EMPORIA STATE UNIVERSITY
Department of NURSING

Student Handbook

Fall 2020-Spring 2021

WELCOME!

Welcome to the Nursing Program, a department within Emporia State University's College of Liberal Arts and Sciences. It is a privilege to be selected as a student in the Department of Nursing and to be identified as a person who has the potential to become a professional nurse. I congratulate you for these accomplishments.

As you are learning the exciting and challenging world of nursing, I encourage you to take an active part in classroom, laboratory, and practicum experiences, including simulated learning opportunities. It is an expectation of the Department of Nursing that nursing students be present for all orientation sessions, scheduled courses, and associated learning activities. In addition, I encourage you to become involved and to demonstrate leadership in the many activities associated with the department, the university, and the community.

Policies, procedures, and expectations specific to the Department of Nursing are found in this student handbook.   You will be held responsible for following the policies, procedures, and expectations that are addressed in the student handbook. The contents of the handbook must be changed occasionally; however, you will be informed when this occurs. In addition to the hard copy of the handbook, you have access to the most current ESU Department of Nursing Student Handbook through the Department of Nursing E-Board.

Information pertinent to your success is available through Emporia State University's (ESU) web sites and Hornet 365, including the Department of Nursing E-Board, the ESU student handbook, and enrollment information. You can also join us on the Emporia State University Department of Nursing Facebook page at https://www.facebook.com/esunursing/.

I wish you all the joy, happiness, and success possible as you learn about the art and science of nursing.
IT'S A GREAT DAY TO BE A NURSING HORNET!!

Sincerely,

Dr. Linda Adams-Wendling
Department of Nursing
Nursing Administrator
Chair and Professor

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Emporia State University
DEPARTMENT OF NURSING
INFORMATION
Fall 2020

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MISSION, PHILOSOPHY, ORGANIZING FRAMEWORK, AND CURRICULAR THREADS

Mission

The mission of the Department of Nursing, a department within the College of Liberal Arts and Sciences at Emporia State University, is to offer a quality baccalaureate nursing program that prepares graduates as adaptive leaders with the knowledge, skills, and attitudes to function in a rewarding career, as professional nurses.

Philosophy

In fulfilling the Mission of the Department of Nursing, the nursing faculty is guided by the Mission of Emporia State University, the Mission of the College of Liberal Arts and Sciences, and collective beliefs of the faculty. The faculty subscribes to Boyer's tenets of teaching, integration/creativity, and application/service. The scholarship of teaching is the faculty's primary commitment and responsibility. Faculty values the contributions of the scholarships of integration/creativity and application/service to the processes of education and learning and to the discipline of nursing.

Education and learning are continuous, evolving lifelong processes, with the student benefiting from diverse learning experiences. The student has the primary responsibility for learning. The arts, sciences, and humanities provide the foundation for education and learning. It is in the synthesis and application of empirical and theoretical knowledge from the arts, sciences, humanities, and nursing that the student demonstrates the ability to function in the discipline of nursing.

Five major interrelated concepts derived from the Roy Adaptation Model provide the organizing framework for the nursing curriculum. The concepts are nursing, Person, adaptation, health, and environment.

Nursing is a health care profession that uses specialized knowledge, skills, and attitudes to contribute to the needs of society for health and well-being. The knowledge, skills, and attitudes are demonstrated through higher order problem solving; professional nursing values; leadership abilities; promotion of health, reduction of risk, and the management of illness and disease; and therapeutic nursing interventions (TNIs). Nursing is delivered within the health care system through the use of nursing process. Nursing is both an art and a science. The goal of nursing is to promote adaptation for unique and diverse individuals and groups.

Person is the recipient of nursing. Person is a biopsychosocial, cognitive, and spiritual being that functions holistically as an adaptive system within adaptive modes. Person includes individuals or groups. Groups are comprised of families, organizations, communities, and society as a whole. Individuals and groups are responsible for making decisions that influence their lives and their adaptation.

Adaptation is the process and outcome whereby individuals or groups use conscious awareness and choice to create human and environmental integration.

Health is a state of being and a process of becoming an integrated and whole Person achieved through adaptation. Health varies throughout the life continuum and is influenced by the environment.

Environment is all conditions, circumstances, and influences that surround and affect the development and behavior of individuals and groups as adaptive systems, with particular consideration of human and earth resources.   (4/5/10) (7/2014) (6/2015)

Organizing Framework
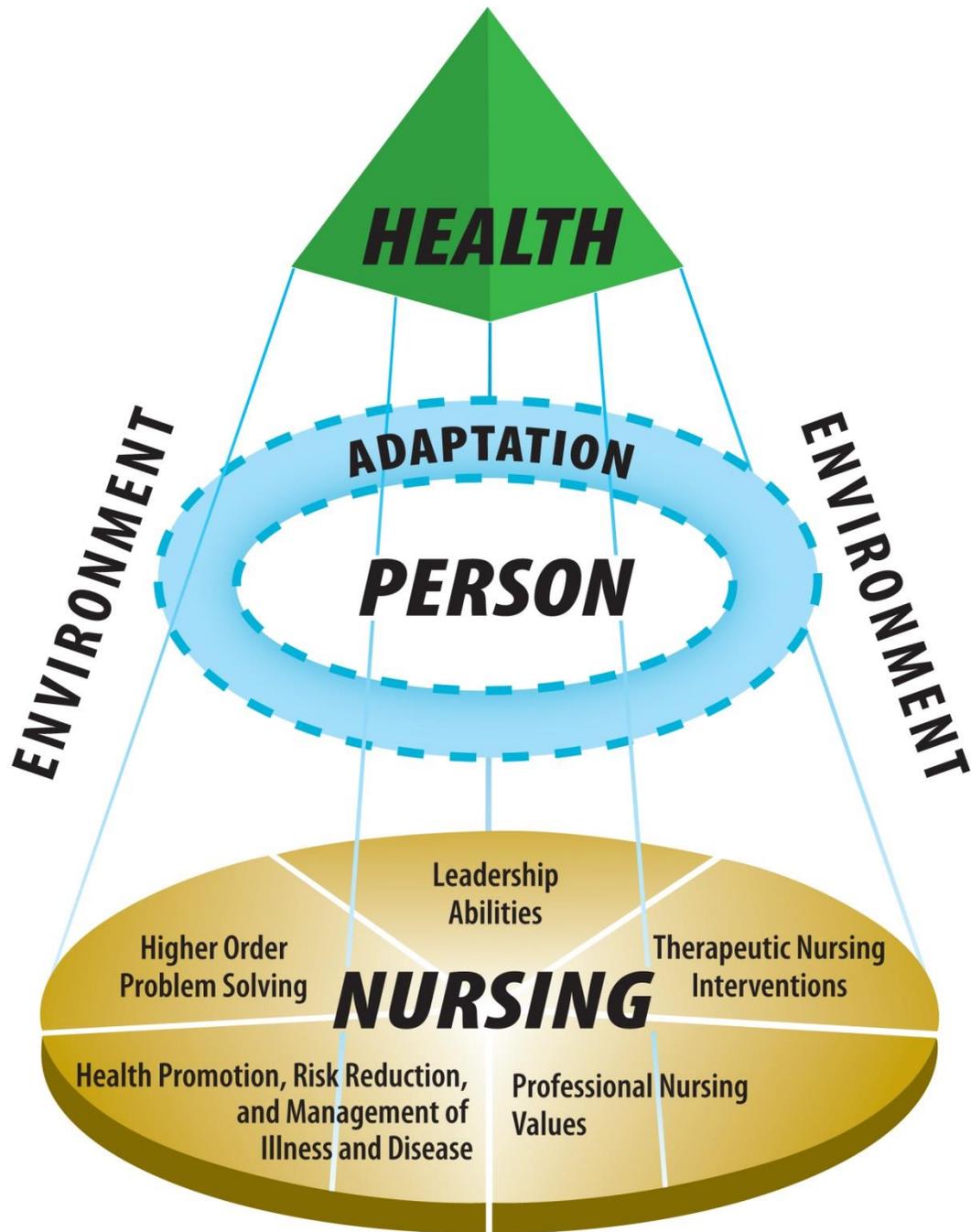
4/5/2010

Curricular Threads

Faculty believes professional nurses must demonstrate the knowledge, skills, and attitudes associated with higher order problem solving; professional nursing values; leadership abilities; the promotion of health, reduction of risk, and the management of illness and disease; and therapeutic nursing interventions (TNIs). These essential components of professional nursing are horizontal threads that emerge from the nursing program's philosophy and are evident in the organizing framework. Course and student learning outcomes are stated in terms of the five horizontal threads. Each course addresses components of the curricular threads, with specific content and/or student learning outcomes increasing in complexity in subsequent courses in the curriculum. Graduates demonstrate proficiency and understanding of these essential components of professional nursing. The five curricular threads are defined as follows:

Higher order problem solving (HOPS) is problem solving using a systematic approach. Higher order problem solving is demonstrated in areas such as the application of research-based knowledge, the use of clinical judgment and decision making skills, and in the evaluation of nursing care outcomes. Higher order problem solving skills are fostered through experiences that develop cognitive abilities, including application and analysis.

Professional nursing values (PNV) are beliefs or ideals to which the nurse is committed. These values are evidenced in the behavior of the nurse when practicing nursing across all health care environments. Professional nursing values exist within the frameworks of legal, ethical, and professional standards. Professional nursing values include caring, altruism, autonomy, human dignity, integrity, and social justice. The development of professional nursing values is fostered in all educational experiences.

Leadership abilities (LA) are used to mobilize or influence others. Leadership abilities include the ability to think critically, communicate, collaborate, set priorities, delegate, teach, be a team member, and resolve conflict. Leadership abilities are fostered in educational experiences such as participating in political processes that shape health care, managing nursing care using research-based knowledge, and participating in the work of interdisciplinary health care teams.

Nurses promote adaptation through **health promotion, risk reduction, and management of illness and disease (HPRRMID).** Health promotion is the process of assisting individuals and groups to make and maintain healthy lifestyle choices using conscious awareness. Health promotion incorporates the knowledge of health behavior theories, principles of health teaching and counseling, and expected growth and development. Risk reduction is the process of facilitating behaviors that enable individuals and groups to adapt to health threats through avoidance or early identification of risks. Risk reduction is based on the knowledge of health care trends and issues in a global environment; fundamentals of epidemiology; principles of screening, referrals, and follow-up; determinants of health; and vulnerable populations. Nurses manage illness and disease by providing and directing nursing care of individuals and groups to maintain an optimal level of functioning and maximize quality of life throughout the course of illness or disease. Management of illness and disease incorporates knowledge of pharmacology, pathophysiology, and assessment and management of symptoms. Opportunities to promote adaptation are provided in educational experiences.

Therapeutic nursing interventions (TNIs) are nursing actions, procedures, and techniques necessary for safe and effective nursing care. TNIs include technical skills, communication methods, and the use of technology. Technical skills are procedures required in the delivery of nursing care and must be performed, delegated, and supervised safely and competently. Communication methods are necessary for building interpersonal and professional relationships with diverse individuals and groups.

Communication methods include therapeutic communication in nurse-patient relationships and verbal and written communication that is effective, clear and relevant. Information technology allows the nurse to access and use information necessary for safe and effective nursing care. Health care technology is a critical component in meeting specific health care needs of individuals and groups. Educational experiences prepare students with the knowledge, skills, and attitudes to implement TNIs.   (4/5/10) (5/2015)

Student Learning Outcomes

The student learning outcomes for the curriculum are stated in terms of the five horizontal threads that emerge from the nursing program's philosophy and are evident in the organizing framework. Again, course and student learning outcomes are stated in terms of the five horizontal threads. Each course addresses components of the curricular threads, with specific content and/or student learning outcomes increasing in complexity in subsequent courses in the curriculum. Graduates of the Department of Nursing are prepared with the knowledge, skills, and attitudes to meet the program's student outcomes and function as professional nurses.

1. Synthesize empirical and theoretical knowledge from nursing and the arts, sciences, and humanities to demonstrate higher order problem solving.
2. Demonstrate professional nursing values within the framework of legal, ethical, and professional standards.
3. Demonstrate leadership abilities in the role of a professional nurse.
4. Provide professional nursing care to promote health, reduce risk, and manage illness and disease.
5. Demonstrate Therapeutic Nursing Interventions necessary to deliver professional nursing care.
(4/5/10) (6/2015)

Program Outcomes for Department of Nursing

1. At least 75% of each admission class for generic and articulating students will graduate from the nursing program.
2. At least 80% of the students will successfully pass the NCLEX-RN on the first attempt.
3. At least 90% of graduates of the BSN program, typically within 1 year of graduation, who are employed in a position for which the nursing program prepared them.
4. As indicated on the ESU Department of Nursing Graduate Exit Survey, graduates will report being satisfied or highly satisfied with the preparation they received from the program.
    (7/14) (7/15) (5/16) (Revised and KSBN approved, 6/2017) (updated ACEN, 12/2020).

Equal Opportunity Policies, Nondiscrimination Statement and Affirmation of Values

The Department of Nursing adheres to University's Equal Opportunity Policy, Nondiscrimination Statement, and Affirmation of Values.

Approval/Accreditation Status

The Department of Nursing is approved by the Kansas State Board of Nursing (KSBN), Landon State Office Building, 900 SW Jackson Street, Topeka, Kansas 66612. Phone: (785) 269-4929 and accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly known as NLNAC, 3390 Peachtree Rd, NE, Suite 1400, Atlanta, GA, 30326. Phone: (404) 975-5000.

(Revised) BSN CURRICULUM PLAN- Fall 2020 forward

The Bachelor of Science in Nursing (BSN) degree requires a total of 120 credit hours (60 nursing credits and 60 non-nursing credits). All non-nursing required courses are pre-requisite courses to routinely be completed prior to entering the nursing program. If approved by the program up to six hours may be completed while in the nursing program.

NON-NURSING COURSES - 60 Credit Hours

+	EG 101 Composition I	3 hrs.
+	EG 102 Composition II	3 hrs.
+	MA 110 College Algebra*	3 hrs.
+	GB 100 General Biology**	3 hrs.
+	GB 101 General Biology Lab**	1 hr.
+	PY 100 Introductory Psychology	3 hrs.
+	PY 212 Developmental Psychology Nursing and Other Majors	3 hrs.
+	SP 101 Public Speaking	3 hrs
+	PE 100 Active Living*	1 hr.
+	CH 120 General Chemistry**	3 hrs.
+	CH 121 General Chemistry Lab**	2 hrs.
+	SO 101 Introduction to Sociology*	3 hrs.
+	CW 152 Introduction to Health Care Careers	3 hrs.
+	ZO 362 Anatomy and Physiology**	3 hrs.
+	ZO 363 Anatomy and Physiology Lab**	2 hrs.
+	GB 385 Nutrition	3 hrs.
+	ZO 364 Human Pathophysiology**	3 hrs.
+	MC 316 Microbiology**	3 hrs.
+	MC 317 Microbiology Lab**	1 hr.
	HI 112 U.S. History since 1877*	3 hrs.
+	PI 301 Ethics or (PI 225 Philosophy)*	3 hrs.
	TH 105 Theatre Appreciation*	2 hrs.
+	MA 341 Introduction to Probability & Statistics (or accepted by Department)**	3 hrs.

Legend:
  * May choose any course that meets general education requirements
** Or suitable course with department approval
 + A grade of C or better is required in this non-nursing course

NURSING COURSES – 60 credit hours

NOTE: A grade of C or better must be achieved in each required nursing theory/laboratory course.

NU 308	Foundations of Professional Nursing	3 hrs.
NU 310	Fundamentals of Nursing	4 hrs.
NU 311	Fundamentals of Nursing Practicum	3 hrs.
NU 306	Health Assessment	2 hrs.
NU 307	Health Assessment Lab	1 hr.
NU 340	Pharmacology	3 hrs.
NU 374	Adult Health I Nursing	3 hrs.
NU 375	Adult Health I Nursing Practicum	3 hrs.
NU 376	Mental Health Nursing	3 hrs.
NU 377	Mental Health Nursing Practicum	1 hr.
NU 379	Decision Making in Nursing I	1 hr.
NU 382	Geriatric Nursing	1 hrs.
NU 386	Introduction to Evidence Based Practice/ Health Informatics	3 hrs
NU 392	End of Life Care	1 hr.
NU 484	Adult Health II Nursing	3 hrs.
NU 485	Adult Health II Nursing Practicum	3 hrs.
NU 426	Maternal/Newborn Nursing	3 hrs.
NU 428	Pediatric and Family Nursing	3 hrs.
NU 429	Maternal/Newborn and Pediatric Nursing Practicum	3 hrs.
NU 431	Decision Making in Nursing II	1 hr.
NU 454	Facing the Challenge of NCLEX-RN	1 hr.
NU 486	Public, Population, and Global Health Nursing	4 hrs.
NU 492	Nursing Leadership	3 hrs.
NU 493	Transition to Professional Nursing Practicum	4 hrs.

NU 314	LPN Transition to Professional RN Role	2 hrs. (LPN Articulation only)
NU 352	Role Transition	3 hrs. (RN Articulation students only)

PROGRAM REQUIREMENTS

All students admitted to the nursing program must comply with the Department of Nursing program requirements. Compliance with program requirements is required for continued enrollment in the nursing program. Failure to meet Department of Nursing program requirements will result in the inability of the student to enroll in nursing courses or attend some nursing courses and may result in the student failing the course(s). Program requirements include health requirements, drug/alcohol testing, health insurance coverage, professional liability insurance, background check, completion of a certified nurse assistant course (CNA) and American Heart Association Basic Life Support (BLS) CPR certification.

Health Requirements

See the Student Health Policies section of this handbook for complete information.

Health Insurance

Each nursing student is required to be covered by a current accident and health insurance policy that is in effect at all times that the student is participating in Department of Nursing related activities. Emporia State University and the Department of Nursing do not assume responsibility for any premium, co-payment, or any other costs associated with the student's insurance coverage. Fees and subsequent costs resulting from injury, exposure, or physical occurrence incurred by a student while participating in Department of Nursing -related activities are the responsibility of the student and may or may not be covered by the student's health insurance plan.

Every year, each student will complete a notarized *Student Verification of Health Insurance Coverage* form and submit it to the Department of Nursing office on or before the first day of classes. **If insurance coverage or policy information changes in any way during the school year, it is the student's responsibility to notify the Department of Nursing office immediately and submit a new verification form.**

Students who fail to submit the notarized *Student Verification of Health Insurance Coverage* form are not in compliance with Department of Nursing requirements and will not be allowed to attend Department of Nursing practicum or laboratory experiences or participate in any assignment that involves a clinical agency/program. Failure to complete this requirement may ultimately result in the student being withdrawn from nursing courses.

Professional Liability Insurance

Each nursing student is required to have professional liability insurance. Annual coverage must be for $1,000,000 per incident/$3,000,000 aggregate. On or before the first day of class each student will submit to the Department of Nursing office proof of insurance in the form of a certificate or memorandum of insurance. Emporia State University and Department of Nursing does not assume responsibility for any costs associated with the insurance coverage. Each student must notify the Department of Nursing if, for any reason, a lapse in coverage has occurred.

Background Check

All new Department of Nursing students must complete the background and/or criminal history check on or before the first day of classes. Students will not be allowed to participate in activities involving a clinical agency until the background and/or criminal history check is completed. Additional background checks may be required based on policies of clinical agencies or by the request of the Department Chair.

Learning in clinical settings is an important aspect of the nursing program at Emporia State University. Many health care facilities require information about students engaged in clinical learning opportunities, including, but not limited to: verification of name; address and social security number; personal health information; drug and alcohol testing; criminal background checks; verification of education; listing on any registered sex offender lists; listing on the U.S. Office of Inspector General's Excluded Individual's list; and listing on the U.S. General Services Administration's Excluded Parties List.

While the Department of Nursing may assist students in obtaining and gathering information required by a health care facility, the student is responsible for the cost of obtaining such information. The information required to permit a student to participate in a clinical setting is determined by the respective health care facility.

Students with a criminal history and/or arrests for which action is still pending will be evaluated on an individual basis, with no guarantee of admission to the program or a clinical site. Any student who does not consent to required disclosure or background checks, or does not meet the clinical settings' eligibility requirements, may not be allowed to enter clinical settings. The Department of Nursing is not responsible for finding alternative clinical sites. If a student is unable to fulfill the clinical experiences required by his/her program of study, the student may be unable to graduate. The Department of Nursing reserves the right to request repeat background and/or criminal history checks at the expense of the student if deemed necessary by the Department Chair.

American Heart Association (AHA) Basic Life Support (BLS) CPR Requirement

Each ESU Department of Nursing student is required to maintain current BLS certification while enrolled in the nursing program **and** to have a **COPY** on file with the Department office evidence of current BLS certification. Failure to comply with these Department of Nursing requirements will result in the inability of the student to attend any practicum experience until the requirements are met. This may ultimately result in the student failing the practicum course.

Only BLS courses and certifications that include <u>adult, child, and infant hands-on skills verification and approved by the American Heart Association are accepted by the Department of Nursing</u>. It is the student's responsibility to enroll in, assume cost, and successfully complete an acceptable BSL course. The Department of Nursing is not responsible for providing or coordinating any BLS course.

On or before the first day of the fall semester or the beginning of a student's <u>first</u> practicum course, the student must provide proof of current AHA BLS certification from an acceptable course to the Department of Nursing office. It is the student's responsibility to provide the Department of Nursing office a **COPY** of current AHA BLS certification if the certification date expires during the academic year.

ESU Department of Nursing Handbook (2018-2019)

CNA Requirement

ESU Department of Nursing (non-licensed) students are required to complete a certified nursing assistant (CNA) program/course to begin the nursing program. Students are not required to maintain CNA certification throughout the nursing program. It is the student's responsibility to enroll in, assume cost, and successfully complete an approved federal or state CNA course. The Department of Nursing is not responsible for providing or coordinating CNA courses. A copy of verification of completion of a CNA course must be on file with the nursing program.

GENERAL REQUIREMENTS AND POLICIES

Notification of Change in Department of Nursing Policy

Student input is actively sought when Department of Nursing policies affecting students are developed or revised. This is accomplished through student representation on the Department of Nursing Student Affairs Committee, Curriculum Affairs Committee, and the Faculty Organization. In addition, students may be involved in policy revision and/or development through the Student Council and class organizations.

After action by the Faculty Organization, students are notified of any Department of Nursing policy change affecting students. Notification is made by posting the new or revised policy on the Department of Nursing E-Board routinely at least two weeks prior to implementation. Policies that must go into place sooner than two weeks to meet program or clinical affiliation compliance are communicated to students on the Nursing E-Board as soon as the requirement is known and approved by the Department Chair.

Department of Nursing E-Board

The Department of Nursing E-Board (through the Canvas system link) is used to communicate official notices to currently enrolled nursing students. Students are expected to be aware of information posted on the E-Board. The E-Board also includes sections for the Department of Nursing Student Handbook, student health, the Department of Nursing Library, Department of Nursing student organizations, and nursing scholarship opportunities. Requests to post information to the E-Board should be submitted to the Department of Nursing Office.

Telephone Number and Address

All students are to maintain telephone access with the Department. Each student is responsible for keeping the Department office advised of the current phone number and address where the student can be reached. If the student has no phone, a number where the student can be reached must be given to the ESU Department of Nursing office.

Inclement Weather/Cancellations

When inclement weather occurs, each student makes personal decisions regarding the safety of participation in Department of Nursing related activities. The Department of Nursing is guided by University policy regarding the cancellation of classes. In addition, the Department of Nursing must consider policies related to affiliated clinical agencies.

According to University policy, the President, or designee, is authorized to cancel regular, daytime, on-

campus classes. Notification of such cancellation will come from the Office of the President. Notification of the resumption of classes will also be made by the Office of the President. Information services will issue appropriate news releases and the campus switchboard and ESU Police and Safety will be notified. Class instructors should attempt to communicate with commuting students, especially those out of the area covered by local radio stations. Instructors are urged to contact a nucleus of students in appropriate locations who could, in turn, notify other students in their areas.

The above University policy also applies to on-campus night and Saturday classes. If out-of-the-ordinary circumstances make this policy and procedure questionable, the instructors should consult the matter with the Department Chair.

If it is not possible for the instructor to travel to the location of the off-campus class or clinical experience, or if weather conditions make travel hazardous at that location, the individual instructor may make the decision to cancel the class. The instructor must notify the Department Chair and/or the Department office. The instructor should also contact a nucleus of students who would notify other students in their area in accordance with a prearranged plan.

It may be necessary for a clinical instructor to make a decision to cancel early morning clinical experiences prior to any announcement made by the University. In that case the clinical instructor will notify students by phone of that decision. In addition, the clinical instructor must notify the Department Chair and/or Department of Nursing office.

E-Mail Communication

The ESU email will be considered the official vehicle to use for official communication between students, faculty, and Department Chair. CANVAS email will be considered an official vehicle to use for official communication between students and faculty if directed by course faculty. Texting or other social media postings, as these are not considered secure, will not be considered official communication in the EDN, unless approved by course faculty and reflected in your syllabus.

Class Attendance

Students are expected to attend all classes. When a student is absent or desires to be absent from nursing theory, laboratory, or clinical classes for any reason, it is the student's responsibility to inform the lead teacher of each class. The notification must be made prior to the start of each class. **See each course syllabus for course-specific requirements.**

The student desiring to be absent from any nursing course must provide to the lead teacher of each course, written information which includes the date(s) of the expected absence; how many classes, laboratory or clinical hours will be missed; and the reason for the absence. The lead teacher, in turn, has the prerogative of requiring the student to make up, in some appropriate and reasonable way, the work missed during the absence. The grade earned in a course may be impacted by absences and therefore may affect the student's progress in the nursing program. Also refer to the sections in this handbook that explain student health policies and faculty initiated student withdrawal.

Transportation

Students are responsible for providing their own transportation needed for any course activity and for traveling to and from clinical sites or EDN related activities. Students who carpool should check with their insurance agents regarding insurance coverage. The Department of Nursing is not responsible in

case of a vehicle accident.

Electronic Communication Devices

No electronic communication device can be used or be active in the classroom, lab, or practicum settings unless directed to do so by the course faculty member. All recordings (audio or video) of the department chair, faculty, or staff in the EDN must have prior written approval by the involved parties (e.g., faculty, department chair, or staff). Faculty reserve the right to restrict access to electronic devices.

All students admitted to the nursing program fall 2020 forward will be required to have a personal computer (pc) for testing. All pcs must meet the IT requirements published on the ESU IT website. No phones, I-pads, tablets, or other electronic devices may be used for testing except EDN approved desk top computers or personal computers.

Gifts

At various times, students may wish to express their gratitude for a faculty member's contribution to student learning. However, there is to be no giving or receiving of personal gifts between students and faculty. Notes of appreciation to the faculty member or gifts such as candy or food given to the entire department are acceptable.

All students and faculty are expected to follow the gift/gratuities policies of any agency used in student learning. In the profession of nursing, it is expected that nurses are to tactfully decline any individual offers of gifts or gratuities from patients, visitors, or salespeople.

Nursing Scholarships

Any Department of Nursing student seeking consideration for a nursing scholarship should complete a *Nursing Scholarship Application* and submit it to the Department of Nursing office. Deadlines for submission will be posted on the Department of Nursing E-Board. Completing an application form does not guarantee that a scholarship will be granted; however, any nursing student completing an application will be considered. Scholarships are awarded on the basis of academic achievement, financial need and/or donor specific criteria, and available funds. To receive scholarships, students must be making satisfactory academic progress in the Department.
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Financial Aid Requests

It is recommended that all ESU students complete the *Free Application for Federal Student Aid* and submit the application to the Financial Aid Office at Emporia State University on or before the priority date. Any student admitted to the Department of Nursing and seeking additional financial assistance may contact the Financial Aid Office at ESU or the Department of Nursing Chair.

Any Department of Nursing student having unpaid loans from the Department is required to meet with the Department Chair before April 15. All Department of Nursing loans must be repaid by the student before graduation. Prior to graduation, any student receiving financial aid from the University will be required to meet with a representative from ESU's Financial Aid.

Functional Abilities Requirement

The Department reserves the right to refuse admission or progression to an applicant or student who cannot meet, with reasonable accommodations, the functional abilities to practice safely and effectively as defined by the National Council of State Boards of Nursing, Inc. (1996). See Appendix A of this

handbook for a list of functional abilities categories and representative activities/attributes.

Student Accommodations

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director- Student Accessibility and Support Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication among students, the Office of Student Accessibility and Support Services and the professor will be strictly confidential.

It is the responsibility of students with accommodation needs to communicate **in writing** those needs to the course instructors at the beginning of each course.

Time Limit for Completion of Degree Requirements

Requirements for the Bachelor of Science in Nursing degree must be completed within five years of the admission to the Department of Nursing for generic and articulating students. Students transferring into the Department of Nursing from another nursing program must complete the Department of Nursing's curriculum within 5 years if admitted as a Department of Nursing sophomore, 4 years if admitted as a Department of Nursing junior, and 2 years if admitted as a Department of Nursing senior.

Application for Degree

Refer to current ESU Undergraduate Catalog for information regarding degree applications and degree contracts. Students work with their assigned academic advisors to complete the forms.

Graduation

A student who has met all academic requirements for graduation from ESU and the Department of Nursing will be eligible to graduate. ESU commencement exercises are held in May and December. A Department of Nursing Senior Recognition Ceremony is held the Friday night prior to the May commencement.

Students need to be prepared for required expenses associated with graduation including photography costs, fees for the national licensure examination (NCLEX-RN) and licensure requests, commencement fees, and transcript requests. Expenses associated with graduation options include commencement photographs, graduation pin, cap/gown/tassel, honor society cords, announcements, and any NCLEX-RN review course.

Prior to graduation, each Department of Nursing senior student is required to:
- complete an exit interview. Information included in the interview pertains to demographic data, evaluation of the program's services and curriculum, and future employment and education plans;

- complete Assessment Technologies Incorporated (ATI) Comprehensive Exams. All senior students are required to complete an ATI Comprehensive Exam that is given during designated semesters of the senior year.

- return the ID badge and class designation pin to the Department office.

Be advised that to practice professional nursing, a graduate of the nursing program must apply to take a national licensure examination for registered nurses (NCLEX-RN) and apply for licensure in the state where the graduate wants to work as a professional registered nurse. A graduate is required to pass the NCLEX-RN before state licensure can be granted.

The practice of nursing is subject to state-specific licensure requirements. For state-specific licensure requirement information, contact the state board of nursing in the state where you intend to practice. By current Kansas law, the Kansas State Board of Nursing (KSBN) has requirements that include, but are not limited to the following:
65-1115. Licensure of professional nurses; qualifications of applicants; examination; refresher course; renewal license; title and abbreviation; temporary permit; exempt license.
(a) Qualifications of applicants. An applicant for a license to practice as a registered professional nurse shall:
(1) have graduated from an approved school of professional nursing in the United States or its territories or from a school of professional nursing in a foreign country which is approved by the board as defined in rules and regulations;
(2) have obtained other qualifications not in conflict with this act as the board may prescribe by rule and regulation; and
(3) file with the board written application for a license
 (see Kansas Nurse Practice Act http://www.ksbn.org/npa/npa.pdf) for additional information on NCLEX-RN Licensure Requirements.

In addition, according to the Kansas State Board of Nursing (KSBN), all criminal history must be revealed to and will be evaluated by the KSBN before licensure is granted or denied. Please be advised that by current Kansas law, the KSBN may discipline or refuse licensure to applicants with certain arrests, misdemeanors, and felonies. Possible grounds for such consideration or action may include arrests or being guilty of any felony or being guilty of a misdemeanor that involves an illegal drug offense if the KSBN determines that such a person has not been sufficiently rehabilitated to warrant the public trust. Also considered by KSBN are patterns of practice and other behaviors exhibiting an apparent incapacity to practice nursing. Individuals convicted of a *felony crime against person WILL NOT be licensed in Kansas.*   Please refer to the current Kansas Nurse Practice Act.
http://www.ksbn.org/npa/npa.pdf

65-1120. Grounds for disciplinary actions; proceedings; witnesses; costs; professional incompetency defined; criminal justice record information.
(a) Grounds for disciplinary actions. The board may deny, revoke, limit or suspend any license or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or as a registered nurse anesthetist that is issued by the board or applied for under this act or may publicly or privately censure a licensee or holder of a temporary permit or authorization, if the applicant, licensee or holder of a temporary permit or authorization is found after hearing:
(1) To be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing;
(2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120, and amendments thereto, no license or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced practice registered nurse or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated, prior to their repeal, or article 54 of chapter 21 of the Kansas Statutes annotated, or K.S.A. 2012 Supp. 21-6104, 21-6325, 21-6326 or 21-6418, and amendments thereto;

(3) to have committed an act of professional incompetency as defined in subsection (e);
(4) to be unable to practice with skill and safety due to current abuse of drugs or alcohol;
(5) to be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act;
(6) to be guilty of unprofessional conduct as defined by rules and regulations of the board;
(7) to have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. 65-1114 and 65-1122 and amendments thereto;
(8) to have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (8); or
(9) to have assisted suicide in violation of K.S.A. 21-3406, prior to its repeal, or K.S.A. 2012 Supp. 21-5407, and amendments thereto, as established by any of the following:
(A) A copy of the record of criminal conviction or plea of guilty for a felony in violation of K.S.A. 21-3406, prior to its repeal or K.S.A. 2012 Supp. 21-5407, and amendments thereto.
(B) A copy of the record of a judgment of contempt of court for violating an injunction issued under K.S.A. 2012 Supp. 60-4404, and amendments thereto.
(C) A copy of the record of a judgment assessing damages under K.S.A. 2012 Supp. 60-4405, and amendments thereto. For further information refer to: http://www.ksbn.org/npa/npa.pdf

Test Before Transcript

The term Test before Transcript is defined as taking the NCLEX-RN before the official ESU transcript (i.e., one that shows that a nursing degree has been conferred) has been sent to the Kansas State Board of Nursing (KSBN). The student must be requesting initial licensure in Kansas or any other state that allows NCLEX-RN testing before an official transcript is received by the state board of nursing.

The student must:
1. Be in good academic standing.
2. Obtain a percent correct score on the summative or final ATI RN Comprehensive Predictor exam that would result in a 0.99 predicted probability of passing NCLEX-RN.

A student requesting approval to Test before Transcript and meeting the Department of Nursing's qualifying criteria must:
1. Notify the Department of Nursing Chair.
2. Obtain the KSBN *Approval to Test* form from the Department of Nursing Chair.
3. Complete the KSBN *Approval to Test* form and return it to the Department of Nursing Chair.

Once the criteria outcomes are available to the Department of Nursing, the Department of Nursing Chair will be responsible for reviewing the applications, approving qualified applicants, and sending the completed forms to KSBN.

Students who have been approved by the Department of Nursing Chair will be eligible to take the NCLEX-RN once the student receives the *Authorization to Test* (ATT) from an authorized NCLEX-RN

testing center.

If a student is requesting initial licensure in a state, other than Kansas, that allows Test before Transcript, the student is responsible for obtaining and completing the appropriate forms and submitting them to the Department of Nursing office for approval.

A student testing before transcript is not permitted to practice as a graduate nurse or registered nurse in Kansas until licensed as a registered nurse by KSBN.

A license will be granted when the student successfully completes the NCLEX-RN, KSBN receives an official transcript and the student meets all KSBN licensure requirements.

ESU will grant an official transcript when all Department of Nursing and ESU graduation requirements are met.

The Department of Nursing office will be responsible for tracking data pertaining to the outcomes of Department of Nursing students testing before transcript.

STUDENT CONDUCT POLICIES

In addition to adhering to ESU's student conduct policies, all Department of Nursing students are expected to adhere to the Department's student conduct policies. The Department's student conduct policies apply in classroom, laboratory, and clinical settings; on the grounds of ESU and NRH, including Cora Miller Hall; and in any location associated with Department-related activities or learning experiences.

Student Conduct Expectations

Each Department of Nursing student is expected to:
   (a) demonstrate the 6 Cs of caring for self and others (Roach, 2002). The 6 Cs of caring include competence in nursing practice, conscience with ethical standards, confidence in abilities, commitment to professional nursing, compassion for others, and comportment in behavior;
   (b) demonstrate respect for human dignity and the uniqueness of self and others, unrestricted by personal attributes or social, economic, spiritual, or health status;
   (c) assume responsibility and accountability for individual judgments and actions;
   (d) exercise informed judgment based on the level of education and use individual competence and qualifications as criteria in seeking consultation; accepting responsibilities for self; and delegating activities, including nursing activities, to others;
   (e) protect the right to privacy for self and others;
   (f) interact with others in a respectful, professional manner;
   (g) demonstrate respect, courtesy, honesty, trust, dependability, and kindness when interacting with self and others;
   (h) act to safeguard individuals and groups when health care and safety are affected by the incompetent, unethical, or illegal practice of any person(s) or organizations(s);
   (i) participate in the profession's efforts to educate individuals and groups about health matters;
   (j) collaborate with members of the health professionals and other citizens in promoting efforts to meet the health needs of individuals and groups; and
   (k) demonstrate professional behavior and promote a positive image of professional nursing and the role of the professional nurse.

Unacceptable Conduct

An act, a pattern of practice or any other behavior which demonstrates unethical conduct or an incapacity or incompetence to practice as a nursing student is considered unacceptable conduct. Unacceptable conduct includes, but is not limited to:

- performing acts beyond the authorized scope of the level of nursing practice;
- assuming responsibilities without adequate preparation;
- failing to take appropriate action or to follow policies and procedures;
- inaccurately recording, falsifying, or altering a patient's or agency record;
- using physical, emotional, or verbal abuse;
- violating policies, procedures, or regulations pertaining to confidentiality, ethical/legal principles, academic dishonesty, or conflict of interest;
- gaining access to confidential information about friends, family member, or any individual not associated with a course-related assignment;
- demonstrating mental or physical incompetence or emotional instability;
- violating Department or affiliating agency policies and procedures or professional standards; and
- presenting oneself as a student nurse and providing nursing services when services are not associated with Department course or activities.
  (2009-2010)

Confidentiality Statements and Requirements of Affiliating Agencies

Each student must read, sign and adhere to the requirements stated in the *ESU/Department of Nursing Acknowledgment of Commitment and Responsibility Associated with Confidentiality, Ethical/Legal Principles, Conflict of Interest* form. In addition, each student must read, sign and adhere to the requirements associated with any affiliating agency.

Violation of the agreed to terms may result in corrective action, including withdrawal from the nursing program.

Student Academic Dishonesty

Student academic dishonesty includes, but is not limited to activities such as cheating or plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the sources or sources). Student academic dishonesty will not be tolerated. Penalties for an infraction may result in, but not limited to, failure in the course or any component or requirements for the course and/or dismissal from the Department of Nursing. Cases of alleged academic dishonesty will be reported by students to course faculty and/or by faculty (in writing) to the Department of Nursing Chair. The Department Chair will notify the registrar who shall block the student from withdrawing from the course to avoid the penalties that result from the infraction.

A thorough investigation of the allegation of academic dishonesty will be conducted by the course faculty. If evidence supports the allegations, faculty, in consultation with the Department of Nursing Chair, will recommend disciplinary action. The student(s) involved with the incidence of academic dishonesty will be notified by the faculty member via formal letter regarding the disciplinary action. A student has the right to appeal the charge of academic dishonesty. Refer to the Department of Nursing Academic Appeal Policy.

The faculty member may consent to refer the case to other academic personnel for further action. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the university.

The department Chair shall forward a report of the infraction to the Provost and Vice President for Academic Affairs and Student Life. The Provost and Vice President for Academic Affairs and Student Life will notify the student in writing that an infraction has been reported and inform the student of the right to appeal and of the appropriate appeal procedures. The Provost and Vice President for Academic Affairs and Student Life shall notify the student, the department chair, and the faculty member who initiated the proceedings of any additional action taken beyond those already imposed by the faculty member. Should a single infraction be so egregious, or should a student have a record of multiple infractions, the Provost and Vice President for Academic Affairs
and Student Life may impose additional penalties, including expulsion of the student from the University.

The student has the right to appeal the charge of academic dishonesty. The department Chair shall inform the student, in writing, of this right to appeal, and of the appropriate appeal procedures (see University Policy Manual: Academic Appeals Policy).

Prior to the beginning of the next academic year, the office of the Provost and Vice President for Academic Affairs and Student Life shall send to the Chair of the Academic Affairs Committee of the Faculty Senate a list containing nonspecific student identifiers, such as Student 1, Student 2, etc., their specific academic infraction(s) reported to the office of the Provost and Vice President for Academic Affairs and Student Life, the total number of infractions that have been reported for each student, and any actions taken by the Provost and Vice President for Academic Affairs and Student Life (See University Policy Manual FSB10007).

Substance Abuse

Possession and/or use of alcoholic beverages and/or controlled substances are/is strictly prohibited on the grounds of Cora Miller Hall, at any clinical agency, and at all Department-sponsored activities. The use of tobacco products anywhere on the Newman Regional Health (NRH) campus, including Cora Miller Hall, is prohibited.

Violation of Student Conduct Policies

Any violation of the Student Conduct Policies in a practicum setting will result in a formal warning per clinical contract.

Any violation of the Student Conduct Policies in any other setting (i.e., classroom; laboratory; on the grounds of ESU and NRH; or in any location associated with Department-related activities or learning experiences) will result in a formal warning per written letter.

In addition, the violation may result in:
(a) immediate removal from the setting, including, but not limited to the classroom, lab, or clinical area; (b) remediation/education; (c) failure in the course; and/or (d) withdrawal from the nursing major.

The Department of Nursing reserves the right to refuse admission or progression to an applicant or student who has been convicted as a felon or has otherwise committed offenses inappropriate for a nurse.

Reporting Actual or Perceived Violations of Student Conduct Policies

Any Department of Nursing student who observes an actual or perceived violation of the Department's Student Conduct Policies may report the actual or perceived violation to the Department Chair. The Department Chair will be responsible for investigating any reported violation of the Department's Student Conduct Policies. Actual violations will be addressed as per Department of Nursing and University policies. All communications associated with the reported violation will remain confidential. Refer to the Department of Nursing *Academic Dishonesty Policy* for reporting possible infractions regarding academic dishonesty.

Social Media Policy

As a nursing major, you are considered a professional and should represent yourself as such at all times. You may not post any information pertaining to any care (i.e., care provided in a clinical agency) provided as a Department of Nursing student on any social networking site. As outlined in the ESU Social Media Policy students may not post any information that identifies the Department of Nursing without prior approval by the Department Chair. Violation of the Emporia State University Social Networking Policy and or the EDN Social Media Policy will result in corrective action, which may include withdrawal from the nursing major. Students will sign the Use of Social Media by Nursing Students form upon admission.

Student versus Employment Role
1. Unless otherwise qualified, certified or licensed as a specific health care provider (LPN, LMHT, MSW, RT, OT, PT or other) the student nurse who is employed in a health care setting may work only as an unlicensed assistive personnel (UAP).
2. The number of hours of employment per week should be balanced with the student's educational commitment. A full time student should routinely consider working no more than 20 hours per week.
3. EDN nametags and uniform components that would identify a student with Emporia State University Department of Nursing must not be worn during employment in a health care agency or during activities not associated with being an EDN nursing student.

Deptdocs/Students/Student versus Employee Role reviewed and approved FO 8/2016

ACADEMIC POLICIES

Academic Advising

Mission Statement
Academic advising at Emporia State University is a collaborative relationship between student and academic advisor with the primary purpose of assisting the student in the development and implementation of an educational plan.

Assignment of Academic Advisors
Once accepted into the nursing major at ESU/Department of Nursing, each student is assigned an academic advisor who is a member of the nursing faculty. Early in the first semester of the nursing

program, each student meets individually with his/her assigned academic advisor to discuss aspirations, past academic performances, and other factors that may influence academic achievement.

A student remains with the assigned academic advisor until (a) graduation, (b) withdrawal from the major, (c) different academic advisor is requested, or (d) the assigned academic advisor leaves the Department of Nursing.

If a student desires to change academic advisors, the student must meet with the Department of Nursing Chair to discuss the request. If the request is granted, the Department office will complete a *Request to Change University Record* form and notify the prior advisor, the requested advisor, and the student. If a student's assigned academic advisor leaves the Department, the Department of Nursing Chair will reassign the student to an academic advisor who is a current member of the nursing faculty.

Student Responsibilities
Emporia State University believes that students are adult learners with the rights and responsibilities that come with that concept. As adult learners, students accept responsibility for their own learning. Student responsibilities in the advising relationship include, but are not limited to, the following:

- Making and keeping appointments with the academic advisor for academic advisement, curricular selections and career counseling.
- Preparing for advising appointments by gathering any information the student and the advisor might need. This might include writing down questions to ask the advisor.
- Contacting the academic advisor if there are signs of academic difficulty, if concerns about the student performance have been expressed by professors, or if there are any issues that may impact the student's academic performance.
- Following through with plans made with the academic advisor.
- Ensuring that transcripts have been received from any other institutions the student has attended.
- Knowing requirements for the advisee's major and graduation requirements.
- Monitoring academic progress.
- Remembering that the advisor cannot make exceptions to university policy.

Academic Advisor Responsibilities
Advisors are expected to develop quality relationships with students while maintaining appropriate boundaries and engaging in behaviors that reflect the highest standards of professionalism. Responsibilities of the academic advisor in the advising relationship include the following:

1. Long-range planning with the advisee

- Accurately informing student of graduation requirements.
- Recommending courses to minimize the time required for graduation, consistent with each student's needs and interests.

2. Short-range planning with the advisee

- Defining academic needs
- ATI Comprehensive Assessment
  Academic advisors are responsible for reviewing ATI Comprehensive Assessment test results outside of class time. Resources available to assist students are identified and recommended to students by academic advisors on a continuous basis.

- Informing student of university regulations, major field, and graduation requirements.
- Knowing procedure for dropping and adding courses, for changing majors, and for enrolling.
- Referring the student to appropriate campus resources.
- Providing career advisement.
- Knowing career opportunities related to the major.
- Referring the student to appropriate sources of information.

3. Providing information and support. This includes, but is not limited to:

- Acting as a support person or referring the student to special services as indicated.
- Conveying information regarding honors, awards, and educational opportunities available and eligibility requirements.
- Explaining University regulations, including the process and procedures to follow to enroll in courses as well as to add/drop courses.
- Discussing the process for changing colleges, departments, or majors, as appropriate.
- Providing required forms as needed.

Goals for Undergraduate Academic Advising

Goal A. Develop a collaborative relationship between students and advisors.

Students

1. Students will articulate the purpose and benefit of Academic Advising, as well as their responsibility in the process.
2. Students will maintain regular communication with their advisor to monitor and evaluate educational progress.
3. Students will utilize online technology independently to evaluate their progress toward degree completion.

Faculty

1. Advisors will promote a positive working relationship with students.
2. Advisors will use appropriate technology to support and enhance their ability to advise students.
3. Advisors will be provided with resources to assist and support them as advisors. They will be encouraged to take advantage of these resources.

Goal B. Assist students with the development and implementation of academic plans and educational experiences congruent with their interests and abilities.

Students

1. Students will select and integrate curricular, co-curricular and extra- curricular activities into their university experience.
2. Students will be able to identify fields of study that are consistent with their interests, abilities, and life goals.
3. Students will develop a meaningful and feasible educational plan consisting of curricular and co-curricular elements.

Faculty

1. Advisors will understand, adhere to, and effectively communicate their understanding of university requirements, policies, and procedures.
2. Advisors will continually challenge and support students in their pursuit of meaningful experiences and progress toward achievement of individual educational goals.

3. Advisors will facilitate the development of an educational plan consistent with students' interests, abilities, and goals.

Release of Student PIN

Students may obtain their enrollment PIN from their academic advisor.

Grading Method Policy

The grading method (i.e., letter grade, plus/minus grade, or pass/fail) will be identified in the specific nursing course syllabus.

Theory or Laboratory Course

Nursing faculty teaching a theory or a laboratory course may select one of the following grading methods.

A. Letter Grade assigned according to the following scale:

Letter Grade	Numeric Scale
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	≤ 59

B. Plus/Minus Grade assigned according to the following scale:

Letter Grade	Numeric Scale
A	≥ 93
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	70 - 76
D	60 - 69
F	≤ 59

Clinical Course

Grades earned by students enrolled in a clinical course are designated as pass or no credit (i.e., fail).

DEPARTMENT OF NURSING

Policy for Release of Nursing Course Grades

Because of the confidential nature of releasing grade information, faculty will not post course grades or release grade information over the telephone, through the mail, or through E-mail. Course grade information is available in a timely manner to students through the University's Web site at www.emporia.edu.

Elective Course Policy

The Department of Nursing will offer elective courses throughout the curriculum to ensure the availability of enough hours to meet graduation requirements. An elective course may be canceled if the number of students enrolled in the course does not meet Department of Nursing or University requirements. If cancellation of the elective course jeopardizes the planned graduation of a senior nursing student, independent study may be considered.

Prerequisite Courses

Prerequisite courses must be successfully completed before the beginning of the semester in which the prerequisite course is required.

Student Evaluation of Faculty Performance

To meet the expectations of the Kansas Board of Regents, Emporia State University, and the Department of Nursing, all faculty members must have their teaching performances rated by students at least once every semester. The purpose of the student evaluation of faculty instruction provides one source of assessment data regarding teaching effectiveness.

Student evaluation of faculty instruction will be implemented during the last two weeks of course instruction. The instrument used in the evaluation process is the Individual Development and Education Assessment (IDEA), providing opportunity for quantitative and qualitative responses.

Department of Nursing faculty members follow Faculty Organization guidelines to determine the courses in which the faculty members are evaluated. As such, not all faculty members may be evaluated in every course taught and by every student taking the course. If a student does not have the opportunity to evaluate the teaching performance of a course faculty member through IDEA, the student may schedule an appointment with the Department Chair to share any comments regarding the faculty instruction in a course. The identity of any student sharing comments in this manner will remain confidential with the Department Chair.

Student Responsibilities with Use of High Fidelity Simulators

High fidelity simulators are used in the Department of Nursing to allow the student to develop nursing knowledge, skills, and attitudes through participation in a realistic scenario of patient care. Scenarios and simulation experiences relate to the theory, laboratory, or practicum course objectives. Student responsibilities include the following:

1. All students will wear the Department of Nursing scrub uniform when participating in

learning activities.
2. Students should bring their individual stethoscope, bandage scissors and pen light for use during the simulation experience.
3. Students will wash their hands immediately prior to the simulation to remove stains, ink, or oils.
4. Gloves will be worn if touching the simulator.
5. Standard precautions will be adhered to as in the clinical environment.
6. Students should not input information to fellow students, unless requested by faculty, or as a direct part of the role in the simulation.
7. To maximize learning opportunities during the simulation, conversation and discussions will be limited to the scenario itself.
8. After a learning experience, students should not share details and activities with students who have not participated in the learning experience.
9. Once the simulation experience is completed, students should help restore the simulator and environment to the original state.
10. Minimum expectations for simulations include and are not limited to:
    o Introduction of self to the "patient".
    o Use of standard patient identification procedures.
    o Use of the six rights of medication.
    o Demonstration of assessment and data collection skills.
    o Effective communication with interdisciplinary members, patient, families, peers.
    o Active participation in case scenarios/simulation debriefing.
11. Sign and adhere to the Department of Nursing confidentiality agreement.

Simulation/Skills Laboratory

CONFIDENTIALITY AGREEMENT

As a nursing student enrolled in the baccalaureate nursing program at Emporia State University, I will be actively participating in clinical nursing simulations. I understand that the content of these simulations will be kept confidential in order to maintain the integrity of the learning experience for me and my fellow students. It would be unethical for me to share any information regarding simulation scenarios with my fellow students. I will also be observing fellow students within the clinical simulation laboratory, and I will not discuss their performance with anyone outside the simulation laboratory.

I fully understand and acknowledge that the unauthorized release, mishandling of confidential information or inappropriate exchange of information is prohibited, and serious consequences may occur if I violate this agreement.

Assessment Testing (Class of 2020)

Assessment Technologies Incorporated (ATI) tests are used for assessment and remediation of an individual student's knowledge of content. ATI content mastery tests are administered in predetermined courses and are worth 5% of the course grade. If a student achieves a proficiency level of Level 2 they receive 100% of the ATI course grade. If a student achieves a proficiency level of Level 1 they receive 40% of the ATI course grade. If a student achieves a proficiency level of below Level 1 they receive 0% of the ATI course grade.

Level One
Students who achieve a proficiency of Level One are required to remediate content areas needing to be strengthened according to the EDN Individualized Student Learning Improvement Plan (I-SLIP)

guidelines. A student who has not completed remediation by the end of the course will receive an incomplete in the course. An incomplete does not meet the requirement of successful completion of the course (i.e., defined by the ESU/Department of Nursing as receiving at least a C in the course); therefore, student progression in the sequential plan may be in jeopardy.

Below Level One
Students who score a proficiency level Below Level One are required to remediate and to re-take the proctored exam. Each student must achieve at least Level One on the re-take of the proctored exam to be able to progress in the program. A student not retaking the proctored exam by the end of the course will receive an incomplete in the course. An incomplete does not meet the requirement of successful completion of the course (i.e., defined by the ESU/Department of Nursing as receiving at least a C in the course); therefore, student progression in the sequential plan may be in jeopardy. The ESU/Department of Nursing will schedule a time for the proctored exam prior to the beginning of the next semester of nursing courses.

Students who do not achieve a proficiency level of Level One on the re-take will be required to take a leave of absence and develop a plan of remediation. Approval to return from a leave of absence will be contingent upon the student achieving a Level One on the exam. The student will need to pay for the additional exam. If the student does not pass the exam on this attempt, the student will be withdrawn from the ESU/Department of Nursing.

Assessment Testing (Class of 2021 forward)
Assessment Technologies Incorporated (ATI) tests are used for assessment and remediation of an individual student's knowledge of content. ATI content mastery tests are administered in predetermined courses and are worth 5% of the course grade. If a student achieves a proficiency level of Level 2 they receive 100% of the ATI course grade. If a student achieves a proficiency level of Level 1 they receive 40% of the ATI course grade. If a student achieves a proficiency level of below Level 1 they receive 0% of the ATI course grade.

Level One
Students who achieve a proficiency of Level One are required to remediate content areas needing to be strengthened according to the EDN Individualized Student Learning Improvement Plan (I-SLIP) guidelines. A student who has not completed remediation by the end of the course will receive an incomplete in the course. An incomplete does not meet the requirement of successful completion of the course (i.e., defined by the ESU/Department of Nursing as receiving at least a C in the course); therefore student progression in the sequential plan may be in jeopardy.

Below Level One
Students who score a proficiency level Below Level One are required to remediate and to re-take the proctored exam. Each student must achieve at least Level One on the re-take of the proctored exam to be able to progress in the program. A student not retaking the proctored exam by the end of the course will receive an incomplete in the course. An incomplete does not meet the requirement of successful completion of the course (i.e., defined by the ESU/Department of Nursing as receiving at least a C in the course); therefore student progression in the sequential plan may be in jeopardy. The ESU/Department of Nursing will schedule a time for the proctored exam prior to the beginning of the next semester of nursing courses.

Students who do not achieve a proficiency level of Level One on the re-take will be withdrawn from the Department of Nursing. The student will have the option to reapply to the nursing program. Readmission will be contingent upon the student achieving a Level One on the exam and meeting all

other Department of Nursing admission criteria, inclusive of space. The student will need to pay for the additional exam.

Assessment Testing: ATI Comprehensive Exam
The ATI comprehensive test is administered in the spring semester of the senior year.

Good Scholastic Standing

In order to graduate, a student must be in "good standing." A nursing student is in "good standing" when the following criteria are achieved:

1. The nursing student must maintain a minimum cumulative grade point average (CGPA) of 2.0 with no grade lower than a C in non-nursing courses designated with a + in the Department of Nursing's Curriculum Plan in the Department of Nursing Student Handbook.

2. The nursing student must attain a minimum of C in every required nursing theory/laboratory course.

3. The nursing student must pass every nursing practicum course.

4. A grade of C or better must be achieved in each elective nursing course to count toward the required number of elective nursing course hours. A grade of less than a C in an elective nursing course will not directly affect a student's scholastic standing in the nursing major unless the student's CGPA does not meet Department of Nursing requirements.

Probation

Scholastic probationary status indicates a serious deficiency in the student's progress toward a college degree (see *ESU Undergraduate Catalog).* When a student is placed on probation in the ESU/Department of Nursing, the Department of Nursing *Student Academic Probation* form will indicate whether the student will be able to progress according to the Department of Nursing Sequential Curriculum Plan.

Placed on Probation

Nursing majors in the ESU/Department of Nursing will be placed on probation at the end of a semester for any of the following reasons.

1. When the CGPA falls below 2.0, the student will be placed on probation with Department of Nursing and may not be able to progress in required nursing courses, including ZO 364. The student and the student's Department of Nursing academic advisor are responsible for completing the Department of Nursing *Student Academic Probation* form. If the student is unable to progress in the required nursing courses, including ZO364, a Personal Leave of Absence may be requested (see Personal Leave of Absence).

2. When a grade lower than a C is achieved in any required course which is marked with a + in the Department's Curriculum Plan, the student will be placed on probation with Department of Nursing and may not be able to progress in required nursing courses, including ZO 364. The student and the student's Department of Nursing academic advisor are responsible for completing the Department of Nursing *Student Academic Probation* form. If the student is unable to progress in the required nursing

courses, including ZO364, a Personal Leave of Absence may be requested (see Personal Leave of Absence).

3. When a grade lower than a C is achieved in any nursing theory/laboratory course, the student will be placed on scholastic probation within Department of Nursing and may not be able to progress in required nursing courses, including ZO 364. The student and the student's Department of Nursing academic advisor are responsible for completing the Department of Nursing *Student Academic Probation* form. If the student is unable to progress in the required nursing courses, including ZO364, a Personal Leave of Absence may be requested (see Personal Leave of Absence).

At the completion of any semester after being placed on probation, the student will be removed from probation, continued on probation, or withdrawn from the ESU/Department of Nursing (see Required Withdrawal from ESU/Department of Nursing).

Removed from Probation

1. If the student was able to progress according to the Department of Nursing Sequential Curriculum Plan, meets the requirements for Good Scholastic Standing, and meets the terms of the Department of Nursing *Student Academic Probation* form, the student will be removed from Department of Nursing probation and continue in the Department of Nursing Sequential Curriculum Plan.

2. If a student **was NOT** able to progress according to the Department of Nursing Sequential Curriculum Plan but meets the requirements for Good Scholastic Standing and the terms of the Department of Nursing *Student Academic Probation* form, the student will be removed from Department of Nursing probation. If the student was on a Personal Leave of Absence (LOA) the student must submit the *Return Following Leave of Absence* form. **This request may either be approved or denied**. (See Return Following Personal Leave of Absence section.)

Continued on Probation

1. A student on Department of Nursing probation because of a CGPA below 2.0 but who achieves a term GPA of at least a 2.0 the following semester may be continued on Department of Nursing probation for one more semester if the required CGPA of 2.0 is not achieved. The Department of Nursing *Student Academic Probation* form must be revised as appropriate. This second semester on probation may affect the student's progress in required nursing courses.

2. A student on Department of Nursing probation because a grade lower than a C was achieved in any required course which is marked with a + in the Department's Curriculum Plan may be continued on probation for one more semester if the required grade was not achieved in a retake of the course. The Department of Nursing *Student Academic Probation* form must be revised as appropriate. This second semester on probation may affect the student's progress in required nursing courses.

3. A student on Department of Nursing probation because a grade lower than a C was achieved in any nursing theory/laboratory course may have the option to repeat the course ONCE to achieve at least a C and may remain on probation until the first time the required nursing theory/laboratory course is offered. The Department of Nursing S*tudent Academic Probation* form must be revised as appropriate. This second semester on probation may affect the student's progress in required nursing courses.

Personal Leave of Absence

Students may request a personal leave of absence (LOA) from the nursing program for a maximum of one year. The LOA does not exempt the student from the time limit for completion of degree requirements (See *Time Limit for Completion of Degree Requirements* section).

Students are advised to consider seriously the benefits and consequences associated with requesting a Personal LOA as consideration for reentry into the nursing program may be approved or denied. Consideration for reentry is dependent upon available space in the courses, any coursework completed during the leave of absence, and resolution of factors that may have led to the student being on Personal LOA.

A personal leave of absence from the nursing curriculum may be considered in the following situations.
- o **Personal Leave**

Personal leave may be requested by a student in an emergency situations or when deemed necessary for the health and/or well-being of the student.

Students are to meet with their academic advisor to discuss whether a Personal LOA is the best option for their circumstances. If a Personal LOA is determined to be the best option, the student works with the academic advisor to complete the *ESU* Department of Nursing *Leave of Absence* form. The completed form is forwarded to the Department Chair for final approval of the request.

During a Personal LOA, a student returns the Department of Nursing clinical ID badge, class designation pin, Department of Nursing copier access card, and any Department of Nursing library material to the Department office.

After the time allotted for the Personal LOA, as documented on the *ESU* Department of Nursing *Leave of Absence* form, the student must submit the *Return Following Leave of Absence* form. If a student on a leave of absence fails to submit the *Return Following Leave of Absence* form, the student will be withdrawn from the nursing major (see Withdrawals from the Nursing Major/ Department of Nursing, Department Requested).

Return Following a Personal Leave of Absence (LOA)
A student wanting to return to the Department of Nursing program following a Personal LOA must request reentry by completing the *Return Following Leave of Absence* form. The student is to meet with his/her academic advisor to discuss the completion of this form.

Consideration for reentry into the nursing program may be approved or denied. Consideration for reentry is dependent upon available space in the courses, any coursework completed during the leave of absence, and resolution of factors that may have led to the student being on Personal LOA. Completed *Return Following Leave of Absence* forms will be reviewed by the Department Chair and the Department's Admission and Progression Committee. Recommendations of the Chair and the Committee will be submitted to the Faculty Organization for a final decision. The Department Chair will notify the student in writing regarding the outcome of the request.

To be considered for reentry into the nursing program for fall semester from a Personal LOA requires the completion of the *Return Following Leave of Absence* form by April 15. To be considered for reentry into the nursing program for spring semester requires the completion of the *Return Following Leave of Absence* form by November 15.   The student must meet the Department of Nursing graduation requirements of the curriculum in effect at the time of reentry to the Department of Nursing Curriculum Plan.

<div align="center">Withdrawal from Nursing Courses</div>

A student may experience unforeseen circumstances that require the student to withdraw from a nursing course, or the course instructor may encourage the student to withdraw because of his/her inability to complete course requirements. The withdrawal may be either student initiated or faculty initiated.

Nursing courses are usually offered in a specific sequence and withdrawal from one nursing course may alter the ability of a student to complete the nursing degree. If a student withdraws from a nursing course, the student degree plan may be altered.

Student Initiated Withdrawal
The official drop period at Emporia State University consists of the first ten weekdays of each semester. No record of classes that are dropped during this drop period shall appear on the student's transcript. For classes taught in less than the regular semester, the official add and drop periods shall be determined by the registrar's office, based upon their relative proportions of the regular semester.

If a student elects to withdraw from one or more classes after the official drop period and through the tenth week of the regular semester, the grade of "W" shall be recorded on the transcript regardless of the student's academic standing in the class. Students must have their advisor sign the withdrawal form.

After the tenth week of the regular semester, the student may not withdraw from class nor may the instructor assign the grade of "W." In extreme cases, the student may appeal to the Office of the Provost and Vice President of Academic Affairs and Student Life to receive a grade of "W" after the tenth week.

Classes taught in less than the regular semester shall follow a similar pattern. If a student elects to withdraw from one of these shorter classes after the official drop period and before 5/8ths of the class periods have been completed, the grade of "W" shall be recorded on the transcript. After 5/8ths of the class periods have been completed, the student may not withdraw nor may the instructor assign the grade of "W". In extreme cases, the student may appeal to the Office of the Provost and Vice President of Academic Affairs and Student Life to withdraw with the grade of "W" after 5/8ths of the class periods have been completed.

Faculty Initiated Student Withdrawal

If a student's absences from class, disruptive behavior, lack of prerequisites, or academic dishonesty become detrimental to the student's progress or that of other students in the class, the faculty member may advise the student to withdraw from the class. Withdrawal may also be advised if the student is inappropriately enrolled in the class. If the faculty member chooses to withdraw the student, he/she shall attempt to notify the student in writing that a faculty initiated withdrawal is in progress. This notification will be copied to the department chair and Academic Affairs office to serve as the request for withdrawal. If efforts to contact the student have been unsuccessful, or unacknowledged, the faculty member shall then seek the aid of the Academic Affairs office in contacting the student. The Academic Affairs office shall provide the student with information about the existing appeals procedures. Upon receiving a written request for withdrawal from the faculty member, the Academic Affairs office may initiate a student withdrawal from the class. None of the above implies or states that faculty members are required to initiate any student withdrawal.
(Refer to University Policy Manual 4E.13 *Faculty Initiated Student Withdrawal* (FSB 76006; FSB 95008 approved by President 5/9/96; FSB 09016 approved by President 5/3/2010)
(Also see Class Attendance Policy and Student Conduct Policies in this Department of Nursing Student Handbook.)

Removal from Practicum Experience

The Department of Nursing reserves the right to remove a nursing student from a practicum experience at any time because of (a) a critical incident involving the student, (b) violation of student conduct policies, or (c) persistent problematic student behavior(s) or performance.

Critical Incident
A critical incident is the occurrence of any action or inaction by the student which compromises the safety and/or integrity of any client/patient. Clinical faculty has the expertise and knowledge to determine what constitutes a critical incident. The occurrence of a critical incident requires the removal of the student from the clinical setting. The occurrence of a critical incident may result in the student failing the practicum course and no longer being allowed in any clinical setting associated with the failed practicum course.

Violation of Student Conduct Policies
See Student Conduct Policies, Violation of Student Conduct Policies in this Handbook.

Problematic Student Behavior(s) or Performance
When a faculty member identifies that a student is demonstrating persistent problematic clinical behavior(s) that is (are) not consistent with the behavior or skills necessary to meet clinical course objectives, documentation is made on the student's clinical evaluation tool. If the problematic clinical behavior(s) persists (persist), then the faculty member will determine if the student's behavior(s) is (are) an immediate threat to patient safety. If the behavior(s)

> (a) **is (are)** a threat to patient safety, the student is removed from the clinical setting and the behavior becomes a critical incident.

> (b) **is (are) not** a threat to patient safety, the student will be requested to submit, in writing, a plan to the faculty member within 12 hours that includes goals and strategies to improve the behavior(s) and a timetable for implementing strategies and meeting the goals. From this plan, a clinical contract is established.

>> **Clinical contract**. A clinical contract (a) is a formal notification to a student regarding deficiencies that may result in his/her failure to meet the objectives of a practicum course and (b) provides an opportunity to establish essential student behaviors needed to remediate the identified deficiencies. A student's clinical performance, including being placed on a clinical contract, may be discussed among Department of Nursing faculty in executive session during Faculty Organization meetings.

>> If the clinical contract is successfully completed by a student and the student has met all the objectives of the practicum course, the student will successfully complete the practicum course. Being placed on any more than one clinical contract during the entire time the student is enrolled in the Department of Nursing, may result in immediate failure in a clinical course and may result in termination from the nursing major.

>> If the clinical contract is not successfully completed by a student, or if the terms of the clinical contract are not met, the student will fail the practicum course. Once a student fails a

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clinical contract, the student is no longer allowed in any clinical setting associated with the failed clinical course or the nursing curriculum.

Failure in a Practicum Course

Failure in a practicum course at any time necessitates the immediate withdrawal of the student from the course. Any withdrawal from a nursing practicum course because of documented occurrence(s) will be regarded by the nursing department as a "Fail" regardless of what designation appears on the transcript. Failure in any practicum course will result in termination from the nursing major with no option to be readmitted to the Department of Nursing.

Withdrawals from the Nursing Major/ Department of Nursing

Student Requested

If a student desires to withdraw from the nursing major, the student meets with the assigned Department of Nursing academic advisor or the Department Chair to discuss the request and to complete the *Request for Withdrawal from the Nursing Major* form. The student submits the completed form to and meets with the Chair of the Department. The ID badge, class designation pin, and Department of Nursing copier access card are turned in to the Department office. Any student who has withdrawn from the nursing major and wishes to reapply for admission to the Department of Nursing must follow the current admission guidelines for nursing transfer students.

If a student also wants to withdraw from the University, the student must complete the proper forms from the ESU registration office (see ESU Undergraduate Catalog).

Department Requested

The student's withdrawal may be requested by the Department if attendance, conduct, quality of performance, or lack of aptitude for nursing make it inadvisable for the student to continue. Students who disagree with the request for withdrawal may refer to the appropriate appeal procedure.

Any student who is requested to withdraw from the nursing major meets with the Department Chair and completes the *Request for Withdrawal from the Nursing Major* form. The ID badge, class designation pin, and Department of Nursing copier access card are turned in to the Department office

The nursing student who is withdrawn from the nursing major should refer to the ESU Undergraduate Catalog, Undergraduate Scholastic Standing Conditions section before planning enrollment in another major at ESU.

Required Withdrawal from ESU/ Department of Nursing

1. If a minimum of a C is not achieved from the retake of a required nursing theory/laboratory course, the student will be withdrawn from the nursing major with no option to be readmitted to the Department of Nursing.

2. Failure in any practicum course will result in termination from the nursing major with no option to be readmitted to the Department of Nursing.

3. If a student on probation does not achieve at least a C on the third retake of a course marked with a +

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in the Department of Nursing's Curriculum Plan, the student will be withdrawn from the nursing major.

4. If a student on probation because of CGPA requirements does not achieve at least a CGPA of 2.0 after two semesters on probation, the student will be withdrawn from the nursing major.

Department of Nursing Academic Appeals Policy

Any student who believes she/he has been dealt with unfairly concerning academic progress (e.g., course grades or absences), will have access to an academic appeal. The appeal must be initiated within one semester after the semester in which the issue occurs. The purpose of this policy is to ensure that due process is observed.

It is understood that any time limits in this section are the maximum time allowed and that it is the intent to move the procedure along as quickly as is reasonably possible. According to this appeal procedure, when an act is required or allowed to be done at or within a specified time, the Chair of the Appeals Board, for cause shown, may at any time in his/her discretion, order the period lengthened to a further specified time if a request is made before the expiration of the period originally prescribed. As it is used in this document, the term "class days" is defined to include all days that classes are conducted, excluding weekends, legal holidays, vacation periods, and the period of final examinations, intersessions, and summer school.

It is not intended that an appeal shall fail or succeed upon a technicality. Therefore, all application of any part of this policy shall be equitable and reasonable.

The procedure to be followed in processing an academic appeal is as follows:
1. The student should make every attempt, when possible, to discuss the issue with the faculty member involved in a face-to-face meeting and attempt to resolve the issue. If this meeting between the student and the faculty member does not resolve the issue to the student's satisfaction, the student may contact the Department Chair. The student is required to put in writing the particulars of the matter in conflict and submit this to the Department Chair.

2. The Department Chair is to verify whether the student has attempted a formal conference with the faculty member prior to discussing the matter with the student. The Department Chair's role is to attempt to clarify the conflict between student and faculty and mediate the positions and interests of both parties and, if possible, identify resolution options that are acceptable to both parties.

   A meeting, either together or individually, with the student and the faculty member may be convened at the Department Chair's discretion.

3. If the Department Chair is unable to resolve the conflict between the student and the faculty member, the student may request the Department Chair to convene the Department Appeals Board. At this time the Department Chair will establish a schedule and make assignments for completing the appeal process within 20 class days. If the Department Appeals Board is convened, the Department Chair will send to that Board (1) a written statement reflecting the Department Chair's attempt to resolve the issue, (2) the written statement by the student, and (3) a written response made by the faculty member to the issue in conflict.

4. The convened Department Appeals Board shall review the written statement and, if the Board finds that additional information is needed, it may interview the student and/or the faculty

member. The student who processes an appeal under this policy has the option of asking another student or member of the university community to be present at the interview. This is an internal procedure to resolve an academic dispute, and legal counsel will not be allowed to speak for the student or for the faculty member in this interview. All deliberations of the Department Appeals Board shall be confidential.

After deliberating the evidence, the Appeals Board shall reach a majority decision by secret ballot vote which will be counted by the Chair of the Appeals Board. Majority vote rules. The Appeals Board shall submit to the student and all involved faculty its written decision regarding the disposition of the conflict between the student and faculty member(s). The original written decision will be sent to the Department Chair.

5.   If the decision of the Department Appeals Board does not resolve the issue for the student or the faculty member, the matter may be appealed to the Dean of the appropriate school/college. If an appeal is made to the Dean, the Department Appeals Board will send the Dean a copy of all written materials used in its deliberations and its own written decision. The Dean will convene a School/College Academic Appeals Committee. If there are no appeals, the Department Chair is responsible to see that the decision of the Department Appeals Board is implemented.

6.   The convened School/College Academic Appeals Board shall review the written statements and, if the Board finds that additional information is needed, it may interview the student and/or the faculty member. The student who processes an appeal under this policy has the option of asking another student or member of the university community to be present at the interview. This is an internal procedure to resolve an academic dispute, and legal counsel will not be allowed to speak for the student or for the faculty member in this interview.

After examining the evidence and deliberating, the School/College Academic Appeals Committee shall reach a majority decision by secret ballot vote. Majority vote rules. The School/College Academic Appeals Committee shall submit to the Dean its written decision regarding the disposition of the conflict between the student and the faculty member. This decision will be presented in the form of a recommendation to the Dean, who will make the final decision. The process for academic appeals concludes with the Dean, and there is no further appeal.

The Department Chair is responsible for implementing the decision of the School/College Academic Appeals Board. For example, the Department Chair will make the grade change if the Dean's decision calls for a grade change.

If the faculty member feels that the appeals process was conducted inappropriately, the faculty member has the right to seek a remedy through grievance procedures.

All deliberations of the School/College Academic Appeals Committee shall be confidential.

Makeup of the Department Appeals Board
The Department Appeals Board for the ESU/Department of Nursing shall be organized as follows.

1.   The Department Chair will select two full-time faculty members and one student who are not involved in the course or incident in question to serve as the Department Appeals Committee.

2.   Faculty and student involved in the appeal (i.e., faculty teaching in the course where there is an

issue or the student's advisor; student taking the course in which there is an issue) may not serve on the Appeals Board. The student making the appeal and the faculty member (s) involved in the appeal have the option to accept/reject any or all members of the Department Appeals Board. The Department Chair will appoint additional members as needed. Once the student and the faculty member have signified, in writing, acceptance of the Department Appeals Board membership to hear the appeal, they have surrendered the opportunity to object to the members of the Board.

3. Once the Department Appeals Board has been selected, the Department Chair will assign one of the faculty members to act as the Chair of the Appeals Board.

Makeup of the School/College Academic Appeals Committee

1. The School/College Academic Appeals Committee shall be drawn from the various academic appeals committee pools established within Departments of the school/college. The School/College Academic Appeals Committee shall consist of at least five members: three faculty and two students. The students will be undergraduates if the student making the appeal is undergraduate, graduate if the student is a graduate.

2. No student or faculty member from the same Department as that from which the appeal emanates will be appointed to the School/College Academic Appeals Committee.

3. The student making the appeal and the faculty member has the option to accept/reject any or all members of the School/College Academic Appeals Committee. The Dean will appoint additional members as needed. Once the student and the faculty member have signified, in writing, acceptance of members of the School/College Academic Appeals Committee to hear the appeal, they have surrendered the opportunity to object to the members of the Board.

PRACTICUM COURSE POLICIES

Clinical Schedules and Assigned Times

Students are not permitted to change assigned times or trade times with other students unless prior approval from course faculty has been obtained. Students desiring any special times off must take their requests to the faculty in advance. All absences will be made up at the discretion of the faculty. Students are to report promptly at the times assigned. If there is any reason why a student should need to leave the clinical area, the student should contact the faculty or preceptor prior to leaving.

Unsafe Actions

Faculty members have the responsibility to remove any student from the clinical agency when the action of the student is deemed unsafe or unprofessional (see Removal from Practicum Experience).

Clinical Evaluation Records

Maintaining a clinical evaluation record will be the responsibility of the faculty members in the clinical area. The record will be available for student review. Students are responsible for reading the clinical evaluation notes and documenting their review. Upon a student's withdrawal from the Department, a copy of the student's clinical evaluation record will be placed in the student's withdrawal file.

Clinical Conferences

Conferences are generally scheduled at mid-term and at the end of each practicum. Additional conferences are scheduled at the request of either the student or faculty to evaluate the student's performance. Documentation of the clinical conferences will be in the student's clinical evaluation record.

Professional Attire

Students admitted to the ESU/Department of Nursing have chosen to become health professionals. Faculty believes professionalism begins on the first day of school and is reflected by appropriate behavior, appearance, and personal hygiene. It is the responsibility of each student to reflect professionalism.

All students are expected to comply with the ESU/Department of Nursing Professional Attire policy. Attire requirements may be modified by the clinical agency or course faculty to meet the needs of specific clinical settings or affiliating agencies. Professional attire requirements specific to certain courses are described in the course syllabi.

Nursing faculty supervising students will monitor this policy. However, clinical agencies also will monitor this policy as it pertains to the policies and procedures of the agencies and the safety of patients and staff. Faculty may dismiss a student from the clinical agency if the student is not in compliance with the professional attire policies, if so warranted.

The Department of Nursing Professional Attire policy may periodically be reviewed cooperatively by the Department of Nursing Student Council and the Faculty Organization as deemed necessary to maintain professional standards, meet agency expectations, and to maintain uniform comfort and practicality.

Student Uniforms (Community and Scrub Uniforms)
- Uniforms must be neat, clean, and wrinkle free.
- Uniform tops and bottoms must overlap sufficiently enough to cover skin and undergarments at all times. Visual undergarments or lack of undergarments are prohibited.
- Scrub pants and khaki slacks must be an appropriate length and have finished hems.
- Uniforms are to be worn only when participating in Department-related activities. Any part of the student uniform identified by the official ESU/ Department of Nursing emblem can be worn only when the student is completing ESU/ Department of Nursing faculty-assigned tasks.
- Based on infection control policies, times that a scrub uniform is worn outside of the clinical areas need to be kept at a minimum and only as necessary or approved by faculty.

- **Community Uniform Requirements**
  Students participating in community-based learning experiences are to wear the community uniform. All students must have a complete community uniform that consists of: designated "ESU/ Department of Nursing" black polo shirt with approved uniform emblem on the left chest, khaki slacks, badge, class designation pin, shoes/socks. Only white or black knit tops, with no decoration, may be worn underneath the black polo shirt. Only shoes with a closed toe and closed back (heel) may be worn. A white or black lab jacket may be worn. Department of Nursing approved community polos and lab jackets with the approved ESU/Department of Nursing emblem are available in the ESU/Memorial Union Bookstore.

- **Scrub Uniform Requirements**
  Students participating in clinical agency or simulation experiences are to wear the approved ESU/Department of Nursing scrub uniform. All students must have a complete scrub uniform that consists of: scrub pant, scrub top, badge, class designation pin, shoes, and socks. The scrub pants and tops for the Department of Nursing scrub uniform must be solid TEAL BLUE. The scrub pant and top must be without decorations or designs. A white or black knit top, with no decoration, can be worn under the scrub top. Shoes must be white or black, all leather (or of material that repels moisture), and have a closed toe and closed heel. No cloth or mesh shoes are allowed. White or black socks or white or neutral colored hose are to be worn with the shoes. Colored socks or hose, other than black or white, are not acceptable. A white or black lab jacket may be worn. Department of Nursing approved scrub uniforms and lab jackets with the approved ESU/Department of Nursing emblem are available in the ESU/Memorial Union Bookstore.

Uniform Emblem
> The Department of Nursing approved emblem will be permanently affixed (embroidered) to the left chest and right upper outer sleeve of lab jackets or scrub tops.

Uniform Badge
- The ESU/ Department of Nursing student ID badge is to be worn as part of the student uniform and in the clinical settings. The ID badge should not be worn outside of clinical settings.
- The student ID badge should be worn at shoulder level.
- The student ID badge does not replace the Hornet ID card.
- Nursing student ID badges are purchased at the ESU ID office on the university's main campus.

Class Designation Pin
- The Department provides a class designation pin for each Department of Nursing student.
- The class designation pin is to be worn with the student uniform.

- The class designation pin remains the property of Department of Nursing and is to be turned in to the practicum instructor or Department office at the end of the spring semester.

Items for Clinical
- Stethoscope
  Each student is required to have a stethoscope with a bell and diaphragm.
- Bandage Scissors/Pen Light
- Watch
  - Each student is required to have a watch with the ability to count seconds.

Jewelry
- Jewelry must be limited to two pair of small stud earrings and one ring or ring set.
- Piercings‐Visible body piercings are limited to the ears, with a maximum of two pair of simple stud earrings which should not present a safety hazard to patients, employees, or self. Non-traditional body piercing/jewelry typically worn on the tongue, upper earlobes or tragus, lips, eyebrow, nose and other visible locations may not be worn in the clinical setting.

Tattoos
- Tattoos must be covered at all times while in the clinical setting, unless approved by faculty.
- Tattoos, if visible must be tasteful and appropriate as determined by course faculty. The EDN reserves the right to require a student to cover tattoos not meeting requirement.

Fingernails
- Fingernails need to be kept clean and trimmed, without sharp edges or burrs.
- Only clear or light fingernail polish is allowed. Visualization of dirt under the nails is required.
- Artificial nails: (including fingernail enhancement, resin bonding, extensions, tips, gels, or acrylics) are not allowed while caring for patients.
- Any coating on the nails must be removable with nail polish remover.

Cosmetics
- No fragrance (e.g., perfume, aftershave lotion, skin cream, or hair spray) is to be worn in clinical areas.

Hair
- Hair should be clean, neat, worn at collar length or shorter. Hair color should be those that occur naturally. Non-traditional hair colors (e.g., neon, purple, pink) as determined by the department of nursing will not be acceptable.
- "Ponytails" or similar hair styles are permissible only when contained in a manner that prevents hair from falling forward.
- Any hair accessory used must be a black or white color and plain in style.
- Beards and sideburns are to be kept neat and trimmed and covered when in the operating room (OR), the delivery room, or other sterile areas.

Clinical Preparation Guidelines

Students are not to return to a clinical agency outside of practicum hours except to prepare for clinical experiences. If in the clinical agency for clinical preparation, students are to wear their ESU/ Department of Nursing student ID badge and be in the appropriate clinical uniform or lab jacket over professional looking street clothes. Jeans, shorts, short skirts, halter tops, and open toe shoes are not considered appropriate attire in the clinical areas at any time.

DEPARTMENT OF NURSING LIBRARY POLICIES

Hours

Library hours will be posted on the Department of Nursing Library door and in the stairwell leading to the library.

Circulation

Borrowing
A current ESU ID card is needed to check out items. No circulating materials may leave the Library unless they are checked out. Contact a member of the library staff to facilitate the check-out process.

All materials are due at closing time on the date due. The person to whom material is checked out is responsible for returning the items and for replacing the items if lost or damaged. Reference items, reserved items, journal issues, and most computer programs may NOT be checked out.
-Books: May be checked out for a period of two weeks, with one renewal.
-NCLEX prep books: Are in the Reference Collection and must be used in the Library.
-Electronic Media: Must be used in the Library.

Item Returned Late, Damaged, or Not at All
Library users will be notified via e-mail of items that are overdue. If, after two weeks of the first notification, the item is not returned, a second/final e-mail will be sent notifying the user of the overdue item. If the item is not returned with two weeks of the second e-mail notification, the item will be considered lost and a hold will be placed on the student's account. Patrons are responsible for any charges incurred on lost and damaged materials, including cost of material replacement and processing fees, if deemed necessary.

Copyright Fair Use Guidelines for Department of Nursing Students

Students using the Department of Nursing Library are expected to comply with copyright law. Fair use guideline interpretations under copyright law allow the student to make one complete copy for personal use from a physical or electronic source of articles or reports. Fair use guidelines do **NOT** allow for copying of entire journals, books, computer programs, websites, or videos for which the student did not author or does not own the copyright.

Conservation of paper

The Department of Nursing Library strives to conserve paper use and recycle paper. Students are encouraged to do the same by using both sides of the paper and using scrap paper. Paper recycling receptacles located near the printer and photocopy machine are provided for student use in the library.

Photocopies

Photocopies may be made in the Department of Nursing Library through use of the scanner and print option. If photocopying is needed beyond the capacity of the library scanner students should contact a Librarian or Student Worker on duty. Applicable fees are available in the Department of Nursing Library.

Library Telephones

Students may use the phone located outside the library office, at number 620-343-6800/5652. Student phone calls are limited to 5 minutes. The library office phone (620-341-4453) is for Department of Nursing business only.

Computer Policies

The computers in the Department of Nursing Library are available to students on a first-come-first-serve basis during posted Department of Nursing Library hours. When computer use is heavy, people needing to find research material on the Internet have priority over those using computers for E-mail or personal interests. The Department of Nursing Library computers are available to hospital staff and others on a "machine available" basis during Department of Nursing Library hours. Persons not associated with ESU or employed at the hospital and desiring to use Department of Nursing Library computers need to make special arrangements with the Department of Nursing librarian or the Chair of the Department of Nursing. Each user is expected to use his/her student access user name and password to log into library computers.

Each user is expected to provide a personal electronic storage medium for storing personal files. Computer software is used in the computer labs and may NOT be checked out. Students may print using their sky print accounts to the sky printer located in the library. Paper is provided by the department of nursing.

Orientation to Library

Orientation to the library and the library computer lab is a part of orientation to the Department. Students who miss formal orientation must contact the librarian for individual instruction. Hospital staff may also make appointments to orient to the library and the library computer lab during Department of Nursing library hours.

WiFi and Technology Orientation/Access

Students are encouraged to make use of the EDN wireless internet access. The WiFi is available and can be accessed by connecting the wireless device to the "ESU" wireless connection. If any problems with connecting to WiFi, orientation to technology, or devices occur, students should contact the ESU Help Desk at 341-5555. ESU technology orientation and "help desk" support procedures are posted on the ESU website http://www.emporia.edu/it/help/

STUDENT HEALTH POLICIES

The ESU Department of Nursing student health policies are intended to protect the nursing students and the clients the students contact. Compliance with Student Health Policies is a Program Requirement (see Program Requirements). **Failure to comply with health policies/requirements may result in an inability of the student to fulfill clinical obligations. This may ultimately result in the student failing the practicum course.**

Additional health requirements, including but not limited to a current physical exam with lab work may be required due to clinical agency contracting agreements. Students will be notified of these requirements by the student health director.

The ESU Department of Nursing Student Health Director or Chair will review the submitted student health records at least annually prior to practicum courses. The ESU Department of Nursing Student Health Director will notify any student if omissions or concerns are identified. The student has a continued responsibility to notify the ESU Department of Nursing Student Health Director and Chair if there is a change in the student's health status.

Students are expected to make a personal file copy of all health information prior to submitting it to the ESU Department of Nursing. The Department of Nursing may be unable to accept requests for retrieval and duplication of any health documentation requested at a later date if no longer available.

Student Health Requirements

All health requirements for **ALL students** must be completed and submitted prior to the first day of class. Students must be in compliance with Student Health Policies at all times while participating in the ESU Department of Nursing.

Drug and Alcohol Testing Policy

Drug and Alcohol Testing. To meet Health Requirements for clinical practicum agencies utilized by Emporia State University Department of Nursing**,** nursing students are required to complete a drug screening test prior to beginning the nursing program. The drug screen must be performed by a reputable lab or vendor. The ESU Department of Nursing may provide a copy of those results to the clinical agencies requiring drug and alcohol testing, in lieu of requiring a new screening test. The drug screening test must, at a minimum, show negative test results for amphetamines, barbiturates, benzodiazepines, opiates, fentanyl analogues, marijuana, methadone, meperidine and cocaine. Students must disclose to the Department Chair or (faculty designee) if they have previously assigned: (1) to undergo additional drug testing for cause, or (2) participated in a drug counseling program at the time of his placement at a Hospital or during the 6-month period prior to such placement at a clinical agency, (3) failed a drug test, or has or will enter drug counseling.

Drug Testing. School will ensure that each Program Participant obtains prior to each nonconsecutive Rotation a drug test acceptable to Hospital, including, at a minimum, the following: (i) Substances tested prior to placement at the Hospital must at a minimum include amphetamines, barbiturates, benzodiazepines, opiates, fentanyl analogues, methadone, marijuana, meperidine, and cocaine.

The student shall sign an "*Acknowledgement and Authorization*" (attached) related to the Drug and Alcohol Testing policy. The student shall sign a "*Consent to and Release of Health Information*" (attached) and a copy of the signed Consent form shall be provided to clinical agencies the student will attend, along with a copy of the drug screen report.

While participating in the ESU Department of Nursing program at a clinical agency, each nursing student will be required to comply with the Clinical Agency's policy on Substance Use in the Workplace. A copy of the policy will be provided to the student during orientation to the Clinical Agency.

The cost of all initial and follow-up drug and/or alcohol testing shall be borne by the nursing student.

In addition, all ESU Department of Nursing students will comply with the following requirements of this policy, the policy requires:

   a. Students in the nursing program are required to notify the Department Chair whenever he or she is taking a prescribed or over-the-counter drug that the student has been advised will, or based upon the drug profile is likely to, impair job performance (e.g. drowsiness or diminished ability to focus);

   b. Students will notify the Department Chair whenever the student has reasonable concerns that another employee or student has violated the policy; that by entering the ESU Department of Nursing or a contracted Clinical Agency property, each student consents to a search or inspection of the student's person or property in the event that a faculty has reasonable suspicion that the student has violated the policy; and that students be required to undergo drug and alcohol testing upon reasonable suspicion that the student has violated the policy, or after any "on-the-job" accident which involves injury requiring medical treatment or evaluation to the student or another person, or property damage. Reasonable suspicion and reportable accident testing should include amphetamines, barbiturates, benzodiazepines, carisoprodol, opiates, fentanyl analogues, methadone, meperidine, marijuana, and cocaine.

   c. Upon suspicion of alcohol abuse, testing for the presence of alcohol will be conducted by analysis of breath, saliva, blood or other accepted testing methodology.

   d. Upon suspicion of drug abuse, testing for the presence of the metabolites of drugs will be conducted by the analysis of urine, blood, saliva, or other accepted testing methodology

   e. All information identified, as set forth in this policy will be shared by the Department Chair, with nursing faculty, on as needed basis.

   f. All violations or suspected violations of the Drug and Alcohol policy will be reported to the supervisory faculty and Department Chair for investigation.

Should the initial drug screening test disclose adverse information as to any student the nursing program shall have no obligation to continue the student in the nursing program. To the extent that any student violates the policy for drug or alcohol abuse after placement at a clinical agency, while in attendance at the nursing program, or refuses to cooperate with the requirement for a search or reasonable suspicion and reportable accident testing, then the nursing program may immediately remove the student from participation in the nursing program, pending further evaluation and investigation.

If the evaluation and investigation indicates the student is impaired due to alcohol or other drug abuse

and the student agrees, a referral will be made to the **ESU Alcohol & Drug Abuse Prevention (ADAP) office or to an appropriate medical professional, as deemed necessary. The student may be placed on an approved LOA (see LOA policy in the ESU Department of Nursing Handbook).

 If the student refuses treatment, as the student will not be in compliance with ESU Department of Nursing Student Conduct Policies and will not be eligible to complete required clinical practicums at contracted clinical agencies the student will be withdrawn from the nursing program without the option to reapply (See ESU Department of Nursing Student Handbook, Student Conduct Policies).

Students will also be referred to the Kansas Nurse Practice Act (reasons for denial, revocation, limited or suspension of nursing licenses, including but not limited to; being unable to practice due to abuse of drugs or alcohol) (See ESU Department of Nursing Student Handbook, NCLEX, Licensure, and Nurse Practice Act)

Nursing students will also be expected to adhere to the ESU Student Handbook policies on Alcohol and Drug Use on campus (see ESU Student Handbook, 2016-2017, Alcohol & Drug Abuse Prevention (ADAP) and Alcohol and Other Drug Policy)

Alcohol & Drug Abuse Prevention (ADAP) Office The ADAP (Alcohol & Drug Abuse Prevention) office offers resources, education and consultations to students, faculty and staff regarding alcohol and other drug use and misuse. ADAP promotes healthy lifestyle choices that support academic success and enhance the campus learning environment. Visit our website at: http://www.emporia.edu/student-wellness/counseling-services/adap/.

HEALTH GUIDELINES FOR NEW STUDENTS

1.   **Health Screening** (Pre-Clinical Health History and Physical Exam Form)

2.   **Tuberculosis Screening**
- Negative TB skin test or negative chest x-ray (if previous TB test was positive) with the last year.

3.   **Tetanus Toxoid, Diphtheria and Pertussis**
- Documentation of Tdap vaccine in the last 10 years
  Date_____

4.   **Measles Mumps & Rubella**
- Documentation of "positive" titers
  Date of positive titers_____
  - Measles _____
  - Mumps _____
  - Rubella _____
Or
- Documentation of 2 MMR vaccinations
  - age _____ (date) _____
  - age _____(date) _____

Pregnancy – MMR vaccination cannot be given during pregnancy
If a student is pregnant and not considered immune to measles mumps and rubella based on the above criteria, the student will not be allowed to perform clinicals until after the vaccinations have been completed.

5.   **Hepatitis B series**
- Documentation of 3 Hepatitis B vaccinations
  #1 date _____#2 _____#3_____
Or
- Documentation of positive titer _____

6.   **Varicella (Chicken Pox) Documentation**
- Documentation of "positive" titer
  Date of positive titer _____
Or
- Documentation of 2 Varicella vaccinations
  - age _____(date) _____
  - age _____(date) _____
- A positive laboratory screening (titer) indicates immunity
- A negative laboratory screening indicates no immunity. The student will not be allowed to perform clinicals until after vaccinations are complete.

7.   **Documentation of Influenza Vaccine each fall**
Students who cannot, or choose not to get the influenza vaccine may be required to wear a mask.
8.   **Documentation of Drug and Alcohol Testing (see policy)**
9.   **Documentation of Polio Vaccine**

HEALTH GUIDELINES FOR CONTINUING STUDENTS

1.   **Health Inventory Update**

2.   **Current TB test or negative chest x-ray or documentation of TB treatment.**

   A. The student is responsible for obtaining the TB test at a location of the student's choice and meeting the ESU Department of Nursing's TB test requirements including providing documentation of the TB test results to the ESU Department of Nursing.
   B. No student will be allowed to participate in any learning experience associated with the ESU Department of Nursing once the TB test has expired until the student has met the TB test requirement.

3.   **Documentation of Influenza Vaccine each fall**

   A. Students who cannot, or choose not to get the influenza vaccine may be required to wear a mask.

4.   **Documentation of Drug and Alcohol Testing (see policy)**

Absences Due to Illness or Injury

Students participating in classroom, laboratory, and clinical rotations are presumed healthy. However, in the event a student is absent because of illness or injury, the student must notify the appropriate faculty member and other individuals or agencies as specified in the course syllabus. The faculty member and/or the ESU Department of Nursing Student Health Director reserve(s) the right to prohibit a student from participating in a classroom, laboratory, or practicum experience if the student's health and/or safety may be at risk or may jeopardize the health and/or safety of other individuals.

If a student is absent because of musculoskeletal problems, surgery, a communicable disease, or is immuno compromised the student must notify the appropriate faculty member and the ESU Department of Nursing Student Health Director. A student experiencing any of these health categories may be required to present a written release from the student's physician, APRN, or PA. The need for a written release will be determined by the appropriate faculty member, in consultation with the ESU Department of Nursing Student Health Director if appropriate.

If a written release is required, it must be presented to the appropriate faculty member **prior** to returning to the classroom, laboratory, or practicum experiences. The release should state which activities, if any, are limited. The faculty member will forward the completed written release to the ESU Department of Nursing Student Health Director.

Any student experiencing a communicable illness must notify the appropriate faculty member who will determine the feasibility of a student's participation. A student may not be able to participate in classroom, laboratory, or practicum experiences if the student has a communicable illness including, but not limited to, the following:

> Streptococcal infections
> Herpes simplex
> Herpes zoster (shingles)
> Dysentery, confirmed organism or diarrhea
> Staphylococcal infections
> Infectious Hepatitis (viral)
> Tuberculosis
> Hepatitis B
> Influenza

Any injury incurred during a practicum or lab course will be immediately reported to the clinical instructor, ESU Department of Nursing Student Health Director, and ESU Department of Nursing Chair. After consulting with the clinical instructor or the ESU Department of Nursing Student Health Director, it is the student's responsibility to seek appropriate treatment. In emergency situations, it is the student's responsibility to seek immediate treatment. Students must comply with the clinical agency's policies/protocols of reporting and treating injuries occurring during the practicum course. Incident forms should be completed according to the clinical agency's policies/protocols. Fees and subsequent fees and subsequent costs resulting from injury, exposure, or physical occurrence incurred by a student while participating in a practicum or lab course are the responsibility of the student and may or may not be covered by the student's health insurance plan.

<center>**Pregnancy**</center>

As soon as pregnancy is diagnosed, the student must provide a written release for lab and/or practicum activities from the student's physician, APRN, or PA to the ESU Department of Nursing clinical faculty and to the ESU Department of Nursing Student Health Director. The release must state which activities, if any, are limited. Following delivery, another written release is required prior to returning to any practicum or lab course.

<center>**Counseling**</center>

All services of the university, such as those provided by the ESU Student Wellness-Counseling Center, are available to ESU Department of Nursing students.

<center>**HIV/AIDS Policy and Guidelines**</center>

A copy of the HIV/AIDS Policy and Guidelines is available in the University's policy manual. The infection control nurse of NRH and the ESU Student Health Center medical/nursing staff will serve as resource persons in interpretation and implementation of these guidelines.

<center>**Exposure to Blood borne Infectious diseases (HIV/AIDS, Hepatitis B, Hepatitis C) and Incidental Needle Stick Injury Guidelines**</center>

ESU Department of Nursing will follow the Blood borne Pathogen Exposure Guidelines for the clinical agency and/or as established by the Centers for Disease Control (CDC). The infection control nurse or designee at the clinical agency will serve as the resource person in interpretation and implementation of these guidelines. In the event that a student is exposed to blood borne pathogens or a needle stick, the following will be observed:

    1. <u>It is the responsibility of the student to notify the faculty as soon as a needle stick or exposure to the blood or body fluids has occurred.</u> The faculty will then report the incident to the designated clinical agency representative <u>and</u> the ESU Department of Nursing Chair.

    2. If you (student) experience a needle stick or sharps injury or were exposed to the blood or other body fluids of a patient or person during the course of your clinical or laboratory rotation immediately follow these steps:
        a. Wash the contaminated area with soap and water
        b. Flush splashes to the nose, mouth, or skin with water
        c. Irrigate eyes with clean water, saline, or sterile irrigants
        d. <u>Immediately seek medical treatment</u>

    3. The faculty and clinical agency representative will:
        a. Determine if the student was injured with a clean or blood contaminated needle. Puncture wounds from clean needles do not require special care. (See 1 & 2 above).
        b. Fill out the clinical facility's report for needle stick injury.
        c. Follow the clinical facility's policy for an incidental needle stick injury.

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d. If no policy exists, and the injury is from a blood contaminated needle, the following steps will be followed:

    i. Notify the patient's and student's physicians to secure orders to perform hepatitis screening and HIV antibody test on the patient and student when the patient is identified. Blood work on the student serves as a baseline if disease should develop. Inform the patient of the incident and explain the need for the blood work and who will be charged.

    ii. If the patient refuses to have the blood work drawn, continue with the protocol for the student

    iii. If the patient refuses to have the blood work drawn, continue with the protocol for the student

    iv. Recommended follow up is as follows: a) If the source patient is negative for HIV and has no clinical manifestations of AIDS, no further follow up is required; b) if the course patient tests positive for HIV or if the patient is unknown, follow up testing is recommended at six weeks, three months, and six months as per clinical agency and/or CDC guidelines.

NOTE: All fees associated with health requirements are the responsibility of the student.

Student Mentoring Program Guidelines

The goal of the mentoring program is to create a relationship among the senior, junior, and sophomore classes. Our overall goal is to provide students the opportunity to receive guidance from someone other than their professors to ask questions. Seniors will mentor juniors and sophomores. Juniors will mentor sophomores.

The objective of the mentoring program is that it will allow sophomores/juniors to:

- Ask questions about current classes
- Know what is expected during competencies and evaluations and how to prepare for them
- Know what to expect in clinicals
- Understand strategies for studying/preparing for exams
- Be educated about time management

There will be at least two luncheons provided by the Department during each semester to allow sophomores, juniors, and seniors to collaborate with one another and discuss what is working and what is not.

Individuals will have monthly communications with their mentors.

Student Ambassador Program Guidelines

ESU/Department of Nursing Student Ambassadors are selected by the Department of Nursing Chair. All students may submit their names to be considered for a Student Ambassador. Primary duties of student ambassadors are to assist with recruitment activities as assigned in the ESU/Department of Nursing. All student ambassadors will attend orientation and wear the designated ESU/Department of Nursing ambassador uniform while engaging in student ambassador duties.

STUDENT ORGANIZATIONS

Class Organizations

Membership
Each student in the Department of Nursing is a member of the sophomore, junior, or senior class organization.

Functions
Class organizations serve to:
- A. promote interactions and activities among class members
- B. provide a formal means of communication between the class and the Department's Faculty Organization
- C. provide representation on specific committees within the Department's Faculty Organization
- D. provide representation on the Department's Student Council
- E. coordinate specific Department activities

Meetings
Class meeting dates/times are determined by each class organization. **The class faculty sponsor must be present at all class organization meetings and any meeting of the class representatives**. The Department Chair will facilitate the first sophomore class organization meeting before September 15.

Faculty Sponsor
The Department Chair appoints a Department of Nursing faculty member to be the class sponsor and introduces the sponsor at the first meeting of the sophomore class organization. The same faculty class sponsor remains with the class for the three years. **The class sponsor must be present at all class organization meetings and any meeting of the class representatives**.

Class Elections
Prior to class elections, the faculty sponsor (or the Department Chair) explains the duties and responsibilities of the class officers and representatives. The elected class representative (s) also are responsible for reviewing their duties and responsibilities. Each class will elect annually two class representatives.

Sophomore class representative (s) are elected before September 15. Elections of upcoming junior and senior class and representatives are held annually at the end of April prior to the last scheduled Student Council meeting. Elected representatives for junior and senior classes will assume duties at the end of the spring semester.

Any class representative who fails to fulfill the responsibilities of the elected position may be replaced. Replacement decisions will be guided by mutual agreement between the remaining representative and the faculty sponsor.

Election results are to be submitted to the Department office.

Class Representative Responsibilities

Representative. Each class representative will:

A. Work with the faculty sponsor regarding class activities, meetings, dates, reserving the meeting room, and posting dates on the Department of Nursing E-Board

B. Serve as a member of the Department of Nursing Student Council. The Student Council will elect the Student Council President and Treasurer from the two senior class representatives and the Student Council Vice-President/Secretary from the two junior class representatives at the first Student Council Meeting of the academic year.

C. Serve as a member of the Faculty Organization as defined in the Department of Nursing Faculty Organization Bylaws. Student representatives have full input, including voting privileges, at all Faculty Organization meetings.

D. Present the interests of the class at Faculty Organization meetings.

E. Serve on specific Faculty Organization committees. A junior and senior class representative will be appointed by the Department of Nursing Chair to serve on the Student Affairs Committee (SAC) and the Curriculum Affairs Committee (CAC) each academic year. Students have full input, including voting privileges, at all committee meetings.

F. Junior and senior class representatives are the Department of Nursing student representatives in the department Academic Appeals Committee pool.

Department of Nursing Student Council

Membership
The class representatives, and the E-KANS president comprise the Student Council.

Functions
The Student Council serves to:
- Coordinate all Department-wide student activities
- Address actual or potential issues affecting the entire student body
- Address issues or concerns (as necessary) arising between or among Department student organizations (i.e., class organization, E-KANS)
- Coordinate any request to review student dress code
- Select a student to serve as an alternate to any Department of Nursing Student Appeals Board as needed
- Select the student representative and an alternate to any Department of Nursing ad hoc committee
- Call Department-wide student meetings as necessary and as determined by the Student Council

Meetings
Student Council meetings are generally held monthly prior to the Faculty Organizational meeting. Meeting dates and times will be set by the Student Council President and the Department of Nursing faculty advisor/Department Chair and posted on the ESU/ Department of Nursing E-Board. Other meetings may be called by any two members and/or the faculty advisor. Decisions will be reached by consensus of those present at the meeting. There must be at least five members present to hold a meeting.

Officers and Responsibilities
President – elected senior class representative
1. Conduct Student Council meetings
2. Work with the Student Council faculty advisor to finalize meeting times and any change in the meeting dates. Meeting dates will be posted on the Department of Nursing E-Board.
3. Appoint any Student Council committees
4. Assure prior approval of all financial transactions
5. Represent Student Council at Faculty Organization meetings and serve as an ex-officio member of the Faculty Organization

Vice-President and Secretary – elected junior class representative
1. Perform the duties of president in the absence of the designated president
2. Write minutes of the meetings
3. Work with the faculty sponsor to have approved minutes posted on the Department of Nursing E-Board within one week following the Student Council meeting during which the minutes were approved
4. Handle Student Council correspondence

Treasurer – elected senior class representative
1. Pay bills and keep an accounting of financial transactions
2. Give a financial report at each meeting
3. Assure year-end audit with Department of Nursing Chair or designee

Faculty Advisor
The Department of Nursing Chair or designated appointee will serve as faculty advisor to the Student Council. The faculty advisor must be present at all meetings.

Emporia State University-Kansas Association of Nursing Students (E-KANS)

Purpose
1. To provide a closer bond and a more unified spirit among nursing students and encourage social and professional unity within the Department
2. To insure active participation of students in the governance of Department of Nursing
3. To provide a means of communication between the faculty and student body
4. To aid in the development of the student into a nursing professional.

Membership
All Emporia State University Students interested in nursing are encouraged to belong to the ESU-Kansas Association of Nursing Students (E-KANS). For more information about membership categories (active member or associate member) and membership dues, contact a E-KANS officer, the faculty sponsor, or the Department of Nursing Chair.

Meetings
General membership meetings generally are held twice a month. A schedule of the meetings planned for each year is posted on the Department of Nursing E-Board.

Officers and Responsibilities
The officers of this association shall be the president, vice-president, secretary, treasurer, membership and projects chair. The president is an ex-officio member of the Department of Nursing Faculty Organization as identified in the Department of Nursing Faculty Organization Bylaws and a member of Student Council. Other specific responsibilities of each office are identified in the E-KANS Bylaws. Other potential leadership positions include Projects Chairperson, Historian, and one at large member. All of these positions will be appointed from the membership to the Executive Board by the elected officers. Officers meet weekly in addition to the membership meetings.

Faculty Sponsor
A Department of Nursing faculty member will serve as the sponsor to E-KANS. The sponsor shall serve as a resource person consulting with officers and members and attend meetings of the association without voting privileges. The sponsor must be present at all E-KANS meetings. Any decisions for programs, activities, fund raisers, or allocation of funds must be approved by the E-KANS sponsor as the decisions made by E-KANS are a reflection of the ESU/ Department of Nursing, ESU, KANS, and/or NSNA.

ByLaws
Copies of the E-KANS Bylaws are available upon request to the E-KANS faculty sponsor.

Emporia State University-Men in Nursing (E-MAN)
Emporia State University-Men in Nursing (E-MAN) is a recognized ESU Associated Student Governance (ASG) organization. A Department of Nursing faculty member is designated to serve as the sponsor to E-MAN. Membership is encouraged for Emporia State University Students interested in nursing. For more information, contact a E-MAN officer, the faculty sponsor, or the Department of Nursing Chair.

BUILDING POLICIES

Building Hours

Normal building hours are 8:00 a.m. to 4:30 p.m. However, the south and southwest doors of Cora Miller Hall will be opened early on weekday mornings. The building will be locked at 4:30 p.m. each day except evenings when the Department of Nursing Library is open until 8:00 p.m. On these evenings, the northeast door will be unlocked until the library closes. The building will remain locked on weekends and holidays. Department of Nursing Library hours will be posted.

Parking

Students are to park in the south parking lots. Students are <u>not</u> to park in patient or visitor designated spaces.

Lockers

A locker room and lockers are available in Cora Miller Hall. Upon request, the Department of Nursing Administrative Specialist will assign a locker. Once a locker assignment has been made students are responsible to provide their own lock for the locker and to ensure the lock is removed once they cease using the locker or graduate.

Kitchen Facility

The kitchen located on first floor of Cora Miller Hall is available for use to all Department of Nursing students. Each student is responsible for leaving the area clean and in order after use. All dishes are provided by students and must be washed and put away. The stove, microwave, counter, and floor must be left clean. Unclaimed items left in the kitchen will be discarded.

Snack food placed in the refrigerators or freezer must be labeled with the student's name and dated. Food placed in the refrigerator is <u>at your own risk</u>. Unlabeled and/or outdated items will be discarded periodically.

Disaster Plans

Fire Plan

Students need to be familiar with the fire plan for Cora Miller Hall. Periodic fire drills may be held. In case of fire, students should:
1. USE COMMON SENSE

2. Know where the fire alarms and fire extinguishers are in the building and how to use the extinguishers. A fire alarm pull station is located by each building exit and the Department of Nursing Library door.

3. The alarm system in the building is wired to the Newman Regional Health switchboard. The person discovering the fire will only need to pull the fire alarm to notify the hospital personnel and the Fire Department of the fire.

4. If fire is small, secure a fire extinguisher and use it on the fire.

5. When leaving your classroom, shut the door and windows. Faculty will assist in shutting all doors and windows and accounting for students after evacuation of the building. Before opening a door, feel it to see if it is hot. If it is, exit through a window. If smoke is dense - crawl and follow along an outside wall in the hallway.

6. In case of fire, use the closest, most accessible exit such as:

South door:	Classrooms 105,106
	Conference Room
South or southeast door	Faculty Offices
Southwest door:	Classrooms 101, 102, 103, 104
Northeast door:	Classroom 107
	Lounges
	Administrative offices
Northwest door:	Classroom 105

Exit the Department of Nursing Library by the east library door, proceed down the east stairs, and exit using the northeast door.

If the fire is in the east side of the building, second floor, exit by the west library door, proceed down the west stairs, and exit using the northwest door. In the event there is a need to exit the Department of Nursing Library from the west door and the locked doors have not released, pull a fire alarm to unlock the west doors. The Department of Nursing librarian also has a key to release the doors.

7. After leaving the building, proceed to the hospital lobby, if necessary. No one will be allowed to re-enter the Department of Nursing building after a fire or fire drill until the "all clear" has been given.

8. The switchboard operator will call the hospital's maintenance department to re-set the alarm after each drill or actual fire.

Tornado Warning

The hallway or stairwell in the basement of Cora Miller Hall serves as the storm shelter. The Newman Regional Health operator will notify the Department of Nursing office in the event of a tornado warning. The tornado warning will be announced to the rest of the Department by the ESU Department of Nursing Administrative Specialist or designee. Students, faculty, and staff will close doors and go to the storm shelter in the basement when the warning is announced. Personnel will remain in the basement until the "all clear" announcement is communicated by the operator via the basement telephone, extension 5680.

In the event sirens are heard as the first warning of a storm, students, faculty and staff will proceed directly to the basement and follow the above procedure. Department of Nursing Library patrons should exit the Department of Nursing Library by the east library door, proceed down the east stairs and go directly to the hallway in the basement.

Chemical Exposures or Spills

Students involved in chemical exposures or spills on NRH property should follow NRH policy and procedure and call Material Safety Data Sheets (MSDS) helpline (800-451-8346) to obtain MSDS for non-emergencies. The following information is needed when calling the helpline: product name and number, manufacturer name, and UPC code.

Personal Safety Plan for Students

1.   TRUST YOUR INSTINCTS. Prevention is key. Be alert to anything unusual. In cases of unusual activity:
1.   Emporia State University Police and Safety Dial 9-341-5337 or
2.   Dial Newman Regional Health switchboard operator ("0") and request security assistance. Tell the switchboard operator the location of the unusual activity.
3.   Notify the Department office and/or the Department Chair as soon as possible after the situation has been resolved or investigated by security.
4.   Be vigilant to and report any safety concerns (i.e., instincts, actual/potential situations) to the Department of Nursing office and/or the Department Chair.

2.   Have a plan (or plans) in mind for how you might a) prevent a situation from happening or escalating, b) notify others of a situation, and/or c) possibly react to an actual situation. Think through different scenarios and various settings (i.e., classrooms, the building, faculty offices, clinical settings, parking lots, and library).

3.   If needed or desired, use Emporia State University Police or Safety or NRH security to be escorted to your car or between buildings (i.e., Cora Miller Hall, NRH) or to check out anything suspicious in the building or parking lots after hours.

4.   Notify the Department office if there are maintenance needs that could interfere with safety around Cora Miller Hall or NRH (e.g., light bulbs needing to be replaced).

5.   Emergency & **Security Assistance Numbers**

> **Emporia State University Police and Safety**
> > Dial 9-341-5337
> **Security Guard (Newman Regional Health)**
> > Dial 0 from hallway or library desk phone
> > > Weekdays 7:00am-4:00pm
> > Dial 7864 from hallway or library desk phones
> > Dial 9-343-7864 from all other phones
> > > Weekdays 4:00pm-7:00am or 24 hours on weekends
> **Emergency (Newman Regional Health)**
> > Dial 1111 from hallway or library desk phones
> > Dial 9-343-1111 from all other phones
> **Ambulance or Police Assistance**
> > Dial 911 from any phone (may have to dial 9-911)
> **Newman Regional Health – at any time for non-emergencies**
> > Dial 0 from hallway or library desk phones

Dial 9-343-6800 from all other phones
Fire
R - Rescue anyone in danger

A – Activate alarm & call switchboard
- Dial 1111 from hallway or library desk phones
- Dial 9-343-1111 from all other phones

C – Contain by closing doors, windows, etc.

E – Extinguish fire if safety can be assured

Tornado Warning
If you are aware of a tornado warning or hear sirens or know of a tornado warning,
go to the basement of Cora Miller Hall.
Wait for all clear.

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6. In the event of an actual situation requiring security assistance, immediately notify the Department of Nursing office and/or the Department Chair after security assistance has been obtained or after the situation has been resolved.

Active Shooter
Policies that govern ESU and NRH will be adhered to if an active shooter should enter the EDN. Follow the posted guidelines. Remember to RUN, HIDE, FIGHT.

Appendix A

Functional Abilities Categories
and
Representative Activities/Attributes Examples

FUNCTIONAL ABILITIES ESSENTIAL FOR NURSING PRACTICE

A candidate for a nursing degree should possess functional abilities essential for nursing practice. Reasonable accommodations may be made for some disabilities. However, a candidate is expected to perform in a reasonably independent manner.

FIFTEEN CATEGORIES OF FUNCTIONAL ABILITIES

Category	Description
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective nursing care activities.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills.
Physical Endurance	Physical stamina sufficient to perform full range of required client care activities.
Mobility	Physical ability to move from place to place and to maneuver to perform nursing activities.
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs.
Visual	Visual ability sufficient for accurate observation and performance of nursing care.
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.
Smell	Olfactory ability sufficient to detect environmental and client orders.
Reading	Reading ability sufficient to comprehend the written word at a minimum of tenth grade level.
Arithmetic	Arithmetic ability sufficient to do computations as a minimum of an eighth grade level. It includes the following three concepts: <u>**Counting**</u>: the act of enumerating or determining the number of items in a group; <u>**Measuring**</u>: the act or process of ascertaining the extent, dimensions or quantity of something; <u>**Computing**</u>: the act or process of performing mathematical calculations such as addition, subtraction, multiplication, and division.
Emotional Stability	Emotional stability sufficient to assume responsibility/accountability for actions.
Analytical Thinking	Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions.
Critical Thinking Skills	Critical thinking ability sufficient to exercise sound nursing judgement.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families, and groups respecting social, cultural, and spiritual diversity.
Communication Skills	Communication abilities sufficient for interaction with others in oral and written form.

Yocom, C. (1996) **Validation Study: Functional Abilities for Nursing Practice**. Chicago. National Council of State Boards of Nursing.

Functional Ability Representative Activities/Attributes

Gross Motor Skills
>   Move within confined spaces
>   Sit and maintain balance
>   Stand and maintain balance
>   Reach above shoulders (e.g., IV poles)
>   Reach below waist (e.g., plug electrical appliance into wall outlets)

Fine Motor Skills
>   Pick up objects with hands
>   Grasp small objects with hands (e.g., IV tubing, pencil)
>   Write with pen or pencil
>   Key/type (e.g., use a computer)
>   Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
>   Twist (e.g., turn objects/knobs using hands)
>   Squeeze with finger (e.g., eye dropper)

Physical Endurance
>   Stand (e.g., at client side during surgical or therapeutic procedure)
>   Sustain repetitive movements (e.g., CPR)
>   Maintain physical tolerance (e.g., work entire shift)
>   Push and pull 25 pounds (e.g., position clients)
>   Support 25 pounds of weight (e.g., ambulate client)
>   Lift 25 pounds (e.g., pick up a child, transfer client)
>   Move light objects weighing up to 10 pounds (e.g., IV poles)
>   Move heavy objects weighing from 11 to 50 pounds
>   Defend self against combative client
>   Carry equipment/supplies
>   Use upper body strength (e.g., perform CPR, physically restrain a client)
>   Squeeze with hands (e.g., operate fire extinguisher)

Mobility
>   Twist
>   Bend
>   Stoop/squat
>   Move quickly (e.g., response to an emergency)
>   Climb (e.g., ladders/stools/stairs)
>   Walk

Hearing
>   Hear normal speaking level sounds (e.g., person-to-person report)
>   Hear faint voices
>   Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
>   Hear in situations when not able to see lips (e.g., when masks are used)
>   Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual
>   See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)

See objects up to 20 feet away (e.g., client in a room)
See objects more than 20 feet away (e.g., client at end of hall)
Use depth perception
Use peripheral vision
Distinguish color (e.g., color codes on supplies, charts, bed)
Distinguish color intensity (e.g., flushed skin, skin paleness)

Tactile
Feel vibrations (e.g., palpate pulses)
Detect temperature (e.g., skin, solutions)
Feel differences in surface characteristics (e.g., skin turgor, rashes)
Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
Detect environmental temperature (e.g., check for drafts)

Smell
Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
Detect smoke
Detect gases or noxious smells

Reading
Read and understand written documents (e.g., policies, protocols)

Arithmetic Competence
Read and understand columns of writing (flow sheet, charts)
Read digital displays
Read graphic printouts (e.g., EKG)
Calibrate equipment
Convert numbers to and/or from the Metric System
Read graphs (e.g., vital sign sheets)
Tell time
Measure time (e.g., count duration of contractions, etc.)
Count rates (e.g., drips/minute, pulse)
Use measuring tools (e.g., thermometer)
Read measurement marks (e.g., measurement tapes, scales, etc.)
Add, subtract, multiply, and/or divide whole numbers
Compute fractions (e.g., medication dosages)
Use a calculator
Write numbers in records

Emotional Stability
Establish therapeutic boundaries
Provide client with emotional support
Adapt to changing environment/stress
Deal with the unexpected (e.g., client going bad, crisis)
Focus attention on task
Monitor own emotions
Perform multiple responsibilities concurrently
Handle strong emotions (e.g., grief)

Analytical Thinking
    Transfer knowledge from one situation to another
    Process information
    Evaluate outcomes
    Problem solve
    Prioritize tasks
    Use long term memory
    Use short term memory

Critical Thinking
    Identify cause-effect relationships
    Plan/control activities for others
    Synthesize knowledge and skills
    Sequence information

Interpersonal Skills
    Negotiate interpersonal conflict
    Respect differences in clients
    Establish rapport with clients
    Establish rapport with co-workers

Communication Skills
    Teach (e.g., client/family about health care)
    Explain procedures
    Give oral reports (e.g., report on client's condition to others)
    Interact with others (e.g., health care workers)
    Speak on the telephone
    Influence people
    Direct activities of others
    Convey information through writing (e.g., progress notes)

Appendix B

Abbreviations

ABBREVIATIONS

ACEN	Accreditation Commission for Education in Nursing
APRN	Advanced Practice Registered Nurse
ASAP	As Soon As Possible
ATI	Assessment Technologies Institute
BSN	Bachelor of Science in Nursing
CGPA	Cumulative Grade Point Average
CINAHL	Cumulative Index to Nursing and Allied Health Literature
ED	Emergency Department
EDN	Emporia State University Department of Nursing
E-KANS	Emporia State University-Kansas Association of Nursing Students
E-MAN	Emporia State University- Men in Nursing
ESU	Emporia State University
GPA	Grade Point Average
HIM	Health Information Management
KSBN	Kansas State Board of Nursing
MSDS	Material Safety Data Sheets
NCLEX-RN	National Council Licensure Examination-Registered Nurse
NLNAC	National League for Nursing Accrediting Commission
NRH	Newman Regional Health
NU	Prefix for nursing course
PA	Physician's Assistant

Covid-19 Statement

All Department of Nursing students are expected to adhere to the COVID 19 policies and guidelines for

Emporia State University, the Department of Nursing, and the COVID 19 policies for the clinical

agencies.

MSN Program

All Department of Nursing MSN students will adhere to all ESU policies, all relevant policies and

guidelines in the EDN Student Handbook as well as all relevant ESU Graduate/Distance Education

program policies.

RN-BSN Program

All Department of Nursing RN-BSN students will adhere to all ESU policies, all relevant policies and

guidelines in the EDN Student Handbook as well as all relevant ESU Distance Education program

policies.

CURRICULUM PLAN (2011 TEACH OUT)

The Bachelor of Science in Nursing (BSN) degree requires a total of 128 credit hours (60 nursing credits and 68 non-nursing credits).

NON-NURSING COURSES - 68 Credit Hours

+	EG 101	Composition I	3 hrs.
+	EG 102	Composition II	3 hrs.
+	MA 110	College Algebra*	3 hrs.
+	GB 140	Principles of Biology**	3 hrs.
+	GB 141	Principles of Biology Lab**	1 hr.
+	PY 100	Introductory Psychology	3 hrs.
+	PY 211	Developmental Psychology	3 hrs.
+	SP 101	Public Speaking	3 hrs
+	PE 100	Active Living*	1 hr.
+	CH 120	General Chemistry**	3 hrs.
+	CH 121	General Chemistry Lab**	2 hrs.
+	SO 101	Introduction to Sociology*	3 hrs.
+	HL 150	Critical Issues and Decisions in Health*	3 hrs.
+	ZO 362	Anatomy and Physiology	3 hrs.
+	ZO 363	Anatomy and Physiology Lab	2 hrs.
+	GB 385	Nutrition	3 hrs.
+	ZO 364	Human Pathophysiology	3 hrs.
+	MC 316	Microbiology	3 hrs.
+	MC 317	Microbiology Lab	1 hr.
	AN 210	Understanding Contemporary Cultures*	3 hrs.
	HI 112	U.S. History since 1877*	3 hrs.
+	PI 225	Introduction to Philosophy (or PI 301 Ethics)	3 hrs.
	TH 105	Theatre Appreciation*	2 hrs.
+	PY 520	Statistics I (or MA 341)**	3 hrs.
	UL 100	Research Skills, Information, and Technology*	2 hrs.
	ID 301	Issues in Ethnic and Gender Studies*	3 hrs.

Legend:
  * May choose any course that meets general education requirements
  ** Or suitable course with department approval
  + A grade of C or better is required in this non-nursing course

NURSING COURSES – 60 credit hours

NOTE: A grade of C or better must be achieved in each required nursing theory/laboratory course.

NU 206	Introduction to Professional Nursing	3 hrs.
NU 208	Essentials for Professional Nursing	2 hrs.
NU 222	Nursing Fundamentals	3 hrs.
NU 223	Nursing Fundamentals Practicum	2 hrs.
NU 306	Health Assessment	2 hrs.
NU 307	Health Assessment Lab	1 hr.
NU 340	Pharmacology	3 hrs.
NU 374	Adult Health Nursing I	3 hrs.
NU 375	Adult Health Nursing I Practicum	3 hrs.
NU 376	Mental Health Nursing	3 hrs.
NU 377	Mental Health Nursing Practicum	1 hr.
NU 379	Decision Making in Nursing I	1 hr.
NU 382	Geriatric Nursing	2 hrs.
NU 384	Adult Health Nursing II	3 hrs.
NU 385	Adult Health Nursing II Practicum	3 hrs.
NU 426	Maternal/Newborn Nursing	3 hrs.
NU 428	Pediatric and Family Nursing	3 hrs.
NU 429	Maternal/Newborn and Pediatric Nursing Practicum	3 hrs.
NU 430	Nursing Research	3 hrs.
NU 431	Decision Making in Nursing II	1 hr.
NU 454	Facing the Challenge of NCLEX-RN	1 hr.
NU 486	Public Health Nursing	3 hrs.
NU 489	Public Health Nursing Practicum	2 hrs.
NU 492	Nursing Leadership	3 hrs.
NU 493	Transition to Professional Nursing Practicum	3 hrs.

NU 210	Transition to Professional RN Role	3 hrs. (LPN Articulation only)
NU 352	Role Transition	3 hrs. (RN Articulation students only)