so that you may have success throughout your experiences leading towards your bachelor of science in nursing degree.

Purpose of the Undergraduate Nursing Student Handbook

This handbook is for undergraduate students admitted to the nursing program. It provides specific information about nursing that supplements, but does not replace, the University's Undergraduate Catalog. Each student is expected to be knowledgeable about the regulations and policies in this handbook. Upon admission and orientation to the nursing program, the student is required to acknowledge in writing the receipt and understanding of the contents; and agreement to adhere to the policies and regulations contained in this document. This signed statement will be placed in each student's file maintained by the School of Nursing.

Policies may be changed and updated by the School of Nursing without actual notice if circumstances so warrant. Policy changes will be communicated via GSW Radar email and/or GaVIEW emails. Students are advised to check GSW email accounts on (GaVIEW and GSW Radar) a frequent and consistent basis (at least 2-3 times per week), and between semesters for important policy modifications and additions. Updated policies will be placed on the School of Nursing "course" located in GaVIEW.

If a student pauses out of the program, upon return, it is the student's responsibility to meet with the Associate Dean of Undergraduate studies and to obtain the latest version of the nursing student handbook.

If there are any questions concerning this student handbook, students are expected to seek clarification from the Undergraduate Program Associate Dean or the Dean.

Any violation of the policies and regulations is prohibited and may result in course or program dismissal.

Accreditation and Approval

The nursing program has full approval of the Georgia Board of Nursing (237 Coliseum Drive, Macon, GA 31217-3858; 478-207-1300 or 1640). The program is accredited by the Commission on Collegiate Nursing Education (www.aacn.nche.edu/ccne-accreditation-or-202-887-6791).

MISSION STATEMENT OF THE SCHOOL OF NURSING

The mission of the School of Nursing is to prepare safe, competent, and compassionate professional nurses, who in collaboration with others, provide or facilitate high quality patient-centered care in a global society. Students achieve academic excellence through a vibrant learning environment using evidence based practice and creative inquiry.

STATEMENT OF PHILOSOPHY AND CONCEPTUAL FRAMEWORK

The philosophy, affirmed by the faculty, is consistent with the Georgia Southwestern State University mission, which is to cultivate excellence in learning and teaching that encourages intellectual, personal, and social growth for students, faculty, staff, and the community. Through this philosophy, the faculty expresses its commitment to excellence in the profession of nursing and quality education. The academic program(s) is based on the faculty's beliefs about PATIENT- CENTERED CARE, EVIDENCE BASED PRACTICE, QUALITY IMPROVEMENT, SAFETY, COLLABORATION, INNOVATION, and COMPASSION.

We believe that all nursing care should be patient-centered. Patient-centered care recognizes the patient or designee as the source of control and a full partner in providing compassionate and coordinated care based on respect for the patient's preferences, values, and needs (QSEN, 2011). The patient's own values and preferences should be considered and reflected in the plan of care.

We believe that in order to deliver patient-centered care, nursing practice should be evidence-based. Evidence-based practice integrates best research evidence, clinical

expertise, and patient/family preferences and values in making decisions about the care of individual patients (QSEN, 2011).

We believe that the application of quality improvement methods and principles is essential in achieving desired health outcomes for individuals and populations. Quality improvement uses data to monitor the outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2011).

We believe that safety is an essential component of all nursing care. Safe nursing care minimizes the risk of harm to patients and providers through system effectiveness, and individual performance (QSEN, 2011). Creating a culture of safety within the clinical environment is essential in providing quality patient care.

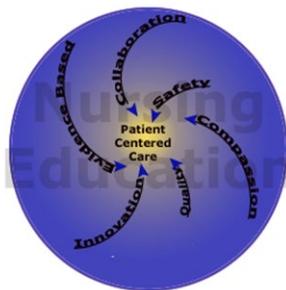
We believe that nurses deliver patient-centered care as members of an interdisciplinary team. Collaboration involves functioning effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making with patients and families to achieve quality patient care (QSEN, 2011).

We further believe that innovation is a key component of nursing care. Innovation is the acceptance of change and is part of a dynamic and challenging nursing practice. Innovation includes informatics, which is the use of information and technology to communicate, manage knowledge, mitigate error, and support decision-making (QSEN, 2011).

We believe that compassion, which is at the heart of the nursing profession, involves the development of a committed, nurturing relationship, characterized by responsiveness to others and respect for their dignity, values, and culture. We believe that nursing practice must reflect an understanding of and respect for each individual and for human diversity.

We believe that nursing education promotes the intellectual, personal, and social growth of the learner. Knowledge is achieved through a collaborative process that involves a shared responsibility between the teacher and learner. The goal is to assist the learner towards the acquisition of knowledge, skills, and attitudes necessary to meet the challenges of a dynamic and evolving profession (QSEN, 2011).

Nursing education is designed to foster the development of professional nursing roles which includes provider of care, manager of care, and member of the profession. The learner will be prepared to practice comprehensive nursing care that includes health promotion, disease prevention, health restoration, and health teaching to individuals, families, and communities. Nursing education at Georgia Southwestern State University fosters an attitude that values lifelong learning in order to maintain high quality, patient centered care in a global society.



Description of Curriculum

The mission, philosophy, and conceptual framework serve as the guiding structure for curriculum development and support the provision of didactic and clinical education in nursing, the preparation of nursing leaders, and the testing of innovative educational models. Guidelines for professional nursing practice approved by nursing organizations are utilized. Benchmarks include guidelines from the American Nurses Association, Americans Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Nursing Education (2008), Institute of Medicine (IOM) Reports, Quality and Safety Education for Nurses (QSEN) web site and reports, Georgia Board of Nursing Rules and Regulations, and standards of care reports. The Quality and Safety Education for Nurses (QSEN) project was funded by the Robert Wood Johnson foundation to “address the challenge of preparing future nurses with the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work (QSEN, 2014).” QSEN focuses on six competencies: patient centered care, teamwork and collaboration, evidence based practice, quality improvement, safety, and informatics. The Georgia Southwestern State University framed the nursing curriculum around the six QSEN competencies and added the construct of compassion. In the GSW SON conceptual framework nursing education is depicted as a process that involves the seven constructs of patient centered care, evidence based practice, quality improvement, safety, collaboration, innovation, and compassion. The pivotal and key construct in the model that provides the energy source and foundation for nursing education is patient centered care. The arrows in the model reflect the interdependent relationship or integration of the other constructs with the key construct. The implied circular motion of all the constructs reflects that nursing education is a field of dynamic changes and is an ongoing process in which faculty strive to assist students in developing the knowledge, skills, and attitudes necessary to ensure excellence.

The program aims to instill a spirit of inquiry and ongoing development of knowledge as well as a commitment to lifelong learning in the pursuit of excellence in nursing. The graduate of this program is prepared to participate in the nursing profession in the areas of research, education, leadership, and practice within a variety of settings. Completion of the baccalaureate degree prepares graduates for continued academic endeavors and graduate studies. The roles of the BSN prepared nurse generalist as described by AACN provide additional guidance to the curriculum. The roles of provider of care, manager of care, and member of the profession are interwoven in each nursing course.

Patient-centered care is introduced in NURS 3003 (Fundamentals of Nursing) and is included in each nursing course as students are expected to create a safe and compassionate environment for individual patients, their families, groups, and population areas. Students will gain competence in communication with patients and families, other nurses and health care professionals, resource persons, and the community in order to give comfort and emotional support, give care effectively, make decisions with patients and families, protect patients from threats to well-being, coordinate and manage patient care, assist the patient in rehabilitation, and provide patient education.

Compassion is caring in action. Together compassion and patient-centered care guide the nursing curriculum in the context of valuing the quality of life for individuals, families, and communities. Students are expected to blend the most current knowledge and practice standards with an insightful and compassionate approach to all patient care in every nursing course. In addition, faculty models this type of approach in working with patients and students.

Evidence-based practice (EBP) is included in every nursing course as students consider evidence-based practices as a guide to make effective, timely and appropriate clinical decisions about health care for specific clinical circumstances. In NURS 3003, students develop an appreciation and understanding of the role of evidence when caring for patients. In that course, best practices are introduced in pain management, infection control, patient safety, medication administration, and patient teaching. In NURS 3145 (Pediatric Nursing Care) students learn how to select a research article related to some aspect of care in critically ill or injured children and determine if this information has been incorporated into the care on the unit. In NURS 4810 (Evidence Based Practice in Nursing) students learn how to identify a clinical problem, explore a variety of databases for the best evidence, and complete an evidence-based paper. This incorporates the development of skills in locating knowledge, critical thinking and clinical discernment. In NURS 4905 (Practicum in Nursing) students identify an actual or potential nursing problem from the practicum experience and explore the efficacy of nursing interventions for the identified nursing problem in the institution of their practicum experience.

Quality Improvement is introduced in NURS 3003 as a major responsibility of a registered nurse. The major processes of quality improvement, the quality of improvement process, and Nurse Sensitive Quality Indicators are included in each nursing course. The PDSA cycle of plan, do, study, and act, is introduced as a formal model for exploring and resolving quality concerns. As a member of the nursing team, students may participate in recognizing trends in practice,

identify when recurrent problems develop, and initiate opportunities to improve the quality of care in varied clinical settings each semester. In NURS 4010 (Leadership) the RCA (Root Cause Analysis) model is introduced as a process to evaluate problems or near misses and minimize the likelihood of a problem recurring.

Safety, as an essential component of competent nursing practice and a basic human need, is introduced in all first semester nursing courses. The focus on safety is found throughout the curriculum from tailoring safety prevention programs to the needs, preferences, and life circumstances of particular age-groups, to reducing procedure-inherent accidents. As an important aspect of patient-centered care, **collaboration** is introduced in NURS 3003. Recognition of the contributions and responsibilities of other health team members and patient's family members to achieve quality patient care is emphasized in NURS 3003. Collaboration with the patient, family and other disciplines, such as social workers and occupational and physical therapy, become an important part of the patient's plan of care in all clinical courses throughout the entire course of study in the nursing program.

Innovation, including informatics and the use of technology, is introduced in the core courses for all Georgia Southwestern students. The specific use of informatics and technology in nursing is introduced in NURS 3003 with the use of electronic equipment used to collect vital signs. NURS 3003 also requires the use of a variety of data management systems such as EMR- Electronic Medical Records, CPOE-Computerized Provider Order Entry, POES- Provider Order Entry System and computerized medication dispensation systems. NURS 3120, Nursing Informatics, provides entry level principles and concepts which apply to nursing. NURS 3100 includes the use of electronic IV infusion devices and cardiac telemetry.

Professional nursing is a practice oriented discipline that uses theory and evidence based care in the delivery of care. Encompassed in nursing education is the role development of the nurse as provider of care, designer/manager/coordinator of care, and member of the profession. The roles are introduced to beginning nursing students in the beginning courses: NURS 3003: Fundamentals of Nursing, and NURS 3200: Health Assessment. These courses focus on the foundational underpinnings of the nursing profession and upon skills acquisition for direct care.

The roles of provider of direct and indirect care and designer/coordinator/manager of care are emphasized in each nursing clinical course thereafter when caring for adult clients, pregnant women, new babies, children, the elderly, and those with mental health problems. In all nursing courses, students are expected to prioritize care. Delegation of care, while introduced early in the curriculum, is emphasized in NURS 4010: Leadership in Nursing. The final practicum experience provides the student with the ability to apply concepts of patient centered care, collaboration, EBP, quality improvement, safety, informatics, and compassion while integrating the three major roles. The community health course prepares the student to assess and provide interventions to populations within the community. Students who enroll in an elective course, Transcultural Nursing, also have the opportunity to examine health care from the global health perspective and to provide care to patients in a different health care system through the course's study abroad experience.

The role of the nurse as member of the profession, while introduced in NURS 3003, is emphasized in all courses either through direct care experiences, projects, or other learning activities. Students explore the concepts of advocacy, respect, human dignity, and social justice for all humans, as well as volunteerism and service. Professional obligations are introduced in NURS 3003 with the inclusion of the ANA's Nursing Scope and Standards of Professional Practice, Nursing's Social Policy Statement; Quality and Safety Education in Nursing (QSEN); and IOM Health Professionals Education Core Competencies. In Community Health Nursing, students examine the impact of social, political, and economic issues on health care. Legal and ethical issues of care are included in appropriate areas across the curriculum. For example, issues related to end of life decision making is discussed in NURS 4150: Gerontological Nursing. In NURS 3140: Nursing of the Childbearing Family and NURS 3145: Pediatric Nursing Care, ethical and legal issues related to conception, abortion, and family violence are included. Access to health care, health care financing and delivery of health care as a right are topics explored in Nursing Leadership.

BSN PROGRAM STUDENT LEARNING OUTCOMES (SLOS)

1. **Provide patient-centered care / with sensitivity & respect for the diversity of human experience. (QSEN & Essential IX)**
2. **Utilize inter- and intra-professional collaboration skills/ to provide holistic nursing care (QSEN & Essential VI)**
3. **Integrate best current evidence with clinical expertise. (QSEN & Essential III)**
4. **Create a safe care environment that results in high quality patient outcomes. (QSEN & Essential II)**
5. **Employ emerging technology & information management tools / to inform decision-making in the delivery of care. (QSEN & Essential IV)**
6. **Utilize critical thinking / to provide care for individual & communities. (Essential VII)**
7. **Analyze the effects of healthcare policy / on the quality & safety in the practice environment. (Essential V)**
8. **Assume responsibility for personal & professional behaviors. (Essential VIII)**
9. **Integrate knowledge, skills, and attitudes from the sciences, arts, humanities, and nursing science in providing nursing care in a global society. (QSEN & Essential I)**

Student learning outcomes were developed based on AACN 2008 Essentials of Baccalaureate Education for Professional Nursing Practice and the Quality and Safety Education for Nurses Project.

ANA Code of Ethics for Nurses

All professional nurses are expected to provide ethical care. All students are expected to adhere to this expectation. All students should review the American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements (2015) at this link:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>

It is strongly recommended that students obtain a copy of this document.
The delivery of unethical care will result in program dismissal.

ANA Standards of Nursing Practice

The following standards guide the educational experience of students and the practice of students and faculty in the School of Nursing.

American Nurses Association (2015). *Nursing scope and standards of practice* (3rded). Silver Spring, MD: Nursebooks.org

<http://nursesbooks.org/Main-Menu/Standards/H--N.aspx>

Failure to adhere to the professional scope and standards may result in dismissal from the nursing program.

COMPLIANCE WITH GEORGIA LAW GOVERNING NURSING

Nursing students are to comply with the **Georgia Registered Professional Nurse Practice Act**. <http://sos.ga.gov/index.php/licensing/plb/45> and the Standards of Practice for Registered Nurses located at: <http://rules.sos.ga.gov/gac/410-10>

Each student is expected to read, understand and adhere to the Georgia laws that govern nurses. These include but are not limited to the following:

- a. **Learning Activities and Compensation:** The student shall be enrolled in the course in which the learning activities with preceptors occur and shall not be compensated by the practice setting during this time. (Rule 410-8-.06 (2))
- b. **Student Employment:** Students, who are not otherwise licensed or certified, shall be employed only as unlicensed nursing personnel. They shall not represent themselves as nursing students nor assume responsibilities within the scope of practice of a registered nurse. (Rule 410-8-.08 (2))
- c. **Unprofessional Conduct**

Nurses and nursing students are expected to conduct themselves in a professional manner. Failing to meet the minimum standards of professional behavior in the clinical setting will result in course failure and possible expulsion from the nursing program. The Georgia Board of Nursing defines unprofessional conduct for nurses in Rule 410-10-.01.

SCHOOL OF NURSING CONTACTS

Administrative Support Personnel

Lynn Bailey, Administrative Assistant and Secretary to the Dean

Email:

lynn.bailey@gsw.edu

Main office: 229.931.2275

SON Fax: 229.931.2288

Office: SON Rm. 146

Clinical Services Manager

Tiffany Kitchens Battle

Email: tiffany.kitchens@gsw.edu

Office: 229-931-2278

Office: SON Room 134

Academic Advisor

Dreena Hoffmann

Email: dreena.hoffmann@gsw.edu

Office: 229-931-2662

Office: SON Room 126

Faculty and other staff contact information is located on the GSW SON web site.

Academic Support

Course faculty provide academic advisement related to specific coursework. Appointments with faculty should be scheduled in advance. The scheduled office hours for each faculty are posted on his/her office door. If the posted hours are not convenient, the student may request by e-mail an appointment with the faculty member. Faculty members will respond to your emails in a timely manner; however, do not expect an immediate response as it may take approximately 48 hours (not including weekends).

Tutoring: Tutoring services are provided through the Academic Resource Center at GSW. Online tutoring resources are available and nursing students are encouraged to utilize this resource as needed.

NURSING PROGRAM - GENERAL POLICIES

Advisement

Upon enrollment at GSW, students are assigned a nursing advisor who works closely with students to plan program progression. However, it is the student's responsibility to engage in the advisement and to ensure program completion. The student is responsible for initiating meetings with the advisor **prior to registration** each term. Each student is personally responsible for completing all academic requirements established by the University and the School of Nursing.

Change of Name, Address, or Telephone Number

Students must complete a change of information form in both the Registrar's office and the School of Nursing office.

Communication with Faculty

Georgia Southwestern State University encourages the use of electronic mail for communication related to campus and course issues. Each student has an electronic address. Email serves as an official means of sending information to students. Students are expected to check their official GSW email accounts (RADAR) and the GaView Course e-mail (or other platforms utilized by the University) on a frequent and consistent basis (at least 2-3 times per week) to receive important updates and other information. Students are held responsible and accountable for checking their emails. Personal email accounts **will not be** used. Electronic messages are equivalent to a formal letter. Please use appropriate rules of grammar and punctuation and "Dr", "Professor" or "Dean" to address the person you are emailing. More information can be found at: <https://gsw.edu/resources/facultyandstaff/iit/email#student>

Grading scale

The grading scale for courses in the School of Nursing is:

90-100	A
80-89	B
75-79	C
65-74	D
<65	F

Faculty determine and document in their course syllabi the criteria for grading in each of their classes. The clinical components of all courses, excluding the Practicum in Nursing (NURS 4905) are graded as satisfactory or unsatisfactory.

Health Insurance Portability and Accountability Act (HIPAA) Notice of Privacy Practices

Student health information is protected under the guidelines of the Board of Regents of the University System of Georgia. The web site for further information is:

<http://www.usg.edu/legal/hipaa/policies.phtml>

Mandatory Health Insurance

Nursing students registered for nursing courses requiring a lab with an off-site clinical component will automatically be enrolled by Student Accounts in the Mandatory Plan. (NURS 3200 Health Assessment is exempt as the lab for this class is conducted in-house.) Other nursing students not enrolled in nursing courses with labs and who wish to be covered under the Mandatory Plan (OPT Enrollment) can enroll themselves at <https://www.uhcsr.com/gsw> as a “voluntary student.” Regardless of what nursing courses they are taking, students who fall into the Mandatory SHIP Categories listed below must purchase the USG SHIP policy:

- All graduate students receiving a Full Tuition Waiver as part of their graduate assistantship award;
- All undergraduate, graduate and ESL International students holding F or J visas;
- All undergraduate and graduate **nursing** students enrolled in programs that require proof of health insurance;
- All graduate students receiving fellowships that fully fund their tuition;
- International Scholars

See <https://www.uhcsr.com/gsw> for all other information such as login information, ID cards, etc. Students will be charged for fall and spring (which covers summer term).

Waiver: Nursing students (registered for nursing courses with an off-site lab) who are covered by a policy held by a parent, spouse, company or organization may apply for a waiver of the Mandatory Plan by going to the United HealthCare site <https://www.uhcsr.com/gsw>. The student must enter his/her name and date of birth to process a waiver. United Health Care will evaluate the current insurance and will approve or deny the waiver. **If a nursing student is not registered for one of the nursing courses requiring the Mandatory Plan and tries to request a waiver, an error message will appear saying “We were unable to find a student record for the submitted information. Please check your information and try again, or contact your school administrator.” This message means you are not required to have the Mandatory Plan for nursing courses the current semester.**

Nursing Student Expenses

Nursing students will incur expenses throughout the nursing program above the fees identified in the Georgia Southwestern State University *Undergraduate Bulletin*. These additional expenses may include but are not limited to uniforms, standardized exam fees, specialty textbooks, computer software, medical supplies and equipment, student nursing organization membership dues, licensure preparation review course, application fees for licensure testing, and transportation to and from clinical agencies. Listed below are some of the major additional costs.

Additional Expenses Incurred by Students:

- *Lab Fees:*
 - a. A lab fee of \$50.00 will be charged for the following courses: NURS 3003 Fundamentals of Nursing and NURS 3200 Health Assessment. This will be charged in addition to tuition costs for the given course as a course fee.
 - b. *Clinical Surcharge/Sim Lab Fee:* \$75.00 for NURS 3100, NURS 3130, NURS 3140, NURS 3145, NURS 4100, and NURS 4905

- c. *Clinical Surcharge Fee*: \$50.00 for NURS 4410
- *Testing and Learning Module*: Total cost of \$595.00 will be billed in increments of \$148.75 to the following classes: NURS 3003, NURS 3100, NURS 3140, and NURS 4100; \$100 NAST Assessment fee is applied to NURS 4905
 - *NCLEX Test Review Course*: approximately \$275.00 - \$350.00 for NURS 4850
 - *Transportation and travel-related expenses*: Transportation to and from clinical sites is the responsibility of the student. Travel to some clinical agencies will vary based on location of agency from the student's home or campus. It may require 1-3 hours or greater. Public transportation is not available. It is necessary that students have (or can arrange for) dependable transportation. Some experiences (e.g. field trips) may be of a distance and time that may require overnight accommodations. All expenses are the responsibility of the student.
 - *Specific Equipment*: Students need specific equipment when beginning nursing courses. The kit contains the equipment needed to practice selected nursing skills. The content and cost of the equipment varies, but is estimated to be approximately \$150.
 - *CPR Certification*: Certification in *AHA Basic Cardiac Life Support for Healthcare Providers (BCLS)* is required upon admission and must be maintained. The cost of the certification is determined by the agency providing training and currently cost approximately \$60. The STTI Honor Society of Nursing, Chapter Mu Pi, has also begun offering a CPR course on campus. For more information on this course, contact Chapter Officers through the School of Nursing main line.
 - *Malpractice Insurance*: Students enrolled in clinical courses must show proof of professional liability insurance, minimum amount of \$1,000,000/\$6,000,000 (refer to clinical policies for additional information on purchasing). The cost for student insurance is approximately \$35/year.
 - *GSW Association of Nursing Students Membership (GSWANS)*: \$20/year. This is optional but highly recommended for all pre-licensure nursing students.
 - Printing costs for any course related required or optional materials needed for the course.
 - *Nursing student uniforms and appropriate shoes*: \$150 estimate (one-time purchase)
 - *Credentialing Tracker*: Includes cost for drug screening/criminal background check, medical document manager: \$140 upon program entry; \$90 /year for annual required drug screening and criminal background check.
 - There are costs occurring at the end of the program that is related to graduation and pinning ceremony. These are optional, but all students are encouraged to participate. They are:
 - Graduating seniors may purchase a school pin. Cost of pins will vary. Pins are ordered by the student through the Bookstore.
 - Cap and gown rental, graduation pictures, approximately:\$100
 - Pinning Ceremony costs (e.g. pins, refreshments, program printing)

The University provides computer labs; however, for many students the convenience of having a computer outweighs the additional expense of accessing computers on campus.

These are estimates only. Costs may be more or less and additional expenses for nursing students may be required.

Student Employment

The nursing program is a rigorous program of study. Significant study and preparation is required outside the class and lab times. Classes and clinicals may involve traditional Monday-Friday schedules; however, **nontraditional times such as weekends and evenings for classes and/or clinical experiences may be required.** If a student is employed, class and clinical schedules will not be arranged to “fit” student needs because of employment. The faculty assumes NO RESPONSIBILITY for students working as a paid employee of any institution.

Students Records Policy

Student folders are maintained as permanent records in the School of Nursing and are the property of the School of Nursing. Rights of students pertaining to confidentiality of their records are protected by the **Family Educational Rights and Privacy Act (FERPA)**. Information may be found in the GSW Student Handbook (Weathervane).

Scholarships and Financial Aid

The School of Nursing annually awards several scholarships. Information and applications for scholarships are distributed by the Student Services Coordinator. Many local health care facilities offer financial assistance. Additional information on scholarships and financial aid may be accessed online at: <https://gsw.edu/financial-aid/index>

Student Representatives to Committees

Students are encouraged to participate in nursing faculty meetings and the Instructional Resources Committee through a representative elected/appointed by the students from each of the program tracks.

One student representative for each class (Jr & Sr) will be selected by their peers at the beginning of fall semester each year. Membership is for one academic year.

Students will present the general concerns of their classmates, and participate in discussion of non-confidential topics. Students are elected to committees by their classmates.

Student Role in Research and Community Service Activities

Nursing students may have an opportunity to participate in faculty and other research projects and/or community service activities as part of class or clinical experiences.

Written Assignments

The faculty requires that all written assignments conform to the style of the American Psychological Association (APA), latest edition.

Academic Code of Conduct and Academic Integrity Policy

Nursing students are expected to read, understand, and comply with all aspects of the Georgia Southwestern State University **Student Conduct Code** found in Georgia Southwestern State University Student Handbook (GSWeathervane).

<https://gsw.edu/campus-life/resourcesinformation/studenthandbook/student-conduct-code>

The academic integrity policy of the University is found at:

<https://gsw.edu/campus-life/resourcesinformation/studenthandbook/academic-information#ACADEMIC-INTEGRITY-POLICY>

If academic dishonesty issues occur, the University policy on resolution of these issues will be followed.

Course and Faculty Evaluation

Students have the opportunity to evaluate courses (clinical and class instruction) according to University policy. Evaluations are a part of the overall School of Nursing academic process. Course/faculty evaluations are completed electronically towards the end of each semester (fall and spring semesters) and anonymous results are provided to the faculty members after final grades are submitted.

In the nursing program, students will also complete other needed evaluation forms for the purpose of program evaluation (e.g. clinical agency, preceptor).

Inclement Weather Guidelines and Emergency Alert System

In the event of inclement weather, please use the following guidelines; closure of the GSW campus requires approval from the President (or designee). If the campus has been closed, notification will first come from the GSW emergency alert system. To obtain additional information on the closing of campus, the following resources should be used: GSW home page, official GSW social media accounts, and local radio and TV. *If the campus HAS NOT been closed, there WILL NOT be a message on the GSW home page.

Students living outside the area of campus should use their own judgment on travel to the campus or clinical site and contact a course or clinical faculty member regarding their inability to travel. Notification of the inability to travel should be done as early as possible and before classroom or clinical experiences are to begin.

In the event of a campus emergency, an emergency alert system is in place at Georgia Southwestern State University. This system **can** notify you by cell phone, office phone, home phone, email, or text. Students are responsible for maintaining current information with the SON and Registrar. Each person can be notified by six different communication methods. Students are urged to register for this alert system.

Curriculum Changes

The faculty may change or alter the curriculum format or chronology, didactic, or clinical course structure, and departmental policies as needed to improve the educational experiences for the student or to meet the needs of the University.

ACADEMIC ELIGIBILITY AND PROGRESSION POLICIES

A nursing student may be considered for dismissal if s/he fails to make timely progress toward the degree sought, fails to demonstrate progress through the curriculum, fails to demonstrate a level of competency commensurate with current placement in the program, behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to a clinical faculty member or preceptor direction, fails to comply with the rules and policies of the University and School for Nursing or assigned clinical facility, if s/he poses a direct threat to the health or safety of others or, for any other reason the Institution reasonably believes that it is not in the best interest of GSW or affiliated clinical facility's patients or clients for the student to continue.

Baccalaureate Program Progression Policies

1. All pre-and co-requisites for courses must be met before the student progresses to the next specified course. Rare exceptions may be made at the discretion of the full faculty if it is in the academic best interest of a given cohort of students.
2. Students are required to have a grade of "C" or better in each nursing course.
3. **NURS Course Failures:** Grades of "D" "F" "U", "WD", or "WF" are failing grades and indicate unsatisfactory performance in that course. Two course failures result in program dismissal.
 - a. If a student receives a failing grade twice in one required nursing course or once in two required nursing courses, the student will not be eligible to continue in the nursing program at GSW. The student is not eligible to be considered for readmission to the nursing program for five years.
4. **Dismissal:** If a nursing student is dismissed from the program, he/she must wait five years from time of dismissal to reapply for admission. If the student reapplies and is accepted, the student must start the nursing curriculum over from the beginning.
5. A student may not withdraw (W) from more than three nursing courses in the entire nursing program due to academic problems. This means withdraws from the same course or three separate courses.
6. **Procedures for students who are ineligible to continue in the nursing program:** The student is responsible for dropping NURS courses from their schedule for the upcoming semester before the end of the add/drop period. If this is not done, the student will be removed from the class by the School of Nursing advisor. Students are encouraged to meet with their advisor or contact GSW's Office of Career Services to discuss alternative career path options. The student is responsible for contacting the Registrar's Office to complete a *Change of Major Request Form*. If this is not done by

the beginning of the semester following nursing program dismissal, the School of Nursing will change the student's major to General Studies.

7. A student failing a course for the *first* time may repeat it once in the subsequent term that the course is offered, *as space is available*. The student is required to submit a Request to Continue Nursing Program form to the Nursing Advisor for consideration to resume studies. A new plan of study may involve taking one or more semesters off from NURS coursework. Students should meet with their advisor before the end of the add/drop period.
8. In nursing courses with a clinical component, the student must achieve a satisfactory (or passing) grade in the clinical learning experiences *and* a "C" or better in the theory (didactic) portion of the course in order to pass the course. If a student must retake a course due to failure of one or both components, the student must retake both components.
9. After admission to the nursing program, the student must take all nursing courses at Georgia Southwestern State University.
10. A student must register for co-requisite courses as required for all nursing clinical courses; however, if a student withdraws from a nursing clinical course at or before midterm of the semester, then completion of co-requisite courses is allowed.
11. A student whose progression is delayed must make a written request to resume nursing studies. *Request for a change of student cohort is not guaranteed.*
 - a. If there is a delay of clinical courses for two or more semesters, including summer semester, the student is required to satisfactorily complete a skills proficiency exam prior to the first day of class. The clinical skills proficiency exam will include two randomly selected skills from a basic skills list provided to the student by the designated Clinical Faculty Educator. Both skills must be performed satisfactorily. The student will have two attempts on separate days to demonstrate skills proficiency (of 2 skills). There will be a seven day time period for remediation prior to the second attempt. If he or she performs the second attempt unsatisfactorily he or she will be withdrawn from the clinical course. *It is the student's responsibility to contact the Clinical Faculty Educator and arrange the clinical proficiency exam in time to successfully complete the exam.*
 - b. If the student does not perform satisfactory on the second attempt of the clinical proficiency exam, the student will not be able to progress in the nursing program. The student may request readmission to the program. IF readmitted, it will be at the discretion of the undergraduate department Associate Dean as to whether nursing credit earned prior to readmission will count toward progression.
 - c. If a student's studies have been interrupted and the student has not been enrolled in required nursing courses for more than one calendar year, then the student will need to reapply for admission to the nursing program. If admitted, all nursing courses must be repeated and passed according to the nursing policies.
12. Nursing students must submit and maintain current required documents using the approved credentialing tracker system (Refer to Pre-clinical requirements):
Students who do not comply with the specified requirements will not be allowed to attend clinical and subsequently cannot fulfill the course outcomes in which the clinical experience is incorporated. Students must withdraw from the course and associated lab or receive a failing grade in the course/lab.

13. All non-nursing course requirements must be completed prior to taking NURS 4100 Nursing of Adults II.
14. The University System of Georgia U.S. History and Constitution requirements must be completed prior to taking NURS 4100: Nursing of Adults II.
15. Pre-licensure students must complete the nursing program within eight semesters of successfully passing NURS 3003 Fundamentals of Nursing.
16. Out of Sequence/Off Track
 - a. A student is out of sequence or off track when an interruption in the progression in the nursing program as noted in the curriculum plan occurs.

Examples include but are not limited to:

- Withdrawal from a nursing course or a required pre-requisite course
 - Unsuccessful completion of a nursing course.
 - Student fails to take the next offered nursing course in the curriculum sequence due to withdrawal, incomplete, or failure.
- b. Resumption of studies for off track students is contingent upon factors such as space availability, remediation efforts made by the student, and the time frame for program completion.

Students are required to demonstrate previously mastered material and competency in previously learned skills. This may be accomplished by proficiency testing, completion of an independent study and/or examination in the skills lab. A student must submit a *Request to Continue Nursing Program* form to the Nursing Advisor in order for consideration to resume studies.

17. Students must fully comply with all policies on standardized testing and remediation and the requirement to work under guidance of the faculty, if applicable. Failure to meet requirements of the policy will result in course failure or inability to continue in the nursing program. Refer to applicable policies in this Handbook and course syllabi.
18. Strict adherence to the Georgia Board of Nursing's Standards of *Professional Nursing Practice* is required of all nursing students.

Program Progression Prerequisites and Co-requisites

Although there is flexibility in the sequencing of some classes, other classes have prerequisites and co-requisites. The nursing courses are listed below:

Course Number NURS	Course Name	Prerequisite(s)	Co-requisite(s)
3003	Fundamentals of Nursing 3-6-5	Acceptance to SON	None
3005	Human Pathophysiology 3-0-3	Acceptance to SON	None

3100	Nursing of Adults I 4-6-6	NURS 3003, 3005, 3200, 3130	None
3120	Nursing Informatics 2-0-2	Acceptance to SON	None
3200	Health Assessment 2-3-3	Acceptance to SON	None
3630	Pharmacology 3-0-3	Acceptance to SON	None
3130	Mental Health Nursing 3-3-4	Acceptance to SON	None
3140	Care of the Childbearing Family 3-3-4	NURS 3100, 3145, 3120, 3630	None
3145	Pediatric Nursing Care 3-3-4	NURS 3003, 3005, 3200, 3130	NURS 3100, 3630
Course Number NURS	Course Name	Prerequisite(s)	Co-requisite(s)
4010	Leadership 3-0-3	All 3XXX	NURS 4905
4100	Nursing of Adults II 4-6-6	NURS 3100, 3630, 3145, 3120 All core requirements including US& GA	None
4150	Gerontological Nursing 3-0-3	NURS 3100, 3630, 3145, 3120	None
4410	Community Health Nursing 3-3-4	NURS 3100, 3630, 3145, 3120	None
4810	Evidence Based Practice in Nursing 3-0-3	NURS 3003, 3005, 3200	None
4850	Transition to Practice 2-0-2	NURS 3140, 4100, 4410, 4810	NURS 4010/ 4905
4905	Practicum in Nursing*** 1-12-5	NURS 3140, 4100, 4410, 4810	NURS 4010, 4150, 4850

*** Practicum is taken in the final semester of study.

TOTAL TESTING POLICY

A program of progression testing and evaluation is in place at the School of Nursing to assist students and faculty in identifying areas of student knowledge that require attention in order to successfully complete the nursing program and to assist the pre-licensure students in preparing for the NCLEX-RN licensure exam.

Students are required to participate in the Total Testing Program which consists of: (1) course exams; and (2) external exams and remediation resources. The School of Nursing currently utilizes HESI for external testing and remediation resources.

Specific guidelines for this policy is found in Appendix A of this document.

CIVILITY, PROFESSIONAL BEHAVIOR AND ATTENDANCE POLICY

Introduction:

Professional behavior is an essential part of each student's nursing education in all courses and clinical experiences. The nursing profession holds its members to be responsible, accountable, self-directed, and as exemplars of professional behavior. The process of becoming a professional begins upon entrance to the nursing program. Attendance and punctuality expectations in classes and clinicals are, among others, professional expectations. The University's Student Code of Conduct establishes expected behavior for all students. Additionally, the School of Nursing adheres to the professional ethics, standards, and behaviors set forth in the ANA Code of Ethics, ANA Standards of Nursing Practice, IOM Core Competencies, National Council of State Boards of Nursing, and the Rules and Regulations of the Georgia Board of Nursing (Refer to Compliance with Georgia Law Governing Nursing section of this document). Professional behaviors are serious concerns that are linked to positive outcomes and patient safety. Professional behaviors will be assessed as part of all didactic courses, lab sessions, and clinical experiences. *Nursing students must adhere to the expected professional behaviors and standards to be successful in this program.* Violation of these expectations is subject to sanctions ranging from counseling to program dismissal.

Nursing students are engaged in a number of professional relationships and therefore have obligations to different individuals and groups. These include patients and their families, health care personnel, fellow students, community partners, nursing faculty and staff, and other university personnel. All students, while in their role as student or representative of the School of Nursing and University are expected to exhibit and practice civil behaviors.

Civility:

All members of the School of Nursing are dedicated to creating and maintaining a civil community that supports and demonstrates an environment of mutual respect, a willingness to listen, compliance with norms of decorum, and respectful communication.

Professional Behaviors:

- **Abides by institutional policies and procedures.**
 - **Adheres to the rules and regulations of the clinical setting;**
 - **Adheres by the School of Nursing policies as provided in most current version of the Nursing Student Handbook (Pre-licensure), to include but not limited to the ANA Code of Ethics for Nurses, ANA Standards of Nursing Practice, and laws/regulations of the Georgia Board of Nursing;**
 - **Adheres to the University's student policies (Georgia Southwestern Student Handbook (Weathervane)).**

- **Effective Communication:** Effective communication is the ability to clearly exchange information between individuals with the use of verbal, non-verbal, and written strategies. Use of effective communication strategies enables students to facilitate professional and therapeutic communication with peers, faculty, patients/clients, families, groups, and other professionals.
 - a. Demonstrates understanding of basic English (verbal and written).
 - A. Makes clear and confident presentations that are consistent with learner's needs and learner's level of knowledge;
 - B. Utilizes visuals, demonstrations, and appropriate examples;
 - C. Edits written documents for accuracy and organization;
 - D. Uses APA format for required papers;
 - E. Writes legibly; writes so that others can read; Summarizes verbal messages clearly and concisely;
 - F. Speaks in a clear and understandable manner;
 - G. Respects personal space of patients and others considering cultural differences;
 - H. Exhibits courtesy by using polite language, listening, without interruption;
 - b. Nursing students are expected to interact with faculty and staff in a thoughtful and professional manner in all interactions involving faculty/staff, patients/clients and their families, other students, the public, and all members of the health care team. Nursing students shall not condone or participate in incivility towards other professionals, students, or faculty/staff.
 - c. Students are expected to seek and accept constructive criticism for self-improvement; asks for feedback from instructors and peers; and utilizes feedback to modify behavior for self-improvement; applies concepts from feedback to make positive changes.

- d. Collaborates with others: (a) is willing to listen to others; (b) contributes to a positive work environment; (c) demonstrates effective conflict resolution; and (d) modifies one's own behavioral style to meet the needs of others.
 - e. Demonstrates teamwork and helping behavior for colleagues that exemplifies an assertive, rather than aggressive approach;
- **Professional Care:** The nursing student has the responsibility to be prepared for the clinical environment and to deliver safe, quality nursing care. Failing to be prepared for clinical experiences, failing to assess and evaluate a patient/client status, and failing to institute a nursing intervention for which the student has taken responsibility is a violation of this behavior. Nursing students shall provide care to all patients/clients without discrimination based on race, creed, color, sex, age, nationality, sexual orientation, or disability. Students shall demonstrate respect of diverse beliefs held of patients/clients, faculty, staff, and health care professionals. Students will understand and apply the concepts of professional boundaries. As a health care professional, a nurse strives to inspire the confidence of clients, treat all clients and other health care providers professionally, and promote the client's independence. Clients can expect a nurse to act in their best interest and to respect their dignity. This means that a nurse abstains from obtaining personal gain at the client's expense and refrains from inappropriate involvement in the client's personal relationships (NCSBN, 2011, p. 2).
Nursing students are expected to abide by the ANA Code of Ethics for Nurses, ANA Standards of Professional Nursing Practice, and Georgia laws and regulations governing nursing.
 - **Confidentiality:** Access to and sharing of information that identifies a specific client, their condition, and other information must be guarded with the best interests of the client in mind. Nursing students shall be educated about and adhere to HIPAA policies and institutional policies and procedures, including the National Council of State Boards of Nursing guidelines.
 - **Representation:** Nursing students shall accurately represent themselves as being a student to others including, but not limited to peers, faculty and staff members, representatives of the University, patient/client, nurses, and all members of the health care team. Proper representation is essential for any student work regardless of how it is communicated (written or oral).
 - **Assessment of personal competence:** Nursing students shall seek consultation and supervision whenever their ability to carry out patient/client care is inadequate because of lack of knowledge or experience. Failing to obtain instruction or supervision when implementing nursing care for which one lacks the educational preparation, ability, knowledge, or experiences is unethical.
 - **Personal responsibility for actions and outcomes:** Nursing students must assume personal responsibility for their own actions and outcomes and set a high standard of self-expectation:

- ***Applies new information in clinical practice through the transfer of information from classroom to clinical and from the clinical to the classroom:*** Utilizes new information in patient care, treatment, and outcomes, and includes patient’s family/significant others.
 - Takes ownership for mistakes and completes appropriate documentation as stipulated by institutional policies and procedures and/or School of Nursing.
 - Attends all classes and clinical experiences on time;
 - Completes all assignments in the time frames established by the course faculty member or clinical site; refrains from using cell phones in class or clinical sites except in the event of a family emergency or disaster alert notification from the university. In the clinical setting, facility policy must be followed at all times.
 - Takes initiative through assuming self-direction in the absence of direction.
 - Accepts responsibility for obligations.
 - Meets assignment deadlines.
 - Utilizes resources for learning by:
 - Identifying the problem; identifying appropriate resources to obtain information; synthesizing concepts; and seeking assistance as needed.
 - Follows academic integrity policy and honor code in the School of Nursing. This code prohibits the unauthorized use and dissemination of any type of test bank. **The sale and distribution of test banks or test questions is illegal and could result in dismissal from school and arrest.**
 - Uses sound judgment in not going to clinical if doing so would put others at exposure risk. This is particularly important when working with individuals in certain high risk categories (compromised immune systems, newborns, elderly, pregnant women). If the student has reason to believe they have been exposed to a contagious illness, have active symptoms, or diagnosed with an infectious disease, they must notify their clinical faculty member to determine the best action which may be staying home and arranging make-up of the clinical experience.
- ***Professional demeanor and appearance:*** Nursing students are representatives of GSW’s School of Nursing and must realize that behavior positively or negatively affects the judgment of others about the School of Nursing and University.
 - Adheres to the School's dress code and has a neat, clean appearance with no smoke or heavy perfume odor to uniform. This includes responding promptly when feedback is given by a faculty member that attire, jewelry, or hygiene (including hair and fingernails) is not within the bounds of the dress code.

Social Media: When acting as GSW nursing students, professional behavior is required both on and off campus and in any “virtual sites” (i.e. online and social media medium). Students should read, understand, and comply with the Social Networking Statement found in the GSW Student Handbook (Weathervane).

Additionally, other policies applicable to nursing students include, but are not limited to:

- a. Use of GSW School of Nursing logos on social media for sanctioned events must be approved by the School of Nursing administration.
- b. Understand the legal ramifications and liability for what you post on social media sites as you can be sued for libel or slander. You are legally liable and responsible for what you post on your own social media site and social media sites of others.
- c. Do not develop a social media site that appears to represent the GSW School of Nursing without administration approval from the School of Nursing.
- d. Never post confidential, sensitive, or proprietary information about GSW School of Nursing faculty, staff, students, or anyone with whom one has contact with in their role as a nursing faculty, staff, or student.
- e. Do be cognizant of the Health Insurance Portability and Accountability Act (HIPAA) on social media sites as violators are subject to prosecution as with any other HIPAA violation.
- f. **Social Media and Clinical Settings/Patient Contact:** Understand that at **NO** time shall patients be photographed, audiotaped, or videotaped for any reason. Avoid the use of patient identifier, specific patient situations (emergency codes, births, surgeries, etc.) and patient health information on social media sites. Be aware that interactions with patients, their family members/significant others, and nursing faculty within social media sites are strongly discouraged. Maintain professional boundaries with patients and their families at all times while associated with the GSW School of Nursing.
- g. **Violations with social media policy may result in disciplinary action to include program dismissal.**

Unprofessional Clinical Behaviors:

Examples of unprofessional clinical behaviors which may result in immediate removal from the clinical site include but are not limited to:

- Failure to come to clinical prepared including inadequate knowledge of treatment, medications, or plan of care;
- Tardiness or unexcused absence;
- Leaving clinical without permission during working hours for other than a pre-scheduled rest/break period, or failing to return to clinical unit on time after the break period;
- Incivility: Failure to treat others with respect, honesty and dignity;
- Inappropriate professional dress and appearance (includes not being appropriately dressed and ready to go on time);
- Inability to implement empathetic care;
- Inattentiveness to clinical work as exhibited by being unavailable for patient/client care, engaging in personal discussions, texting, loafing or sleeping, etc.;
- Failure to implement appropriate action to ensure safety of patients/clients;

- Additional behavior(s) deemed unprofessional by faculty including being disruptive and/or insubordination by refusing to follow faculty or preceptor directions or accept an assignment;
- Arriving at clinical setting under the influence of alcohol or other substance that can impair judgment;
- Misuse or unauthorized use of computer resources or information;
- Purposefully destroying property at the clinical site;
- Signing in, or reporting time of arrival or departure for another student or requesting another student to do so for him/her;
- Unauthorized attendance at any clinical or lab setting;
- Smoking in unauthorized areas;
- Soliciting, accepting tips or gratuities, or conducting private enterprises on health facilities premises;
- Violation of any rule, regulation, or practice of the hospital or clinical facility/University/Georgia Board of Nursing;

Removal from Class

A student may be asked to leave class for any of these behaviors;

- Disruptive or disrespectful behavior to include shouting or use of curse words
- Inattentiveness to classroom work
- Cheating (refer to Academic Integrity Policy)
- Inappropriate use of cell phones or other electronic devices.

Consequences of Unprofessional Behavior

Major infractions are behaviors which jeopardize the health or safety of clients, families, students, or faculty in any clinical or lab setting. Such behaviors may result in unsatisfactory clinical evaluation, clinical/course failure, or immediate program dismissal with a first violation.

If a *major* infraction occurs concerning a classroom, clinical, or lab course, the involved faculty/instructor:

- May suspend the student from the ability to attend the class/lab/clinical(s) until a meeting with the student, involved instructor/faculty, and Undergraduate Associate Dean or other designated administrative personnel can take place.
- **If** the student is allowed to continue in the course or the nursing program, the student will be counseled verbally and documentation placed in the file of the sanction, professional behavioral change expected, expected response, and timeframe for meeting the expectations.
 - The student will be placed on Unprofessional Conduct Warning in the School of Nursing
 - A written *Professional Intervention Plan (PIP)* will be developed by the course faculty, the department Associate Dean, and/or the Dean.
 - A meeting involving the student, faculty member(s), Associate Dean, and/or the Dean will be scheduled to discuss the behavior and PIP expectations for

student's continuation in the nursing program. The PIP will be read and discussed by the student during the meeting. The faculty member, Associate Dean, and/or the Dean will sign the PIP and the original will be placed in the student's permanent file.

- It is the nursing student's responsibility to arrange meetings to evaluate their progress and satisfactory completion of the PIP.
- If the terms of the PIP are met, the Unprofessional Conduct Warning will be removed. A file copy will be maintained.
- If the PIP is not satisfactorily met within the given timeframe, additional sanctions will be taken at this time with consultation with the Undergraduate Associate Dean and the Dean, to include program dismissal.
- Subsequent violation of the same behavior or additional unprofessional conduct behavior will result in dismissal from the nursing program.

NOTE: The University's Student Conduct Code policy will be followed in all cases.

Consequences of other unprofessional behavior(s):

For other unprofessional behaviors that occur, the involved faculty member will:

- Counsel the student on the unacceptable behavior indicating the type of behavioral change that is expected and within what time frame; and
- Document behavior, consequences, expected response, and timeframe for meeting professional behavior expectations;
- Document successful meeting of the expectations;
- If the behavioral expectations are not met, a written *Professional Intervention Plan* (PIP) must be developed by the course faculty, department Associate Dean and/or the Dean.
 - A meeting will be scheduled with the student to read and discuss the PIP for continuation in the nursing program. The faculty, student, Associate Dean, and/or the Dean will sign the PIP.
 - It is the nursing student's responsibility to arrange meetings with the nursing faculty member or designee to evaluate their progress and satisfactory completion of the PIP.
 - If the terms of the PIP are met, the Unprofessional Conduct Warning will be removed. A file copy will be maintained.
 - If the PIP is not satisfactorily met within the given timeframe, additional sanctions will be taken at this time with consultation with the Undergraduate Associate Dean and the Dean, to include program dismissal.
 - Subsequent violation of the same behavior or additional unprofessional conduct behaviors will result in dismissal from the nursing program.

Professional Intervention Plan (PIP)
Georgia Southwestern State University
School of Nursing

Nursing students at Georgia Southwestern State University are expected to demonstrate professional behaviors throughout the nursing program as described in the Professional Behaviors Policy. This Professional Intervention Plan (PIP) provides students with feedback when behavior is inconsistent with professional qualities and expectations. The following list reflects non-compliant behaviors of concern to faculty. Please select applicable items from the list below to discuss with the nursing student in an effort to improve teaching skills and performance. This is *not a substitute for the Clinical Evaluation Tool (CET)* if this is a clinical evaluation matter but may, if applicable, be utilized in conjunction with the CET. (mark applicable items with an X)

EFFECTIVE COMMUNICATION

- Lacks ability to communicate effectively verbally, non-verbally, or written
- Ineffective utilization of inter and intra professional collaboration skills
- Demonstrates lack of respect or incivility towards professionals, students, faculty, and staff
- Uses unprofessional communication behaviors (examples: profane language with patients, visitors, staff, and faculty)

PROFESSIONAL BEHAVIORS, APPEARANCE, Demeanor, and CARE

- Inappropriate professional dress and appearance
- Arrives late, has unexcused absence, and/or irregular in attendance to class/clinical setting
- Arrives at clinical setting or attends class under the influence of alcohol or other substances that can impair judgment
- Places patient/client/staff/faculty/students in physical, verbal, or emotional jeopardy, including neglect, abuse, or purposefully injuring others
- Late in submitting assignments (class or clinical)
- Smoking while in the GSW School of Nursing uniform, in non-designated areas on campus, at clinical, or during pre-planning clinical activities
- Steals supplies, or property of University or clinical agency
- Leaves clinical area without permission during working hours for other than prescheduled rest/break period, fails to return to setting on time after the break time, or leaves clinical setting early
- Violates rules, regulation, or practice of clinical agency/University/Georgia Board of Nursing
- Solicits or accepts tips, gratuities, or conducts private enterprises on health facilities premises
- Interactions reflects a lack of compassion in responding to others
- Lacks professional behavior patterns exhibited through dependability, empathy, attentiveness, enthusiasm
- Interactions with patients and their family members, staff, students, faculty show a lack of respect for human diversity, values, dignity, and culture
- Disruptive behavior and/or insubordination by refusing to follow faculty or preceptor directives or accept assignments
- Has difficulty accepting constructive feedback
- Difficulty engaging in individual collegial and collaborative relationships

CONFIDENTIALITY

Disregards a patient/clients dignity, right to privacy, or right to Confidentiality (HIPAA Act, Institutional policies, social media)

REPRESENTATION

Misrepresentation of physical presence or participation in clinical experience

Misuse or unauthorized use of computer resources or information

Unauthorized attendance at any clinical or lab setting

Falsification of records, omitting, or destroying documentation or nursing actions on the official patient/client record

Signing in or reporting time or arrival or departure for another student or requesting another student to do so for him/her

Violation of Academic Integrity Policy

ASSESSMENT OF PERSONAL COMPETENCE

Does not seek consultation or assistance when needed

PERSONAL RESPONSIBILITY

Fails to accept personal responsibility for own actions, including preparation for class and clinical learning experiences

Late or missed absence to class

Submitted assignment late without permission

Failure to abide by clinical agency, University, or School of Nursing policies

Unauthorized use of cell phone/electronic devices in class

Places others at risk for disease exposure by attending clinical with a diagnosed illness or has active symptoms of an infectious disease.

Fails to respond appropriately and in a timely manner to constructive criticism and feedback from faculty, clinical site staff, and peers.

SOCIAL MEDIA

Violation of University’s Social Networking Policy

Unauthorized use of School of Nursing logo on social media;

Posted information on social media site about patient situations/experiences;

Posted information about GSW faculty, staff, students, or others which is confidential, sensitive, or objectionable to those involved;

Videotaped, photographed, or audiotaped patient, staff, or any others in clinical setting (to include labs without permission)

Name of Person Initiating Personal Intervention Plan: _____

Position: _____

Date: _____

Student: _____

Student ID Number: _____

Program: _____

Course(s) _____

Names of Other Faculty if applicable: _____

Reason(s) for Intervention: _____

<p>Intervention Plan Outline:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>Date of future follow-up/discussion of Professional Intervention Plan: _____</p> <p>Summary of Intervention Planning Session: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">Signatures of Individuals in attendance for PIP</p> <p>Student:</p> <p>_____</p> <p>_____</p> <p>Faculty Member(s)</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Classroom Attendance Policy:

Class attendance and participation provides each student with an opportunity to acquire and share knowledge, communicate with faculty and other students, and take intellectual initiative. Students are expected to display respect for others in the classroom environment by turning cell phones off or on vibrate mode. Children may not be present in the classroom or labs.

Classes may be recorded (audio or video of any kind) only with permission of the faculty.

In the event a class will be missed or there is a need for the student to leave class early, the student must notify the instructor in advance. If a student is late for class, the faculty member has the right to prohibit late entry until the break session of the class. If a student has three absences they will be dropped a letter grade. Three tardies will count for one absence. Tardy will consist of arriving late or leaving early. University sanctioned events will not count as an absence.

If a student misses class, it is the student's responsibility to obtain announcements, notes, and handouts from another student.

Students who violate these expectations may be asked to leave the classroom and disciplinary action, according to the Professional Behaviors Policy, may be taken.

A faculty member has the right to publish in the syllabus a more detailed attendance policy.

Extreme, Extenuating Circumstances:

Occasionally, unforeseen, uncontrollable extenuating circumstances cause tardiness or absence

from class or clinical experiences; however, a pattern of tardiness shows a lack of respect for others, irresponsibility, and is unacceptable.

Below are listed some circumstances which might lead to an isolated incident of absence or tardiness. If such a circumstance should occur, the student may submit a written request for an exception to policy with supporting documentation:

- Illness of student or immediate family member requiring the student's care.
- Documentation will consist of medical statement with date, letterhead, and signature of care provider.
- Death of a family member. Documentation will consist of the newspaper obituary, death certificate, or funeral home documents.
- Unforeseen emergencies preventing the student from attending class or lab (e.g. house fire, vehicle collision, jury duty). Documentation will consist of a signed statement from the appropriate agency or office.

GRADUATION

Students in the School of Nursing must meet the graduation requirements and application for graduation deadlines found in the *Georgia Southwestern State University Undergraduate Bulletin* at the following web link: <https://gsw.edu/academics/registrars-office/gsw-catalogbulletin>

It is the student's responsibility to submit the completed Application for Graduation to the academic advisor by the first two weeks of the semester proceeding the graduating semester and pay the graduation application fee to the Office of the Registrar by the required date. Students are expected to be aware of and meet all deadlines for graduation.

U.S./Georgia History Requirements

The baccalaureate student must meet the U.S. and Georgia History and Constitution requirements as stated in the Georgia Southwestern State University Bulletin. These requirements **MUST BE MET BEFORE** entering into NURS 4100: Nursing of Adults II. U.S. and Georgia History and Constitution requirements by the state of Georgia may be met by passing an examination or successfully completing **BOTH** POLS 1101 and HIST 2110. Students must schedule their own tests and times by contacting the Testing Center. It is the student's responsibility to obtain information on study guides and recommended resources.

APPLYING FOR NURSING LICENSURE

Preparation for Licensure:

It is the responsibility of the nursing student to begin preparing for licensure upon program entry. It is expected that students utilize internal and external resources (i.e. HESI testing and remediation, NCLEX review books) to prepare for the NCLEX throughout the program. All pre-licensure students are required to attend an external NCLEX review course offered by the GSW School of Nursing during the final semester of the nursing program as a component of NURS 4850: Transition to Practice.

The School of Nursing will provide information to graduating seniors in preparation for licensure and the procedures to follow for application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). A list of all Jurisdictions offering the licensure examination is available on the National Council of State Boards of Nursing web site. Candidates should read the *NCLEX Candidate Bulletin* published by the National Council of State Boards of Nursing before registering and taking the NCLEX. This and other important information is found at < <https://www.ncsbn.org/index.htm>>

During the final term of the senior year, designated faculty will meet with students to discuss the NCLEX-RN process. Students planning to take the licensure exam in Georgia will find instructions for online application procedures at the Georgia Board of Nursing website. Graduation from a nursing program is only one required component of eligibility consideration for taking the licensure exam in a given state.

Permission to take the national licensure examination to become an RN:

Graduation from an approved nursing program is but one requisite for applying for licensure. The jurisdictional Board of Nursing makes the final decision on eligibility (Retrieved from Georgia Board of Nursing: *Frequently Asked Legal Questions*).

Legal Offences and Eligibility for Licensure: Any history of arrest may affect the applicant’s ability to obtain licensure after program completion. General guidance on previous legal convictions, effects on potential nursing license can be accessed on the State of Georgia website. The State Board of Nursing determines if an applicant for nursing licensure with a previous legal conviction may become licensed as an RN by the state.

US Citizenship and Licensure as an RN: The application for licensure as a registered nurse in Georgia requires disclosure of United States citizenship. Non-US citizens must complete a form to determine qualified alien status.

Other licensure information may be obtained by the state board of nursing in which the student plans to apply.

Pinning Ceremony

A pinning ceremony, hosted by the School of Nursing will be held prior to or immediately after graduation exercises. A nursing faculty member will be appointed to serve as faculty-student liaison.



WEB ETIQUETTE IN COMMUNICATION

ETIQUETTE: *Web Etiquette or “Netiquette”*

All students communicating electronically via Radar e-mail and/or GAVIEW courses should adhere to standard and professional behavior. Some rules to remember:

1. Always address your e-mail to someone: For example, an e-mail to your professor should begin as Professor or Dr. Jones or to a classmate John.
2. Always sign your e-mail so the receiver knows who you are. Frequently the e-mail address does not easily disclose who you are.
3. All electronic correspondence should be written in a professional manner.
4. Be very judicious when copying (using the C.C. function at the top of your e-mail routing) an e-mail you are sending to someone. It may be improper to copy or forward another e-mail or correspondence to another party without the permission of the sender or receiver. Remember, copying or forwarding a memo to another party is very different than forwarding an article you read off the Internet.
5. Avoid profanity and remember neither the Internet nor e-mail are entirely secure. What you write is often not easily deleted—especially by the party who received your e-mail.
6. Reply to important e-mails that are sent to you in a timely manner. E-mail has supplanted phone calls in many cases, and ignoring an e-mail is similar to ignoring a phone call.
7. Avoid SPAMMING—that is mass forwarding of items of interest to you that may NOT be of interest to all your classmates.
8. Avoid SLAMMING—that is the use of harsh words to others in a public forum. This is sometimes referred to as FLAMES- abusive or heated messages. If you receive a flame, it is best to ignore it.
9. Avoid use of caps as much as possible. THE USE OF ALL CAPS (LIKE THIS) IS EQUATED WITH YELLING. It is much softer to use small letters and use CAPS only for emphasis.
10. Remember; only write in an e-mail what you would put on the door of your office—for the world to see.

Additionally, specific course syllabi may address web etiquette issues.

CLINICAL POLICIES

Clinical Requirements

The School of Nursing collects documents that our clinical site facilities require for students who are assigned to their agency for clinical experiences. Proof of these documents is required prior to allowing students into the facilities for clinical. The following requirements must be met:

- Meet the School of Nursing Health Requirements and Essential Technical Standards;
- Maintain current required clinical requirements on the credentialing tracker system required for all nursing students. **All requirements must be kept current to include:**
 - AHA BLS Provider Certification (PEDS 2000 Does not satisfy this requirement).
 - Background Check (utilize current vendor with SON) to be completed upon program entry and annually thereafter;
 - Drug Screen (utilize current vendor with SON) upon program entry and annually thereafter;
 - Physical Exam and Student Statement of Health upon program acceptance and then annually updated; (Utilize form provided on SON website)
 - Professional liability insurance, minimum coverage \$1,000,000/\$6,000,000
- **Immunization Requirements (Certificate of Immunization Form- utilize form provided on SON website)**
 - MMR: One of the following is required: two (2) vaccinations or positive titer.
 - Varicella/Chickenpox: One of the following is required: Medically documented date of illness or two (2) vaccinations
 - Td/Tdap: Documentation of the completed primary series and a booster within past ten (10) years.
 - Hepatitis Series: Requires three (3) vaccinations to be complete, with the second injection being administered one month after first injection, and the third one being administered six (6) months after first injection.
 - Annual Influenza Immunization-documented season batch (September-March)
 - Student admitted to the program between April and August: Influenza vaccine must be obtained as soon as new season batch is available. The Clinical Service Manager will provide students with deadline for documentation to be uploaded to the tracker system. (Utilize form provided on SON website).
 - Tuberculosis Screening (PPD or T-Spot) per clinical credentialing requirements.
 - Health Insurance coverage as specified by the University System of Georgia.
 - Online clinical orientation if required by a clinical agency; or other required orientation by clinical agency.

Other requirements may be required of specific clinical agencies which the student will be required to complete.

CREENTIALING TRACKER COMPLIANCE

It is part of one's professional obligation as a student in a clinical discipline or professional school to maintain current required documents and submit copies of these documents for his/her record.

The Clinical Services Manager must submit verification of currency of all required clinical requirements (refer to Pre-Clinical Requirements in Handbook) **several weeks** in advance to the clinical agency where students will be assigned the following semester. Proof of these documents is required by the deadline established by the Clinical Services Manager.

Students who do not complete requirements by the deadline established by the Clinical Services Manager will be removed from all clinical courses in which they are registered for the semester. The student will not be permitted to enroll in any clinical course the following semester. This will negatively impact the student's progression in the program. Students who become non-compliant with any clinical requirement during the course of a term will not be able to attend clinicals and thus will be required to withdraw immediately from all clinical courses. If this occurs prior to the last day to withdraw without academic penalty the student may withdraw from the course without academic penalty. If this occurs after the last day to withdraw without academic penalty it will result in a clinical unsatisfactory and failure of the course.

Submission of Signed forms: *Confidentiality Statement and Student Applied Learning Experience Agreement, Infectious Disease Risk, and Authorization for Release of Records and Information.*

- Completion of any School of Nursing and clinical agency requirements (e.g. criminal background check and drug screening) by a preset deadline (which at a minimum will be two weeks before the University declared first day of class for the upcoming term)
- Notify in writing the Clinical Service Manager, GSW Health Services, and clinical instructors each semester of any severe sensitivity (latex, peanuts)
- Review Universal Blood and Body Fluid Precautions

Students who do not comply with the specified requirements will not be allowed to attend clinical and subsequently cannot fulfill the course outcomes in which the clinical experience is incorporated. Students must withdraw from the course and associated lab or receive a failing grade in the course/lab.

Criminal Background Check and Drug/Alcohol Screening Policies

Criminal background checks and drug screening and investigation will be required of all students who matriculate into Georgia Southwestern State University's School of Nursing. This is required upon acceptance to the program and annually thereafter through a vendor specified by the School of Nursing, at the student's expense. In addition, students may be subject to random drug screens if presence of impairment and/or condition is suspected and subject to of disciplinary action. When a student is assigned to a clinical agency for clinical experiences, the clinical

affiliate will independently review students' background checks and drug screens and make the decision, based on its own criteria, as to whether each student will be allowed to participate in clinical activities at the affiliate clinical site. Decisions as to whether each student is ineligible for placement at a particular clinical site based on results of the check are those of the clinical site alone. Georgia Southwestern State University does not assume any responsibility for performing or evaluating the background check and drug/alcohol screen. The School of Nursing will make reasonable efforts to place admitted students in a clinical experience but any students who cannot be placed because of problems with their criminal background checks or drug screens will not be able to complete program requirements and may be dismissed from the program.

Substance Abuse by Nursing Students Policy Statement

Nursing students are expected to be present for all class, lab and clinical activities in a physical and mental state which is free of impairment due to drugs and/or alcohol.

The university policies on alcohol, tobacco, and drugs are described in the Weathervane/Student Handbook. In accordance with these policies, the School of Nursing has adopted the following policy for nursing students:

1. A student who reports to class, lab, or clinical setting and is suspected of drugs/alcohol will not be allowed to remain in the setting.
2. An abuse of substance screen may be required at the expense of the student at the request of the clinical instructor or clinical agency administration.
3. The student will be directed to meet with the Associate Dean and/or the Dean of the department.
4. The incident will be reported to the University Student Conduct Officer. Further action, per GSW Policies found in the University Student Handbook.

The course faculty, clinical instructor, and School of Nursing Associate Dean and/or the Dean will tell the student if and when the student can return to clinical (or class if applicable), if the student has been asked to leave class or the clinical setting due to being under the influence of drugs/alcohol. The clinical agency has the ultimate authority to permit or deny the student from returning to the clinical agency for experiences and this may impede the student's ability to complete the nursing program. Depending on the clinical agency's policy, a negative dilute result may require the student to repeat the drug screen at the student's expense. **Clinical**

Schedules and Attendance Expectations

Schedules: Clinical experiences, which include lab and simulation experiences in the School of Nursing and clinical agencies, may be scheduled any day of the week and any time (days/evenings/nights). Students are responsible for making suitable arrangements for childcare, transportation, and employment. In the event that the clinical experiences require the student to return to the clinical setting at times other than scheduled laboratory times (i.e. to review patient charts prior to the next day's clinical experience), it is the responsibility of the student to be there as requested for the duration of the learning experience. The student's personal schedule must be flexible to meet all requirements and expectations.

Clinical sites and schedules may not be established prior to the semester beginning. Students registering for classes should anticipate that changes may occur any time during the semester.

Transportation

Students must be able to provide their own transportation to classes, to and from clinical agencies, and to other clinical experiences such as home visits. Clinical sites generally are located within a 65-mile radius of the University; however site locations may be at greater distances. Clinical hours may vary by term and course.

Preparation

Students are expected to prepare for all assigned clinical experiences prior to the clinical day. At the beginning of the course, the instructor will notify the class members of specific expectations and requirements.

Attendance

Attendance at any scheduled clinical day (to include labs and simulation) that is part of a clinical course is mandatory. Tardiness or absences may result in unsatisfactory clinical performance. If a student is late for a clinical assignment, the student will not be allowed to participate on that date. If the student is not allowed to participate on that date in clinical activities, this will result in an unsatisfactory clinical grade for that experience and is a component of the total clinical grade for the course. The student will also have to make up the missed clinical hours.

Absences

In the event of illness, other problems, or an emergency, students are required to notify their clinical instructor/preceptor and the clinical agency that they will be absent prior to the start of clinical or as specified in the course syllabus. A message sent with another student or left on an instructor’s answering machine is insufficient. The student must speak directly to the clinical instructor unless otherwise specified in the syllabus. If the student misses more than 10% of the clinical hours (*20% specialty courses) the student will receive an unsatisfactory clinical grade and it will result in a course failure. See chart below for hours:

Clinical Course	Required Clinical Hours	Excessive Hours=10% (Specialty courses =20%)
NURS 3003 (Fundamentals)	90	>9
NURS 3200 (Health Assessment)	45	>4
NURS 3100 (Adult Health I)	90	>9
*NURS 3130 (Mental Health)	45	>9
*NURS 3140 (OB)	45	>9
*NURS 3145 (Peds)	45	>9
NURS 4100(Adult Health II)	90	>9
NURS 4410 (Community)	45	>9

Faculty may publish in their syllabi a more detailed policy for clinical attendance.

Confidentiality and Access to Medical Records

Students enrolled in the School of Nursing must hold in confidence all patient related information. Specific instruction on confidentiality within the health care setting is provided in the initial nursing courses. Failure to protect any patient's right to confidential treatment may result in a failing grade in the course and dismissal from the School of Nursing. Students must abide by the HIPAA policies of the clinical facility. Students are prohibited from photocopying any part of a client's medical chart or other facility documents that pertain to the client. Any student who goes to medical records to retrieve information, who photocopies a chart, who leaves the facility with any part of a client's record, or violates HIPAA policies will be dismissed from the School of Nursing.

Change in Health Status Policy

Nursing students are expected to complete all assigned academic and clinical activities. If a student develops a change in health status (including but not limited to pregnancy and illness) that requires restrictions on his/her academic or clinical activities, and/or limits their ability to perform the Essential Functions of Safe Nursing Practice the student must notify the Undergraduate Associate Dean, the Dean, and/or Office of Disability Services. The student must provide a written document from his/her health care provider addressing the specific restrictions and estimated duration. If the restrictions affect the ability of the student to meet program or course outcomes, the Undergraduate Associate Dean, and/or the Dean, in consultation with the appropriate faculty, will determine whether to assign a grade of "incomplete" or to support an administrative withdrawal. If before midterm, the student will be withdrawn if the change in status will require extended make up days.

The health care provider responsible for the ongoing care of the student is required to provide written documentation when the restrictions are no longer necessary and the student can return to full participation according to the Essential Functions of Safe Nursing Practice.

Infectious Disease Risks

It is the policy of this University to provide academic programs, support services, and social and recreational activities to all qualified individuals. In the event that a student is diagnosed with, or shows signs of, an infectious disease or condition, the student may not be arbitrarily excluded from enrollment or otherwise restricted from classroom or clinical activities. The student may be excluded **IF** medically-based judgments in each individual case establish that exclusion or restriction is necessary to the welfare of the individual, other members of the University community, or clients under the student's care.

School of Nursing students are also obligated to follow the policies and procedures of the host facilities regarding infectious diseases disclosure and/or practice restrictions. If a clinical agency has no policy for a specific disease or condition the current Centers for Disease Control (CDC) *Guidelines for Infectious Control in Health Care Personnel* will be utilized. It is the policy of the School of Nursing that standard precautions must always be utilized by all students.

Use of Universal Precautions

The School of Nursing promotes adherence to the Center for Disease Control and Prevention guidelines for preventing blood-borne pathogen transmission in health care settings.

Procedures:

The following measures for preventing blood-borne pathogen transmission in health care settings are recommended by the Center for Disease Control and Prevention.

- Use of blood and body fluid precautions for all patients, since medical history and examination cannot reliably identify all patients infected with HIV and other fluid or blood-borne pathogens.
- Use of special precautions during pre-hospital and emergency care since the risk of blood exposure to health care workers is increased and the infection status of the patient is usually unknown.
- **Handwashing** before and after every patient contact.
 - **Wash hands or other skin surfaces** thoroughly and immediately if contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
 - **Wash hands immediately** after gloves are removed.
- **Barrier protection** should be used at all times to prevent skin and mucous membrane contamination with blood, body fluids, containing visible blood, or other body fluids (feces, saliva, urine, cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids, semen, and vaginal secretions).
 - Barrier protection should be used with ALL tissues. The type of barrier protection used should be appropriate for the type of procedures being performed and the type of exposure anticipated. Examples of barrier protection include disposable lab coats, gloves, and eye and face protection.
- **Personal Protective Equipment (PPE)**
 - **Gloves** are to be worn when there is potential for hand or skin contact with blood, other potentially infectious material, or items and surfaces contaminated with these materials
 - **Face protection** (face shield/mask/eye protection (goggles)) should be worn during procedures and patient care activities when contact of clothing/exposed skin that are likely to generate splashed or sprays of blood or body fluids, or secretions, to prevent exposure to mucous membranes of the mouth, nose, and eyes, especially suctioning and endotracheal intubation.
 - **Gown** to be worn during procedures and patient care activities when contact of clothing/exposed skin with blood/body fluids, secretions, and excretions is anticipated.
- **Soiled patient-care equipment:** Handle in a manner that prevents transfer of microorganisms to others and to the environment; wear gloves if visibly contaminated; perform hand hygiene.

- **Environmental control:** Follow agency procedures for routine care, cleaning, and disinfection of environmental surfaces, especially frequently touched surfaces in patient care areas.
- **Textiles and laundry:** Handle in a manner that prevents transfer of microorganisms to others and to the environment.
- **Patient resuscitation:** Use mouthpiece, resuscitation bag, other ventilation devices to prevent contact with mouth and oral secretions.
- **Needles and other sharps: Avoid accidental injuries** that can be caused by needles, scalpel blades, laboratory instruments, etc. when performing procedures, cleaning instruments, handling sharp instruments, and disposing of used needles, pipettes, etc.
 - Do not recap, bend, break, or hand-manipulate used needles; if recapping is required, use a one-handed scoop technique only; use safety features when available;
 - Place used sharps in puncture-resistant container marked with biohazard symbol for disposal.

Student Accident/Injury Policy

- The student understands that the clinical aspects of the nursing program represent medical risks even though correct procedures are followed. Students understand that they are entering the clinical aspect of this program at their own risk and will not hold the University or the clinical facility liable for any illnesses/medical related expenses resulting from these clinical experiences. **All students are required to carry personal health and medical insurance according to the University policy. Any medical costs associated with the injury/accident are incurred by the student.**

In the case of a student injury during a nursing clinical, the safety and well-being of the student is the first priority.

Procedures:

- The student must IMMEDIATELY notify the faculty member or clinical preceptor responsible for the clinical learning experience. If the student is injured or experiences a high-risk exposure while under the supervision of a clinical preceptor, the Course Coordinator should be notified as soon as safely possible.
- The policies of the occupational or employee health division of the institution will be followed. The student should receive the same kind of assessment and care that an employee of the agency would under the circumstances. If the student has sustained a serious injury or has been exposed to blood, body fluids, or hazardous materials, then time is of the utmost importance and the student should receive prompt treatment through the qualified health care provider or the emergency department of his/her choice. Students exposed to blood or body fluids should receive treatment within 2 hours. The clinical faculty member will notify the Undergraduate Associate Dean, and/or the Dean of the School of Nursing as soon as possible.
- **The student and faculty member will complete a written report describing the incident and any tests/treatment provided.**

- **The clinical agency may request that an incident report be completed.**
- **The School of Nursing and University assumes no responsibility for the risks of exposure.**

Blood Borne Pathogen Exposure

Needle sticks, blood splashes, and sharps injuries require immediate attention. If you have an injury which may have exposed you to blood or body fluids, take the following steps:

1. Immediately wash the area with soap and water. In case of splash into eyes, remove contact lens (if worn) and flush with copious amount of water.
2. Notify clinical instructor or preceptor immediately (reporting exposure will not negatively influence clinical evaluation or course grade).
3. Identify source patient and initial injury-reporting system in agency.
4. Report to emergency department or other unit designated by agency for post-exposure assessment and care. Follow the policy of the clinical agency.
5. Document exposure and care in detail.
6. Notify the Undergraduate Associate Dean, and/or the Dean of the SON within 24 hours.
7. Make an appointment for counseling in Student Health Services as desired to help in dealing with concerns about exposure.

If a student is exposed to an actual or potential infectious agent, the student must follow the guidelines of the host facility for reporting the incident and for laboratory testing. **Students understand and agree that (1) testing is at the expense of the student; and (2) any testing results must be forwarded to the Undergraduate Associate Dean, and/or the Dean of the School of Nursing.**

Hepatitis B Vaccination

All students in the School of Nursing are required to have completed the Hepatitis B immunization series. The vaccination consists of three (3) injections, with the second injection being administered thirty (30) days after the first injection, and the third one being administered six (6) months after the first injection. *It is the nursing student's responsibility to initiate the series of three vaccines prior to entering the nursing program and complete the series.*

Compliance with Policies of the Host Clinical Facility

Georgia Southwestern State University is privileged to maintain memoranda of understanding with clinical facilities across Georgia. The students and faculty are guests in these facilities and must abide by their rules and regulations. When present in a host facility, a student must:

- follow the administrative policies, standards, and practices of that facility;
- provide the necessary and appropriate uniforms and supplies where not provided by the facility;
- report to the facility on time;
- conform to the standards and practices established by the University while in the facility;
- keep in confidence all medical and health information;

- not publish any material that identifies patients, facilities, or institution without specific permission from the appropriate parties; and
- Comply with the host facility policy on cell phone usage during an assigned clinical experience. In all cases, the student MUST notify the clinical instructor prior to using a cell phone during the assigned period.

Failure to comply with any of these policies may lead to dismissal from the School of Nursing.

Student Responsibilities When Working with a Preceptor

Pre-licensure students may be assigned a preceptor for selected clinical experiences. It is the responsibility of the student to familiarize themselves with, and to utilize the objectives/requirements established for the experience. A daily log that records activities and incorporates evaluation of achievement of course/clinical/individual objectives may be required. Students are expected to maintain communication between the preceptor and faculty about any unusual circumstances. Students are to meet the responsibilities assigned by the preceptor, to maintain prompt and consistent attendance, and to keep the preceptor fully informed of all clinical activities. Students may not work in the clinical area if the preceptor is not available. The faculty member is responsible for evaluating the experience and will consider input from both the student and the preceptor. Students need to complete an evaluation of the preceptor, agency evaluation form, and clinical evaluation form.

Dress Code and Personal Hygiene Policy

For safety, infection control, and patient comfort there are specific requirements related to adornment and appearance in all clinical experiences on campus (labs) and off campus. We expect that your appearance will reflect the pride you have in yourself, the University, and the nursing profession. These include:

- *Personal Hygiene:* Maintaining good personal hygiene including cleanliness and neatness of uniforms and shoes;
- *Clinical Attire:* This includes all activities in the Simulation center, clinical labs, and any clinical agency assigned such as hospital, nursing home, etc. unless otherwise directed by the faculty and/or healthcare facility.
 - The student must change into street clothes at the earliest opportunity following clinical experiences.
 - No stretch pants or cuffs dragging on the floor will be allowed.
 - Undergarments: appropriate color and type undergarments (e.g. no visible thong or brightly colored undergarments) Clothing of appropriate lengths, style, and fit and appropriate undergarments
 - Lab/Simulation-program specific scrubs, shoes, and dress unless otherwise instructed.
 - ID Badges (GSW student ID badges) must be worn at all times while student is in clinical labs/simulation and clinical sites. Clinical facility ID badges may be issued and are to be worn according to facility policy during clinical experience. Employment badges are not acceptable.

- *Hair:* Clean, neatly styled, effectively restrained away from face and shoulders. Hair must be a color of which one could be born (i.e. no colors such as purple or blue). Large hair bows, jewelry, or other adornment may not be worn in the hair.
- *Facial Hair:* Beards and mustaches must be limited and neatly groomed.
- *Fingernails:* Short (not visible when looking at palm of hand), clean, well rounded. No nail polish or artificial nails.
- *Jewelry:* Minimal, one set of small stud ear-rings in the ear lobe (one earring per lobe), wedding band, and a required watch.
- *Tattoos:* *Must be covered and not visible through clothing.*
- *Body Adornment:* No visible body piercing and jewelry may be worn (e.g. nose, tongue, eyebrow rings, etc.)
- *Scents:* Free of odors. No scents, colognes, aftershave, or perfumes.
- No stretch pants or cuffs dragging on the floor will be allowed.
- *Gum:* No chewing gum.
- *Clinical Site Rules and Regulation-* Comply with all, including dress codes established by the site.

A student who reports to clinical and is not in compliance with dress code policy will be given an opportunity to comply or be dismissed from clinical for the day with an unsatisfactory clinical grade.

Uniforms

The required uniform, name badge, watch, and lab coat must be worn for all clinical experiences. The University insignia and name badge may only be worn on lab coats and uniforms when the individual is involved in a GSW SON clinical experience or sponsored event.

The following constitutes general policies regarding professional attire.

For in-hospital, simulation, and campus lab experiences (exception NURS 3200):

- GSW School of Nursing uniform from **designated vendor by the School of Nursing. Patch is provided by vendor and is to be placed in scrub top sleeves (white on right, gold on left).**
- Shoes must be white, navy, black, or gray. Shoes must be clean, neat, and have a closed toe with no additional holes (i.e. Crocs). Shoes must be mesh-free, puncture-proof, waterproof leather or faux leather. Leather or faux leather tennis shoes in professional colors are allowed as long as there is no mesh.
- Neutral, solid colored socks or hose must be worn.
- White or navy turtlenecks and t-shirts may be worn under uniform tops.
- Name Badge: The Georgia Southwestern State University Student ID will be utilized as the identification badge in clinical facilities.

For other clinical experiences:

- GSW School of Nursing polo shirt from designated vendor by the School of Nursing
- Pants: khaki, relaxed fit. NO skinny jean fit (or snug fitting pants allowed).

- Closed-toe shoes; heels no higher than 1 ½ inch. Shoes must be mesh-free, puncture-proof, waterproof leather or faux leather.
- Neutral, solid colored socks or hose must be worn.
- Name badge: The Georgia Southwestern State University Student ID will be utilized as the identification badge in clinical facilities.

Lab coat (hip length) from designated vendor by the School of Nursing. .

Items Needed for Clinical Experience

Students must obtain equipment for clinical laboratory experiences within the first two weeks of the semester in which they enter nursing. These include:

- Watch with a second-hand; Smartwatches and Fitbits are prohibited in labs, clinical experiences, and testing.
- Stethoscope with 18" tubing and head with both diaphragm and bell;
- Bandage scissors
- Penlight
- Eye protection/safety glasses

Medication Administration

Pre-licensure nursing students are prohibited from administering certain drugs and certain classifications of drugs. Examples are given below. Nursing students are prohibited from administering any drug during a cardiopulmonary resuscitation.

Pre-licensure nursing students are prohibited from administering the following classifications of drugs:

- Thrombolytic Agents
- Vasoactive Drugs
- Paralytic Agents
- Anticonvulsants IV Administration
- Uterine Stimulants
- Conscious Sedation Agents

Practicum – Clinical Placement

All pre-licensure baccalaureate nursing students will complete the clinical portion of the Practicum course (NURS 4905) on a medical/surgical unit, Emergency Room, or intensive care unit of an acute care facility. In some cases, other specialty units will be assigned at the discretion of the faculty and Clinical Services Manager. Requests for practicum experiences will be collected a minimum of three months in advance of the practicum course to the course faculty member and the Clinical Services Manager. The request will be considered; however, the faculty member, in collaboration with the Clinical Services Manager, will make the final assignment. Students are not to contact clinical agencies to seek placement. All requests or questions should be directed to the GSW SON Clinical Services Manager.

Skills Check List

Throughout the program, clinical faculty and preceptors will assess and evaluate student performance of basic skills. Students are expected to be competent in their performance of these nursing skills. The current check list skills will be posted on GaView School of Nursing.

Home Visit Safety Precautions

Some courses may have clinical assignments involving home visits to clients and families in the community. In order to provide maximum safety for students and their community clients, the School of Nursing has developed the following policies:

- a. Faculty or agency personnel will pre-screen home care clients who are not associated with a home care agency when making student assignments. Pre-screening will consist of (a) reviewing the client's record for a history of violence, violence in the home and drug abuse; (b) identifying if location of home is in an unsafe area; (c) making an initial visit to the home either before the student or with the student if safety is deemed an issue. Students will be re-assigned if a home is deemed unsafe.
- b. At the beginning of each semester when students make home visits, faculty will provide an orientation on personal safety factors student should be aware of when making home visits.
- c. Students are advised not to make home visits after 5 pm, Fridays, or weekends and to not give out their phone number to clients. Students will inform their clinical instructor of the days and times they will be making home visits. Clinical instructors will have the address and phone numbers of the student's home care client.
- d. An instructor must agree to be available to the student by phone during the hours that the student is making the home visit. The student must call the instructor prior to going to the home and after the home visit is complete.
- e. Students must schedule a time for the home visit that is mutually convenient for client and student. The student should arrive promptly for the visit and if this is not possible must notify the client. If a client does not want the student to make home visits, the student should notify the clinical instructor and not coerce the client into agreeing to a home visit.
- f. When making home visits, students must wear a lab coat and name tag that will identify them as nursing students from Georgia Southwestern State University.

TECHNICAL STANDARDS FOR STUDENTS WITH DISABILITIES

Georgia Southwestern State University (GSW) School of Nursing has a responsibility to educate competent nurses to care for their patients/clients, families, and/or communities with critical judgment, broadly based knowledge, and well-honed technical skills. The School of Nursing has academic as well as technical standards that must be met by students in order to successfully progress in and graduate from its programs.

Technical Standards:

The School of Nursing provides the following description/examples of technical standards to inform prospective and enrolled students of a sampling of technical standards required in completing their nursing science curriculum. These technical standards reflect a sample

of the performance abilities and characteristics that are necessary to successfully complete the requirements of this nursing program. The standards are not requirements of admission into the programs and the examples are not all-inclusive. Individuals interested in applying for admission to the programs should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the programs. Key areas for technical standards in nursing include having abilities and skills in the areas of: (1) acquiring fundamental knowledge; (2) developing communication skills; (3) interpreting data; (4) integrating knowledge to establish clinical judgment; and, (5) incorporating appropriate professional attitudes and behaviors into nursing practice capabilities.

GSW's School of Nursing wishes to insure that access to its facilities, programs and services is available to all students, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008) and all students can study and practice nursing with or without reasonable accommodation. GSW's School of Nursing provides reasonable accommodations to all students on a nondiscriminatory basis consistent with legal requirements as outlined in the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or, (c) be regarded as having such a condition.

GSW School of Nursing Technical Standards Requirements

Requirements	Standards	Examples
Acquiring fundamental knowledge	<ol style="list-style-type: none"> 1. Ability to learn in classroom and educational settings 2. Ability to find sources of knowledge and acquire the knowledge 3. Ability to be a life-long learner 4. Novel and adaptive thinking 	<ul style="list-style-type: none"> • Acquire, conceptualize and use evidence---based information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through online coursework, lecture, group seminar, small group activities and physical demonstrations • Develop health care solutions and responses beyond that which is rote or rule-based

<p>Developing communication skills</p>	<ol style="list-style-type: none"> 1. Communication abilities for sensitive and effective interactions with patients (persons, families and/or communities) 2. Communication abilities for effective interaction with the health care team (patients, their supports, other professional and non-professional team members) 3. Sense-making of information gathered from communication 4. Social intelligence 	<ul style="list-style-type: none"> • Accurately elicit or interpret information: medical history and other info to adequately and effectively evaluate a client or patient's condition • Accurately convey information and interpretation of information using one or more means of communication (verbal, written, assisted (such as TTY) and/or electronic) to patients and the health care team • Effectively communicate in teams • Determine a deeper meaning or significance in what is being expressed • Connect with others to sense and stimulate reactions and desired interactions
<p>Interpreting data</p>	<ol style="list-style-type: none"> 1. Ability to observe patient conditions and responses to health and illness 2. Ability to assess and monitor health needs 3. Computational thinking 4. Cognitive load management 	<ul style="list-style-type: none"> • Obtain and interpret information from assessment maneuvers such as assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc. • Obtain and interpret information from diagnostic representations of physiologic phenomena during a comprehensive assessment of patients • Obtain and interpret information from assessment of patient's environment and

		<p>responses to health across the continuum</p> <ul style="list-style-type: none"> • Obtain and interpret for evaluation information about responses to nursing action • Translate data into abstract concepts and to understand data-based reasoning
Integrating knowledge to establish clinical judgement	<ol style="list-style-type: none"> 1. Critical thinking, problem-solving and decision making ability needed to care for persons, families and/or communities across the health continuum and within (or managing or improving) their environments – in one or more environments of care 2. Intellectual and conceptual abilities to accomplish the essential of the nursing program (for example, baccalaureate essentials) 3. Media literacy 4. Transdisciplinary 5. Design mindset 	<ul style="list-style-type: none"> • Accomplish, direct or interpret assessment of persons, families and/or communities and develop, implement and evaluate of plans of care or direct the development, implementation and evaluation of care • Critically assess and develop content that uses new media forms, and to leverage these media for persuasive communication • Literacy in and ability to understand concepts across disciplines • Represent and develop tasks and work processes for desired outcomes
Incorporating appropriate professional attitudes and behaviors into nursing practice	<ol style="list-style-type: none"> 1. Concern for others, integrity, ethical conduct, accountability, interest and motivation 2. Acquire Interpersonal skills for professional interactions with a diverse population of individuals, families and communities 3. Acquire Interpersonal skills for professional interactions with members of the health care team including patients, their supports, other health care professionals and team members 	<ul style="list-style-type: none"> • Maintain effective, mature, and sensitive relationships with clients/patients, students, faculty, staff and other professionals under all circumstances • Make proper judgments regarding safe and quality care • Function effectively under stress and adapt to changing environments inherent in clinical practice • Demonstrate professional role in interactions with patients, intra and inter professional

	<p>4. Acquire the skills necessary for promoting change for necessary quality health care</p> <p>5. Cross-cultural competency</p> <p>6. Virtual collaboration</p>	<p>teams</p> <ul style="list-style-type: none"> • Operate in different cultural settings (including disability culture) • Work productively, drive engagement, and demonstrate presence as a member of virtual team
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To be qualified for Georgia Southwestern State University School of Nursing, individuals must be able to meet both our academic standards and the technical standards, with or without reasonable accommodations. For further information regarding services and resources to students with disabilities and/or to request accommodations please contact the Georgia Southwestern Office for Disability Services and Testing Center.

NURSING PROGRAM - EVALUATION OF CLINICAL LEARNING

GSW SON BSN Program CLINICAL EVALUATION TOOL (CET)

Student: _____ Semester: _____

Faculty: _____ Clinical Site: _____

Formative clinical evaluation will be an ongoing process during the semester. The Clinical Evaluation Tool (CET) will be used to assess clinical competence in the clinical nursing courses at the Junior, Senior, and Practicum levels. A CET will be completed on each student at midterm and at the end of the semester; however students will receive feedback on clinical performance each week. If a student earns a "Level 2" or below from the faculty on any behavior at the mid-point evaluation, a corrective action plan will be initiated. At the end-point evaluation, a "Level 3" or higher must be achieved on all behaviors in order to successfully complete clinical.

This decision will be evaluated on the following areas:

- I. Patient Centered Care
- II. Teamwork and Collaboration
- III. Evidence Based Practice
- IV. Quality Improvement
- V. Safety
- VI. Innovation
- VII. Compassion
- VIII. Professionalism

Ratings:

Level 5= student always or nearly always performs behaviors with minimal supporting cues

Level 4= student usually performs behaviors with minimal supporting cues

Level 3= student fluctuates in performance of behaviors, requires occasional supporting cues

Level 2= student rarely performs behaviors, requires continuous supporting cues

Level 1= student consistently does not perform behaviors, requires continuous supporting cues

N/A= not applicable

SATISFACTORY: rating of Level 3 or above in each behavior of each competency

UNSATISFACTORY: rating of Level 2 or below in any behavior of each competency

Criteria for Dismissal from the Nursing Program

The nursing faculty members believe that the habits and work patterns which are established when an individual is a student will be carried over into the work setting when the transition is made to a graduate nurse.

Every effort should be exerted to establish positive patterns of professional behavior, which include arriving on time for each clinical assignment, notifying the instructor if tardiness or absence is expected, and when indicated, contacting the appropriate instructor concerning make-up work missed during an absence.

The following criteria may be used for the **immediate dismissal** of any nursing student from the Georgia Southwestern State University Nursing Program. These behaviors are not in accord with the standards that this faculty has established for their students and graduates:

Unprofessional conduct which shall include but is not limited to:

1. performing acts beyond the limits of practice;
2. assuming duties and responsibilities without adequate preparation or when competency has not been achieved;
3. diverting supplies, equipment, or drugs for personal or other unauthorized use;
4. falsifying or otherwise altering client or agency records;
5. abusing, neglecting, or abandoning clients;
6. conduct unbecoming a nursing student, or detrimental or dangerous to the health and welfare of clients or of the public;
7. demonstrating an inability to progress and/or master the clinical skills and competencies as evaluated by the clinical instructor;
8. Willful commission of any act which is a felony under the laws of the State or of the United States or any act which is a misdemeanor under such laws and involves moral turpitude.
9. Failure to abide by the Georgia Southwestern State University Nursing Program policies;
10. Grade Point Average which falls below 2.0 overall;
11. Inability to practice (student) nursing with reasonable skill and safety to clients by reason of illness, excessive use of alcohol, drugs, narcotics, chemicals, or other material, or as a result of any mental or physical condition.
12. Any violation of the Georgia Southwestern State University academic dishonesty policy. The student will be counseled and advised of unacceptable behavior. Evidence of the conference will be documented and signed by the instructor, the student, and a faculty or staff witness.

Appeals Process

A student may appeal dismissal from the Georgia Southwestern State University nursing program. Students must follow the procedure listed in the most current issue of the *GSWeatherwane/Student Handbook*.

ADDITIONAL INFORMATION

Professional Nursing Organizations

Georgia Nurses Association/American Nurses Association

The GNA/ANA serves the diverse needs of nursing professionals while strengthening the standing of nurses in the health care community. Membership in the GNA/ANA allows for all nurses to have an active role in the decisions made in practice, reform, legislation, and economic arenas. The Georgia Southwestern State University nursing faculty support membership in this organization. All registered nurses are eligible for membership.

Georgia Southwestern Association of Nursing Students (GSWANS)

All students registered as pre-nursing or nursing majors are invited and encouraged to become members in GSWANS. The local organization works to promote community service and professional involvement in nursing at the local, state, and national level. Students may become members at the state (Georgia Association of Nursing Students [GANS]) and national (National Association of Nursing Students [NANS]) levels by completing a membership form and submitting the appropriate dues. The students select local officers who work with GSWANS faculty members to conduct the business of the organization.

Mu Pi Chapter/Sigma Theta Tau, International

Sigma Theta Tau, International, is committed to fostering excellence, scholarship, and leadership in nursing to improve health care worldwide. The Society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest knowledge in nursing care. Membership is by invitation only.

* Membership Criteria for Undergraduate BSN students must:

- have completed ½ of the nursing curriculum;
- have at least a GPA of 3.0 (based on a 4.0 grading scale based on all college courses taken);
- rank in the upper 35 percentile of the graduating class;
- meet the expectation of academic integrity.

* (Retrieved July 26, 2017, from <http://www.nursingsociety.org/Membership/FAQ/Pages/faqs.aspx>)

STATEMENT OF AGREEMENT

Each nursing student is required to sign and return the Statement of Agreement included with the *Nursing Student Handbook at the time of mandatory nursing orientation.*

Should it be necessary to otherwise return signed form, send to:

School of Nursing
Student Services Coordinator
Georgia Southwestern State University
800 Georgia Southwestern State University Drive
Americus, GA 31709
FAX: 229-931-2288

The Nursing Student Handbook provides information regarding policies for students in the nursing program. Additional sources of information related to student policies are published in the Georgia Southwestern State University *Bulletin* and the *GSW Weathervane/Student Handbook*. Students are expected to be knowledgeable about these policies and procedures. Policies specific to the School of Nursing are included here. Course specific policies may be found in the individual course syllabi.

HANDBOOK DISCLAIMER

Every effort has been made to verify the accuracy of information in this publication. Nevertheless, the Georgia Southwestern School of Nursing reserves the right to amend or add to the academic policies and scholastic regulations at any time, provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner with appropriate notice provided to all students affected by the changes. The School of Nursing reserves the right to change without prior notice: admission and degree requirements, curriculum, courses, teaching personnel, rules, regulations, fees, and any other matter described in this handbook. This handbook does not constitute a contract, expressed or implied, between any student or faculty member and the School of Nursing. The School at all times retains the right to dismiss any student who does not attain and maintain adequate academic performance or who does not exhibit the personal and professional qualifications required for nursing professionals. Any of the policies contained within this Student Handbook related to student progress in a degree program or graduation may be waived (only if consistent with existing GSW policy) following review and written approval by the relevant School of Nursing department head(s) and the Dean. It is the responsibility of each student enrolled in School of Nursing to know current academic policies of the University, general and specific requirements, and policies that apply to the nursing program.

Revised and Printed
Spring 2020

APPENDIX A:

School of Nursing Total Testing Policy

Course Exam Grading Criteria

The pre-licensure student must achieve an overall exam average of 75% or greater on all exams, including the final exam, before other graded items will be included in the final course grade. There will be no rounding of this overall exam average. (If you have a 74.9 test average, this grade is considered a D. It will not round to a 75). No quizzes will be included in the calculation. *If the exam average percent is lower than 75%, then the exam average percent becomes the final grade.*

Online Courses and Testing

It is the policy of the School of Nursing that Pre-licensure traditional and 2nd degree students take all nursing courses in the traditional classroom environment. Rare exceptions may be necessary as a result of program necessity. If this occurs, exams will be proctored utilizing an online proctoring service. Costs for this service will be the responsibility of the student.

Policy on Testing and Exam Review

1. Security cameras are installed in classrooms to deter cheating in the testing environment. Testing sessions are monitored, recorded, and reviewed to detect cheating in the classroom.
2. Electronic devices –including smartwatches and cell phones are prohibited in the classroom during testing, during labs, and other clinical experiences.
3. Any student who exhibits suspicious behavior while taking an exam may be warned by the faculty member or proctor to stop the behavior. If the suspicious behavior continues after the warning, then the Proctor shall take the exam away from the student and he/she will receive a zero for the exam. If the faculty or proctor directly observes cheating, the exam will immediately be taken away from the student and he/she will receive a zero for the exam (no prior warning need be given). Once an exam is taken away, the incident will also be reported to the Dean and VP for Academic Affairs for further disciplinary action.
4. There will be no food allowed in the room during an exam.
5. All personal items, including papers, books, notes, purses, electronic devices, caps, scarves, and jackets will be placed in the front of the room .
6. Students will not be permitted to go to the bathroom once the exam has started except in an emergency. Students taking bathroom breaks do not receive additional time to complete the exam.
7. Students who arrive late to an exam, ***if permitted to enter*** by faculty member, will not receive additional time to complete the exam. Course syllabi have specific information concerning late or missed exams.
8. Once distribution of the exam begins, no speaking is allowed except individually and quietly to the faculty or proctor.
9. Faculty members *are not obligated to provide a pre exam review.*

Policy on Post Exam Viewing and Review

Faculty are **not obligated** to permit students to view the exam after it is submitted for grading or to provide a post exam review. The decision on whether or not to permit either of these options is **the individual faculty member's** decision.

If either viewing of the exams or a test review is permitted, the following procedures apply:

1. The exam viewing and/or post exam review will take place at a time and location designated by the instructor. If a review is offered, it may take place outside of the scheduled class time.
2. Work areas will be clear of all items as required for taking the exam prior to exam review.
3. Test questions and answers may not be copied during the review.
4. Any recording (video or audio) of exam review is prohibited and **will result in a failure of the course and program dismissal.**
5. Individual (one on one) exam review will be at the discretion of the course instructor.
6. Exam viewing will be brief (in most cases no more than 5-7 minutes)
7. **Exam viewing, if permitted, will take place in silence.** Violation of this by **any student in the course** will result in immediate curtailing of this privilege for that session. The decision on whether to resume this option for subsequent exams will be at the discretion of the instructor
8. If a post exam review is provided, the exam questions and answers will not be read or viewed during the review. The faculty member may permit questions from students about a specific concept missed on the exam or needing clarification. Exam review is a time to enhance learning and must **not** be a time of challenge or debate. If this occurs the faculty member will cease the entire review process for all students. Further reviews will be at the discretion of the instructor.
9. Any dispute of exam content must be submitted in writing with a minimum of two supportive references –within 24 hours of the exam or review session. The faculty member has final authority on exam item dispute decisions.

Policy on Exam Absences:

Attendance for all examinations is expected. Students who miss one exam will have the final exam count as the test grade for that exam. If a student misses more than one exam s/he will receive a zero (0) on the second exam missed and the student will be required to come before the full nursing faculty to determine whether s/he is allowed to remain in the nursing program. Students who arrive late for an exam may or may not be admitted to the exam, BUT if admitted will have only the remaining time to complete the exam. University sanctioned events will not count as an absence. (See GSW student handbook attendance policy.)

www.gsw.edu/campus-life/resourcesinformation/studenthandbook/academic-information#ATTENDANCE

Policy on Obligatory Supplementary Instruction

During the term, whenever a student has a C (75) exam average or below the student is required to schedule a meeting with the course instructor to discuss matters of academic concern and to develop an academic success plan. If the student refuses to meet with the faculty member, the student must sign a declination statement and submit to the faculty member for filing in the record.

Additionally, the student is strongly encouraged to participate in supplemental instruction sessions until the minimum grade of above 75 exam average is achieved. These services may be provided by the School of Nursing, if available in certain courses, OR through online tutoring. Refer to section on tutoring resources (in Academic Support).

Drug Calculation Proficiency Examination

Each semester, in which the student has a clinical course, all pre-licensure students must pass a drug calculation proficiency exam at the level of 90% with a maximum of 2 attempts. **The tests will be administered on campus the first day of GSW scheduled classes. The second and final attempt will be given before the GSW last day to drop a course.**

This testing will begin with students taking NURS 3100. Students who are out of sequence after the completion of NURS 3003 and entering/re-entering NURS 3100 will also be required to pass the drug calculation proficiency exam.

1. If a score of 90% is not earned on the first attempt, the student will be allowed one (1) additional attempt. There will be a minimum of 48 hours between attempts. If a student does not pass on the first attempt, a remediation package will be available to the student and the student will be provided an opportunity to ask questions. If a student misses a scheduled exam or is late for the designated testing time, the student will not be allowed to test and a zero will be given for that attempt.
2. Students utilizing testing services through Student Support Services will be allowed to test with Student Support Services for the drug calculation proficiency test(s).
3. **If the student does not meet the requirement after two (2) attempts the student must drop all clinical courses for the following semester.** The two attempts count for all clinical courses for that semester.
4. Each test will be comprised of 10 items. Students will have 30 minutes to complete each test. No food, drinks, pagers or cell phones are allowed during the examination.
5. Students may use any tutorial dosage and calculation source available to them as additional resources for testing preparation.
6. **All exams given for each clinical nursing course except NURS 3003 will contain a minimum of two drug calculation problems.**

GSW School of Nursing External Testing and Remediation Policy

The School of Nursing has in place an external exam testing and remediation policy. Throughout the nursing program, students are evaluated using external testing. Remediation is a professional responsibility of each student to improve knowledge in which deficits have been identified.

Health Education Systems, Inc. (HESI) standardized testing is utilized throughout the nursing program. These exams are given during specific clinically related courses to help students identify areas of weakness or “knowledge gaps;” and to provide a series of remediation to mitigate the lack of knowledge. Costs for these exams are included in specific nursing course fees.

HESI Specialty Exams

Exam administration schedules will be published in the course syllabus. Students should strive to achieve the established benchmark score for the exam. At the discretion of the faculty member, the HESI exams may be used as final exams in the course in which it is administered. Students should refer to the course syllabus for information regarding final exams if it is used.

Failure to achieve the benchmark score on the **FIRST** proctored exam demonstrates a knowledge gap that requires remediation. If a student scores < 750 on the exam, remediation under the direction of a designated faculty member will be required. Ultimately, it is the student’s responsibility to undertake appropriate additional study/remediation to improve knowledge in essential area of weaknesses.

Failure to take proctored assessment(s) as required by policy and complete the assigned remediation activities will result in course failure (F).

HESI Exit Examination and Remediation Requirements:

Students enrolled in NURS 4850 will be required to take the HESI Exit Examination. The first attempt will be given around midterm and the second exam will be given the week after the NCLEX review course. A third attempt will be required if the HESI score is < (less than) 900 on the second attempt. The cost of the third exam will be at the student’s expense. If a student achieves a score of 900 or higher on the first attempt she/he will not be required to take the second exam. **Exams** will be used to guide remediation activities. Remediation will be recommended for ALL students in an effort to improve essential knowledge in areas to be tested on the licensure exam.