

EMPORIA STATE  
UNIVERSITY

---

NURSING



BSN Student Handbook

Fall 2025-Spring 2026

# WELCOME!

Welcome to Emporia State University Nursing. You have been selected for admission to this nursing program because of your potential to become a professional nurse. Congratulations on your accomplishments!

Being admitted to this program is a privilege that comes with many responsibilities. You will be expected to attend and participate in all classroom, laboratory, and practicum experiences. You will be expected to be a role model for other students. You will have many opportunities to demonstrate leadership abilities in activities associated with the university and community.

Policies, procedures, and expectations specific to ESU 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 Nursing Student Handbook through the Nursing E-Board.

Information pertinent to your success is available through Emporia State University's (ESU) web sites and Hornet 365, including the Nursing E-Board, the ESU student handbook, and enrollment information. You can also join us on the Emporia State University Nursing social media 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. Kari Hess*

Dr. Kari Hess  
Interim Assistant Dean and Professor

## TABLE OF CONTENTS

ESU NURSING INFORMATION.....	8
Faculty.....	8
Librarian.....	8
Staff.....	8
MISSION, PHILOSOPHY, ORGANIZING FRAMEWORK, AND CURRICULAR THREADS .....	9
Mission.....	9
Philosophy.....	9
Organizing Framework .....	10
Curricular Threads.....	11
End of Program Student Learning Outcomes.....	12
Program Outcomes for ESU Nursing.....	12
Equal Opportunity Policies, Nondiscrimination Statement and Affirmation of Values .....	12
Approval/Accreditation Status.....	12
CURRICULUM PLAN .....	13
Non-Nursing Courses .....	13
Nursing Courses .....	14
CLINICAL REQUIREMENTS .....	15
Health Requirements .....	15
Health Insurance .....	15
Professional Liability Insurance .....	15
Background Check .....	15
CPR Requirement .....	16
GENERAL REQUIREMENTS AND POLICIES.....	17
Notification of Change in ESU Nursing Policy.....	17
ESU Nursing E-Board.....	17
ESU Nursing Student Organizations .....	17
Nursing Information Literacy .....	17
Telephone Number and Address .....	17
Inclement Weather/Cancellations .....	17
E-Mail Communication.....	18
Attendance/Transportation .....	18

Electronic Communication Devices .....	19
Gifts .....	19
Nursing Scholarships.....	19
Financial Aid Requests.....	19
Functional Abilities Requirement.....	19
Student Accommodations .....	19
Time Limit for Completion of Degree Requirements .....	20
Application for Degree .....	20
Graduation.....	20
NCLEX-RN and Licensure.....	20
Test Before Transcript.....	22
STUDENT CONDUCT POLICIES.....	23
Student Conduct Expectations .....	23
Unacceptable Conduct.....	23
Confidentiality Statements and Requirements of Affiliating Agencies .....	24
Student Academic Dishonesty .....	24
Substance Abuse .....	25
Violation of Student Conduct Policies .....	25
Reporting Actual or Perceived Violations of Student Conduct Policies .....	25
Social Media Policies.....	26
Student versus Employment Role. ....	26
ACADEMIC POLICIES.....	26
Academic Advising.....	26
Mission Statement.....	26
Assignment of Academic Advisors .....	26
Student Responsibilities .....	27
Academic Advisor Responsibilities.....	27
Goals for Undergraduate Academic Advising/Mentoring .....	28
Grading Method Policy .....	29
Theory or Laboratory Course .....	29
Clinical Course.....	29
Policy for Release of Nursing Course Grades .....	29
Prerequisite Courses.....	29
Student Evaluation of Faculty Performance.....	30
Student Responsibilities with Use of High-Fidelity Simulators.....	30

Simulation/Skills Laboratory .....	31
Confidentiality Agreement .....	31
Missed Exams .....	31
Assessment Testing .....	31
Assessment Testing: ATI Comprehensive Exam.....	31
Good Scholastic Standing.....	32
Personal Leave of Absence .....	32
Return Following Personal Leave of Absence.....	33
Withdrawal from Nursing Courses .....	33
Student Initiated Withdrawal .....	33
Faculty Initiated Student Withdrawal .....	34
Removal from Practicum Experience .....	34
Critical Incident.....	34
Problematic Student Behavior(s) or Performances .....	34
Clinical Contract .....	35
Failure in a Practicum Course .....	35
Withdrawals from the Nursing Major/ ESU Nursing .....	35
Student Requested.....	35
ESU Nursing Requested .....	35
Failure in a Nursing Course (Lab or Theory) .....	36
Required Withdrawal from ESU Nursing.....	36
Students Concerns or Complaints.....	36
ESU Nursing Academic Appeals Policy .....	37
Makeup of the ESU Nursing Appeals Board.....	38
Makeup of the School/College Academic Appeals Committee.....	38
PRACTICUM COURSE POLICIES .....	39
Clinical Schedules and Assigned Times .....	39
Clinical Evaluation Tool .....	39
Clinical Conferences.....	39
Professional Attire.....	39
Student Uniforms (Community & Scrub Uniforms) .....	40
Community Uniform Requirements .....	40
Scrub Uniform Requirements.....	40
Uniform Emblem .....	40

Uniform Badge.....	40
Class Designation Pin.....	41
Items for Clinical.....	41
Jewelry .....	41
Tattoos .....	41
Fingernails .....	41
Cosmetics.....	41
Hair .....	41
Clinical Preparation Guidelines.....	42
ESU NURSING LIBRARY POLICIES.....	42
Hours .....	42
Wi-Fi & Technology .....	42
STUDENT HEALTH POLICIES.....	42
Student Health Requirements.....	42
Drug and Alcohol Testing Policy.....	43
Drug and Alcohol Abuse Prevention... ..	44
Health Guidelines for New Students .....	45
Health Guidelines for Continuing Students .....	46
Absences Due to Illness or Injury .....	46
Pregnancy .....	47
Counseling.....	47
HIV/AIDS Policy and Guidelines .....	47
Exposure to Blood Borne Infectious Diseases.....	47
STUDENT ORGANIZATIONS .....	48
Student Ambassador Program Guidelines.....	48
Class Organizations .....	48
Membership/Functions .....	48
Meetings.....	49
Faculty Sponsor .....	49
Class Elections .....	49
Class Officers/Representative Responsibilities .....	49
ESU Nursing Student Council .....	50
Membership.....	50
Functions .....	50

Meetings.....	50
Officers and Responsibilities .....	50
Faculty Advisor .....	51
E-Kansas Association of Nursing Students .....	51
Purpose.....	51
Membership/Meetings.....	51
Officers and Responsibilities .....	51
Faculty Sponsor .....	51
Bylaws.....	51
BUILDING POLICIES .....	52
Building Hours.....	52
Parking.....	52
Lockers .....	52
Kitchen Facility.....	52
Disaster Plans .....	52
Fire Plan.....	52
Tornado Warning .....	53
Chemical Exposures or Spills.....	53
Personal Safety Plan for Students.....	53
Active Shooter.....	55
APPENDIX A    Functional Abilities and Representative Activities/Attributes .....	56
APPENDIX B    Abbreviations .....	60
Accreditation Candidacy Statement.....	61
Accreditation.....	61
RN-BSN Program .....	61

# Emporia State University

## NURSING INFORMATION

ESU Nursing  
1 Kellogg Circle  
Emporia, KS 66801-2523  
620-341-5220  
620-341-7871 (fax)  
[www.emporia.edu/nursing](http://www.emporia.edu/nursing)

### Faculty

#### **Name**

Dr. Kari Hess  
Gina Peek  
Autumn McCullough  
Katelyn Haddock  
Breanna Smith  
Karly Lauer  
Bridget Camien  
Shelby True  
Kaitlin Johnson  
Kimi Walecki  
Mary Hunter  
Jaime Nelson  
Erica Sanner Stiehr

#### **E-mail Address**

[khess@emporia.edu](mailto:khess@emporia.edu)  
[gpeek@emporia.edu](mailto:gpeek@emporia.edu)  
[amccullo@emporia.edu](mailto:amccullo@emporia.edu)  
[khaddoc1@emporia.edu](mailto:khaddoc1@emporia.edu)  
[bsmith59@emporia.edu](mailto:bsmith59@emporia.edu)  
[klauer1@emporia.edu](mailto:klauer1@emporia.edu)  
[bcamien@emporia.edu](mailto:bcamien@emporia.edu)  
[strue@emporia.edu](mailto:strue@emporia.edu)  
[kjohns56@emporia.edu](mailto:kjohns56@emporia.edu)  
[kwalecki@emporia.edu](mailto:kwalecki@emporia.edu)  
[mhunter7@emporia.edu](mailto:mhunter7@emporia.edu)  
[jnelson1@emporia.edu](mailto:jnelson1@emporia.edu)  
[esanners@emporia.edu](mailto:esanners@emporia.edu)



## **MISSION, PHILOSOPHY, ORGANIZING FRAMEWORK, AND CURRICULAR THREADS**

### **Mission**

The mission of ESU Nursing 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 ESU Nursing, the nursing faculty is guided by the Mission of Emporia State University. 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.

### **Concepts**

Five major interrelated concepts derived from the Roy Adaptation Model provide the definitions. 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 of 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 the 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. 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)

### **End of Program 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 ESU 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 ESU Nursing**

1. At least 75% of each admission class for generic and articulating students will graduate from the nursing program. Routinely, students are able to achieve the student learning outcomes and complete the nursing program in the established program length. Expected level of achievement at or greater than 75% in 100% of the program length.
2. At least 80% of the students will successfully pass the NCLEX-RN on the first attempt. Expected level of achievement at or greater than 80% for the first-time takers in the same 12-month period.
3. The percentage of graduates of the BSN nursing program, typically within one year of graduation, who are employed in a position for which the nursing program prepared them. Expected level of achievement at or greater than 90%.
4. At completion of the program, graduates report on the ESU Nursing Graduate Exit Survey being highly satisfied with the BSN nursing program offered at Emporia State University. Expected level of achievement at or greater than 90%.

(7/14) (7/15) (5/16) (Revised and KSN approved, 6/2017) (updated ACEN, 12/2020).

### **Equal Opportunity Policies, Nondiscrimination Statement and Affirmation of Values**

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

### **BSN Approval/Accreditation Status**

The baccalaureate nursing program at Emporia State University at the Emporia State University Campus located in Emporia, Kansas is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000, <https://www.acenursing.org/>

The most recent accreditation decision made by the ACEN Board of Commissioners for the baccalaureate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

## Emporia State University Nursing

### REQUIRED NON-NURSING COURSES • SAMPLE CURRICULUM GUIDE

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 be completed prior to entering the nursing program.

REQUIRED NON-NURSING COURSES – 60 Credit Hours		
Course	Hours	Notes
EG 101 Composition I	3	
EG 102 Composition II	3	
SP 101 Public Speaking	3	
MA 110 College Algebra <u>OR</u>	3-5	
MA 156 Prin of Math <u>OR</u>		
MA 111 College Algebra with Review		
GB 100 General Biology	3	
GB 101 General Biology Lab	1	
CH Essentials of Chemistry 120 or 123	3	
CH Essentials Chemistry Lab 121 or 124	2	
PY 100 Introduction to Psychology	3	
PY 212 Development Psychology Nursing	3	
SO 101 Introduction to Sociology	3	
ZO 362 Anatomy and Physiology	3	
ZO 363 Anatomy and Physiology Lab	2	
GB 385 Nutrition	3	
ZO 364 Human Pathophysiology	3	
MC 216 Human Health Microbiology	3	
MC 317 Microbiology Lab	1	
HI 101 World Cultures to 1500 <u>OR</u>	3	
HI 102 Modern World Civilizations <u>OR</u>		
HI 111 U.S History to 1877 <u>OR</u>		
HI 112 U.S History 1877 – Present		
PI 301 Ethics <u>OR</u> PI 225 Philosophy	3	
MA 341 Intro to Probability & Statistics <u>OR</u>	3	
PY 520 <u>OR</u> BU 255		
Cultural Awareness/Cultural Competency (1 course) - Fulfills requirement for Social/Behavioral Science		
AN 210 Intro to Cultural Anthropology	3	
GE 101 World Regional Geography	3	
GE 454 Cultural Geography	3	
ID 301 Issues in Ethnic & Gender Studies	3	
PO 330 International Relations	3	
Elective Course		
Non-Nursing Elective Course	3	

*Students must earn a C or better in each non-nursing course.*

## NURSING COURSES – 60 credit hours

### *Nursing courses for BSN: Admission to nursing major*

#### ***First Semester – 17 hours***

NU 308	Foundations of Professional Nursing	3 hours
NU 306	Health Assessment	2 hours
NU 307	Health Assessment Lab	1 hour
NU 310	Fundamentals of Nursing	4 hours
NU 311	Fundamentals of Nursing Practicum	2 hours
NU 382	Geriatric Nursing	2 hours
NU 386	Nursing Research Using Info. Literacy	3 hours
NU 314	Transitions to Professional RN Role <b>**LPN – BSN Only**</b>	3 hours

#### ***Second Semester – 15 hours***

NU 340	Pharmacology	3 hours
NU 374	Adult Health I Nursing	3 hours
NU 375	Adult Health Nursing Practicum	3 hours
NU 376	Mental Health Nursing	3 hours
NU 377	Mental Health Nursing Practicum	1 hour
NU 392	End of Life Care	2 hours

#### ***Third Semester – 16 hours***

NU 484	Adult Health II Nursing	3 hours
NU 428	Pediatric and Family Nursing	3 hours
NU 485	Nursing Across the Lifespan Practicum	3 hours
NU 429	Maternal Newborn and Pediatric Nursing Practicum	2 hours
NU 426	Maternal Newborn Nursing	3 hours
NU 431	Decision Making in Nursing	2 hours

#### ***Fourth Semester – 12 hours***

NU 454	Facing the Challenge of NCLEX-RN	1 hour
NU 486	Public, Population, and Global Health Nursing	4 hours
NU 492	Nursing Leadership	3 hours
NU 493	Transition into Professional Nursing Practicum	4 hours

60 Hours

**Nursing theory courses: 1 credit hour = 1 contact hour**

**Nursing lab courses: 1 credit hour = 2 contact hours**

**Nursing practicum courses: 1 credit hour = 4 contact hours**

# CLINICAL REQUIREMENTS

All students admitted to the nursing program must comply with the clinical requirements. Compliance with clinical requirements is required for continued enrollment in the nursing program. Failure to meet ESU clinical 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). Clinical requirements include health requirements, drug/alcohol testing, health insurance coverage, professional liability insurance, background check, 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 while the student is participating in Nursing related activities.

Emporia State University Nursing does 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 ESU 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 *Student Verification of Health Insurance Coverage* form and submit it to the document management system 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 ESU Nursing office immediately and submit a new verification form.**

Students who fail to submit the *Student Verification of Health Insurance Coverage* form are not in compliance with ESU Nursing requirements and will not be allowed to attend ESU 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

This insurance is purchased by ESU Nursing and charged to the student.

## Background Check

All new Nursing students must complete the background and criminal history check before the first day of classes. Students will not be allowed to participate in activities involving a clinical agency until the background and criminal history check is completed. Additional background checks may be required based on policies of clinical agencies or at the request of the Nursing 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 ESU 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 respective health care facility determines the information required to permit a student to participate in a clinical setting.

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, will not be allowed to enter clinical settings. ESU 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. ESU Nursing reserves the right to request repeat background and/or criminal history checks at the student's expense if deemed necessary by the Nursing Chair.

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

Each ESU Nursing student is required to maintain their current BLS certification while enrolled in the nursing program and to have the current certification uploaded with Validity Screening Solutions. Failure to comply with these ESU Nursing requirements will result in the inability of the student to attend any practicum experience until the requirements are met. The inability to attend practicum experiences may ultimately result in the student failing the practicum course.

ESU Nursing accepts only BLS courses and certifications for healthcare professionals from the American Heart Association (AHA). These must include adult, child, and infant CPR, AED training, and hands-on skills verification. It is the student's responsibility to enroll in, assume the cost, and successfully complete an acceptable BLS course. ESU Nursing is not responsible for providing or coordinating any BLS courses.

Before August 1<sup>st</sup> for the fall semester and December 31<sup>st</sup> for the spring semester, the student must provide proof of current BLS for the healthcare provider from the AHA. It is the student's responsibility to provide appropriate documentation of a current BLS certification from the American Heart Association if the certification expires during the academic year.



# **GENERAL REQUIREMENTS AND POLICIES**

## **Notification of Change in ESU Nursing Policy**

Student input is actively sought when ESU Nursing policies affecting students are developed or revised. This is accomplished through student representation on the ESU Nursing Faculty Organization. In addition, students may be involved in policy revision and/or development through the Student Council. Policy changes and changes to the Student Handbook may be made during the academic year.

Students will be notified of any ESU Nursing policy change affecting students at least two weeks prior to implementation on the ESU Nursing E-Board. 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 Nursing Chair. Students will be required to acknowledge that they have read the new policies.

## **ESU Nursing E-Board**

The ESU 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. Requests to post information to the E-Board should be submitted to the ESU Nursing Office.

## **ESU Nursing Student Organizations**

ESU Nursing Student Organizations Canvas course communicates and disseminates information about student health initiatives, E-KANS, Student Council, and other student involvement opportunities.

## **Nursing Information Literacy**

This Canvas course includes information to be used as a resource and reference for students to guide and support them while conducting professional research and writing in the nursing program.

## **Telephone Number and Address**

All students are to maintain telephone access with ESU Nursing. Each student is responsible for keeping the ESU Nursing office informed 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 Nursing office.

## **Inclement Weather/Cancellations**

When inclement weather occurs, each student makes personal decisions regarding the safety of participation in ESU Nursing related activities. ESU Nursing is guided by university policy regarding the cancellation of classes. In addition, ESU 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 Nursing 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 Nursing Chair and/or the nursing 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 decide 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, email, or course announcement of that decision. In addition, the clinical instructor must notify the Nursing Chair and/or Nursing office.

### **E-Mail Communication**

The ESU email will be considered the official vehicle to use for official communication between students, faculty, and Nursing 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, laboratory, and clinical practicum experiences. When a student is absent or desires to be absent from a nursing theory, laboratory, or clinical practicum for any reason, it is the student's responsibility to inform the lead instructor of each class. The notification must be made prior to the start of the class, lab, or practicum. See each course syllabus for course-specific requirements.

The student must provide the lead instructor of each course with written information that 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 instructor, in turn, has the right to require the student to make up, in some appropriate and reasonable way, the work missed during the absence. Absences may impact the grade earned in a course and therefore may affect the student's progression in the nursing program. 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 ESU Nursing related activities. Students who carpool should check with their insurance agents regarding insurance coverage. ESU 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 nursing chair, faculty, or staff in ESU Nursing must have prior written approval by the involved parties (e.g., faculty, nursing chair, or staff). Faculty reserves the right to restrict access to electronic devices.

All students admitted to the nursing program 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 ESU Nursing approved desktop 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 faculty and staff.

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 ESU Nursing student seeking consideration for a nursing scholarship must complete a *Nursing Scholarship Application* through the Scholarship Portal. Deadlines for submission will be posted on the ESU 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 based on academic achievement, financial need and/or donor- specific criteria, and available funds. To receive scholarships, students must be making satisfactory academic progress in the nursing program.

### **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 ESU Nursing and seeking additional financial assistance may contact the Financial Aid Office at ESU or the Nursing Chair.

### **Functional Abilities Requirement**

ESU Nursing 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 of 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 between students, 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 4 years of admission to ESU Nursing for generic and articulating students. Students transferring into ESU Nursing from another nursing program must complete ESU Nursing's curriculum within 3 years if admitted as a junior and 2 years if admitted as a senior.

### **Application for Degree**

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

### **Graduation**

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

- complete an exit interview. The 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 given during designated semesters of the senior year.
- return the ID badge and class designation pin to the Nursing office.

### **NCLEX-RN and Licensure**

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 request 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.

#### **Criteria:**

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

#### **Procedure:**

A student who meets the criteria will be notified by the Nursing Chair.

1. The student will make an appointment with the Nursing Chair
2. The student and chair will complete the KSBN form.
3. The Nursing Chair will mail the completed forms to KSBN.

Students who have been approved by ESU 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 ESU Nursing chair 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 ESU Nursing and ESU graduation requirements are met.

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

## **STUDENT CONDUCT POLICIES**

In addition to adhering to ESU's student conduct policies, all ESU Nursing students are expected to adhere to the ESU Nursing student conduct policies. The ESU Nursing 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 ESU Nursing related activities or learning experiences.

### **Student Conduct Expectations**

Each ESU 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 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 members, or any individual not associated with a course-related assignment.
- demonstrating mental or physical incompetence or emotional instability.
- violating ESU Nursing 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 ESU Nursing courses or activities.

### **Confidentiality Statements and Requirements of Affiliating Agencies**

Each student must read, sign, and adhere to the requirements stated in the *ESU 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 ESU Nursing. Cases of alleged academic dishonesty will be reported by students to course faculty and/or by faculty (in writing) to the ESU Nursing Chair. The nursing 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 ESU 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 ESU 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 Nursing 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 nursing 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 ESU Nursing 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 ESU Nursing-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 nursing-related activities or learning experiences) will result in a formal warning per written letter.

When a faculty member identifies that a student is demonstrating problematic behavior(s) that is (are) not consistent with student conduct expectations, the faculty member will notify the student that the behavior(s) must cease. Documentation of the problematic behaviors will be recorded in the Student Evaluation Tool (SET). The Nursing Chair will also be notified of the problematic behavior. If the problematic behavior continues, the faculty member can initiate a formal warning to the student. There may be some behaviors that are so egregious that the formal warning is the first notification to the student.

The formal warning will be a written letter for violation of student conduct policies that will serve as a program contract. The program contract will be in effect across all courses the student is enrolled in while the student is in the nursing program. The program contract will describe the student's behavior(s) that need to be improved. The program contract will be uploaded to the student's Student Evaluation Tool (SET). Failure to improve the behavior(s) can result in removal from a course and subsequent failure. Any violation of student conduct policies may be discussed in an executive session of the ESU Nursing Faculty Organization. The Nursing Chair will receive a copy of the 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 ESU 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 ESU Nursing student who observes an actual or perceived violation of ESU Nursing's Student Conduct Policies may report the actual or perceived violation to the Nursing Chair. The Nursing Chair will be responsible for investigating any reported violation of ESU Nursing's Student Conduct Policies. Actual violations will be addressed as per ESU Nursing and University policies. All communications associated with the reported violation will remain confidential. Refer to the ESU 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 always represent yourself as such. You may not post any information pertaining to any care (i.e., care provided in a clinical agency) provided as an ESU Nursing student on any social networking site. As outlined in the ESU Social Media Policy students may not post any information that identifies the ESU Nursing without prior approval by the Nursing 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 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. ESU Nursing nametags and uniform components that would identify a student with Emporia State University Nursing must not be worn during employment in a health care agency or during activities not associated with being an ESU nursing student.

## **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 Nursing, each student is assigned an academic advisor through the student advising center. 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.

### **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.
- Contact 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 students 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
- Informing students 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, or majors, as appropriate.
- Providing required forms as needed.

### **Academic Mentoring**

Students will be assigned a nursing faculty member as an academic mentor. Students must meet with the mentor at least once a semester.

### **Goals for Undergraduate Academic Advising/Mentoring**

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.

#### Advisor/Mentor

1. Advisors/Mentor will promote a positive working relationship with students.
2. Advisors/Mentor will use appropriate technology to support and enhance their ability to advise students.
3. Advisors/Mentor 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.

#### Advisor/Mentor

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.

### **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	NumericScale
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).

### **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 website at [www.emporia.edu](http://www.emporia.edu).

### **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 ESU 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 is to provide 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.

ESU 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 Nursing 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 Nursing Chair.

### **Student Responsibilities with Use of High Fidelity Simulators**

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

1. All students will wear the ESU 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 before 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 that 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:
  - Introduction of self to the “patient”.
  - Use of standard patient identification procedures.
  - Use of the six rights of medication.
  - Demonstration of assessment and data collection skills.
  - Effective communication with interdisciplinary members, patients, families, peers.
  - Active participation in case scenarios/simulation debriefing.
11. Sign and adhere to the ESU 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 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.

### **Missed Exams**

A student who is absent on the day of a test must contact the instructor prior to the scheduled test time to arrange to take the missed test. Emergency situations which are beyond the control of the student may be taken into consideration. The test must be taken the first day the student returns to class or clinical unless prior arrangements have been made. If the procedure is not followed, a zero will be recorded for the test grade or score.

### **Assessment Testing**

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. In some courses, the ATI test is for progression in the nursing program. In those courses, the test is 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 below Level 1, they receive 0% of the ATI course grade. In courses for which the ATI test is not used for progression, the course instructor will determine the percentage of the course grade.

#### Level One

Students who achieve a proficiency of Level One are required to remediate content areas. 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 ESU 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 ESU Nursing as receiving at least a C in the course); therefore, student progression in the sequential plan may be in jeopardy.

Students who do not achieve a proficiency of Level One on the ATI re-take will receive a failing grade for the course and will be withdrawn from ESU Nursing. The student may have the option to re-take the course by permission and will be required to achieve at least Level One on the ATI exam. If a Level One is achieved and the student successfully completes the course, the student will have the option to reapply to the nursing program, contingent upon meeting all other ESU Nursing admission criteria and inclusive of space. Students will be required to pay for any ATI exam beyond the re-take.

## **Assessment Testing: ATI Exams for Progression vs Course Requirement**

1<sup>st</sup> semester: Fundamentals Exam  
(progression)

2<sup>nd</sup> semester:  
Mental Health Exam (progression)  
Pharmacology Exam (course requirement)

3<sup>rd</sup> semester:  
Pharmacology Exam (progression)  
Medical Surgical Exam (progression)  
OB Exam (course requirement)  
Pediatrics Exam (course requirement)

4<sup>th</sup> semester:  
Public Health Exam (course requirement)  
Leadership Exam (course requirement)  
Comprehensive Final Exam (course requirement)

### **Good Scholastic Standing**

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 ESU Nursing’s Curriculum Plan in the ESU 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 ESU Nursing requirements.

### **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 seriously consider the benefits and consequences of 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.



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

Students are to meet with their academic mentor 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 Nursing Leave of Absence* form. The completed form is forwarded to the Nursing Chair for final approval of the request.

During a Personal LOA, a student returns the ESU Nursing clinical ID badge, class designation pin, and any ESU Nursing library material to the Nursing office.

After the time allotted for the Personal LOA, as documented on the *ESU 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.

### **Return Following a Personal Leave of Absence (LOA)**

A student wanting to return to the ESU Nursing program following the time allotted documented on the *Leave of Absence* form must request reentry by completing the *Return Following Leave of Absence* form. The student is to meet with the chair 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 Nursing Chair and ESU Nursing's Admission and Progression Committee. Recommendations of the Chair and the Committee will be submitted to the Faculty Organization for a final decision. The Nursing 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 1. To be considered for reentry into the nursing program for spring semester requires the completion of the *Return Following Leave of Absence* form by October 1. The student must meet the ESU Nursing graduation requirements of the curriculum in effect at the time of reentry to the ESU Nursing Curriculum Plan.

### **Withdrawal from Nursing Courses**

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 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 Nursing 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 ESU Nursing Student Handbook.)

### **Removal from Practicum Experience**

The ESU 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 subsequent removal from the nursing program.

### **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 student evaluation tool (SET). 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 may be requested to submit a plan to the faculty member 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 ESU 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 ESU 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 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 ESU Nursing 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 ESU Nursing. Anytime a student has failed a clinical course, the student cannot participate in any clinical course.

## **Withdrawals from the Nursing Major/ ESU Nursing**

### **Student Requested**

If a student desires to withdraw from the nursing major, the student meets with the assigned ESU Nursing academic mentor or the Nursing Chair to discuss the request and to complete the *Request for Withdrawal from the Nursing Major* form. The student submits the completed. The ID badge and class designation pin are turned in to the Nursing office. Any student who has withdrawn from the nursing major and wishes to reapply for admission to ESU 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).

### **ESU Nursing Requested**

A student's withdrawal may be requested by ESU Nursing 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 Nursing Chair and completes the *Request for Withdrawal from the Nursing Major* form. The ID badge and class designation pin is turned in to the Nursing 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.

### **Failure in a Nursing Course (Lab or Theory)**

A student who does not earn a grade of C or better in a nursing course will have the option to ask for permission to re-take the course the following semester. The Admissions Committee will review the request to re-take the course. Many factors will be taken into consideration, including the reason for the failure, potential to complete the program, space available, etc. The student will need to complete the "Permission to re-take a nursing course", "Withdrawal from the Nursing Program", and "Reconsideration for admission" forms. The student should meet with their academic advisor to discuss the situation and obtain the forms.

### **Required Withdrawal from ESU Nursing**

1. If a minimum of a C is not achieved from the retake of a required nursing theory/lab course, the student will be withdrawn from the nursing major with no option to be readmitted to ESU Nursing. Only one nursing course may be retaken.
  - A student may retake a nursing course "by permission" with approval from the Nursing Chair. Only one nursing course can be retaken. After successfully completing the course, the student must re-apply to the nursing program. The student must be readmitted to the nursing program to progress.
2. Failure in a practicum course will result in termination from the nursing major with no option to be readmitted to ESU Nursing.
3. If a nursing student is not successful in completing a nursing course with at least a C on the first attempt, the student will not progress in the current sequential nursing curriculum plan until the course is successfully completed. The student will be withdrawn from the nursing program.

### **Student Concerns or Complaints**

Students who have concerns about an assignment or course 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 Nursing Chair. The student is required to put in writing the particulars of the matter in conflict and submit this to the Nursing Chair.

- If the student does not believe the matter has been resolved, the ESU Nursing Chair will inform the student that the student can contact the Dean of School of Applied Health Sciences.

Students who have concerns or complaints about the nursing curriculum or nursing program should:

- Schedule a meeting with the Nursing Chair. The student is required to put in writing the particulars of the matter in conflict and submit this to the Nursing Chair.
- If after the meeting with the Nursing Chair, the student does not believe the matter has been resolved, the Chair will inform the student that the student can contact the Dean of the School of Applied Health Sciences.

### **ESU 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 Nursing Chair. The student is required to put in writing the particulars of the matter in conflict and submit this to the Nursing Chair.
2. The Nursing 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 Nursing 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 Nursing Chair's discretion.

3. If the Nursing Chair is unable to resolve the conflict between the student and the faculty member, the student may request the Nursing Chair to convene the ESU Nursing Appeals Board. At this time the Nursing Chair will establish a schedule and make assignments for completing the appeal process within 20 class days. If the ESU Nursing Appeals Board is convened, the Nursing Chair will send to that Board (1) a written statement reflecting the Nursing 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 ESU Nursing 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 ESU Nursing 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 voting 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 Nursing Chair.

5. If the decision of the ESU Nursing 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 ESU Nursing 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 Nursing Chair is responsible to see that the decision of the ESU Nursing 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 voting 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 Nursing Chair is responsible for implementing the decision of the School/College Academic Appeals Board. For example, the Nursing 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 ESU Nursing Appeals Board**

The Appeals Board for ESU Nursing shall be organized as follows.

1. The Nursing 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 ESU Nursing 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 ESU Nursing Appeals Board. The Nursing Chair will appoint additional members as needed. Once the student and the faculty member have signified, in writing, acceptance of the ESU Nursing Appeals Board membership to hear the appeal, they have surrendered the opportunity to object to the members of the Board.
3. Once the ESU Nursing Appeals Board has been selected, the Nursing 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 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 Unit 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.

### **Clinical Evaluation Tool (CET)**

Maintaining a student evaluation record will be the responsibility of the faculty members in the clinical area and the student. The record will be available for faculty and student review within the Student Evaluation Tool. Students are responsible for documenting assignments and Student Learning Objectives (SLOs) per each course's requirements. They are also responsible for reading the student evaluation notes and documenting their review. Upon a student's withdrawal from ESU Nursing, a copy of the Clinical Evaluation Tool will be placed in the student's withdrawal file.

### **Clinical Conferences**

Conferences are generally scheduled 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 CET.

### **Professional Attire**

Students admitted to ESU 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 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.

The ESU Nursing Professional Attire policy may periodically be reviewed cooperatively by the ESU 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)**

1. Uniforms must be neat, clean, and wrinkle-free.
2. Uniform tops and bottoms must overlap sufficiently enough to always cover skin and undergarments. Visual undergarments or lack of undergarments are prohibited.
3. Scrub pants must be an appropriate length and have finished hems.
4. Uniforms are only to be worn when participating in ESU Nursing related activities. Any part of the student uniform identified by the official ESU Nursing emblem can be worn only when the student is completing ESU Nursing faculty-assigned tasks.
5. 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 Nursing” black polo shirt with the approved uniform emblem on the left chest, khaki slacks or black scrub pants, badge, class designation pin, shoes/socks. No jeans or leggings are to be worn.
- 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. ESU Nursing approved community polos and lab jackets with the approved ESU 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 Nursing scrub uniform. All students must have a complete scrub uniform that consists of:

- scrub pant and scrub top,
- student badge,
- class designation pin,
- shoes and socks.

The scrub pants and tops for the ESU Nursing scrub uniform must be solid TEAL BLUE. The scrub pants 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 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. ESU Nursing approved scrub uniform and lab jackets with the approved ESU Nursing emblem are available in the ESU/Memorial Union Bookstore.

### **Uniform Emblem**

The ESU 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 Nursing student ID badge is to be worn as part of the student uniform and in 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**

- ESU Nursing provides a class designation pin for each Nursing student.
- The class designation pin is to be worn with the student uniform.
- The class designation pin remains the property of ESU Nursing and is to be turned in to the practicum instructor or Nursing 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 and Pen Light
- Watch
  - Each student is required to have a watch with the ability to count seconds.

### **Jewelry**

- Jewelry must be limited to two pairs of small stud earrings and one ring or ring set.
- Visible body piercings are limited to the ears, with a maximum of two pairs of simple stud earrings which should not present a safety hazard to patients, employees, or self. **No dangling earrings, hoops, or gauges are allowed.** 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 or lab setting. Spacers, ear disks, and/or ear gauges are not permitted.

### **Tattoos**

- Tattoos must be always covered while in the clinical setting unless approved by faculty.
- Tattoos, if visible, must be tasteful and appropriate as determined by the course faculty. ESU Nursing 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.
- No nail 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.

### **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 ESU 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 black or white color and plain in style.
- No facial hair is allowed.

### **Clinical Preparation Guidelines**

Students are not to return to a clinical agency outside of practicum hours except as instructed by clinical faculty. If in the clinical agency for clinical preparation, students are to wear their ESU 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.

## **ESU NURSING LIBRARY/STUDENT RESOURCE CENTER POLICIES**

### **Hours**

Library/resource center hours will be posted on the ESU Nursing Library/Student Resource Center door and in the stairwell leading to the library/student resource center.

Students may print using their sky print accounts to the sky printer located in the student lounge. Paper is provided by ESU Nursing.

### **Wi-Fi and Technology Orientation/Access**

Students are encouraged to make use of the ESU Nursing wireless internet access. Wi-Fi is available and can be accessed by connecting the wireless device to the “ESU” wireless connection. If any problems with connecting to Wi-Fi, 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 Nursing student health policies are intended to protect the nursing students and the clients the students are in contact with. Compliance with Student Health Policies is a Clinical Requirement (see Clinical 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 and/or additional vaccinations, may be required due to clinical agency contracting agreements. Students will be notified of these requirements by the or Nursing Chair.

The ESU Nursing Chair will review the submitted student health records at least annually prior to practicum courses. The ESU Nursing Chair will notify any student if omissions or concerns are identified. The student has a continued responsibility to notify the ESU Nursing 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 Document Management System.

### **Student Health Requirements**

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

## Drug and Alcohol Testing Policy

### Drug and Alcohol Testing

To meet Health Requirements for clinical practicum agencies utilized by Emporia State University 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. ESU 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 Nursing 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.

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 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 nursing student shall bear the cost of all initial and follow-up drug and/or alcohol testing.

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

- a. Students in the nursing program are required to notify the Nursing 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 Nursing Chair whenever the student has reasonable concerns that another student has violated the policy.
- c. By entering ESU 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.
- d. 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.
- e. 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.

- f. All information identified as set forth in this policy will be shared by the Nursing Chair with nursing faculty, on an as-needed basis.
- g. All violations or suspected violations of the Drug and Alcohol policy will be reported to the supervisory faculty and Nursing Chair for investigation.

Should the initial drug screening test disclose adverse information as to any student, the nursing program shall have no obligation to allow the student to continue 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 indicate 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 a personal LOA (see LOA policy in the ESU Nursing Handbook).

If the student refuses treatment, the student will not be in compliance with the ESU 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 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 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, 2023-2024, 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**

**Covid vaccination is currently not mandatory. Some clinical agencies may request documentation if a student has been vaccinated. Please submit your vaccination documentation if applicable.**

## 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 Nursing's TB test requirements, including providing documentation of the TB test results to ESU Nursing.
  - B. No student will be allowed to participate in any learning experience associated with the ESU 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 Nursing Chair 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 immunocompromised, the student must notify the appropriate faculty member and the ESU Nursing Chair. 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 lead course faculty will determine the need for a written release, in consultation with the ESU Nursing Chair 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 Nursing Chair.

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, and ESU Nursing Chair. After consulting with the clinical instructor or the ESU Nursing Chair, 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.

### **Pregnancy**

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 Nursing clinical faculty and the ESU Nursing Chair. 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.

### **Counseling**

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

### **HIV/AIDS Policy and Guidelines**

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

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

ESU Nursing will follow the Bloodborne 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 the interpretation and implementation of these guidelines. If a student is exposed to bloodborne pathogens or a needle stick, the following will be observed:

1. 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. The faculty will then report the incident to the designated clinical agency representative and the ESU Nursing Chair.
2. If the student experiences a needle stick or sharps injury or was exposed to the blood or other body fluids of a patient or person during 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 irrigates.
  - d. Immediately seek medical treatment.



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 accidental needle stick injury.
  - 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 source 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 ORGANIZATIONS**

### **Class Organizations**

#### **Membership**

Each student in ESU Nursing is a member of their respective class cohort organization.

#### **Functions**

Class organizations serve to:

- A. provide a formal means of communication between the class and the ESU Nursing Faculty Organization
- B. provide representation on specific committees within the ESU Nursing Faculty Organization
- C. provide representation on the ESU Nursing Student Council
- D. coordinate specific ESU Nursing 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 first class meeting should be held within the first four weeks of the semester.

### **Faculty Sponsor**

The Nursing Chair appoints a Nursing faculty member to be the class sponsor. The same faculty class sponsor remains with the class throughout their time in the nursing program.

### **Class Elections**

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

Representatives for Fall admission cohorts will be elected within the first 4-weeks of the first semester in the program. The second election will take place at the end of April and elected representatives will assume duties the following fall semester.

Representatives for Spring admission cohorts will be elected within the first 4-weeks of the first semester in the program. The second election will take place at the end of November and elected representatives will assume duties the following 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 ESU Nursing office.

### **Class Representative Responsibilities**

Each class representative will:

- A. Work with the faculty sponsor regarding class activities, meetings, dates, reserving the meeting room, and posting dates on the ESU Nursing E-Board/ Nursing Student Organizations Canvas course.
- B. Serve as a member of the ESU 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 ESU 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.

## **ESU Nursing Student Council**

### **Membership**

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

### **Functions**

The Student Council serves to:

- Coordinate all nursing-wide student activities
- Address actual or potential issues affecting the entire student body
- Address issues or concerns (as necessary) arising between or among Nursing 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 ESU Nursing Student Appeals Board as needed
- Select the student representative and an alternate to any ESU Nursing ad hoc committee
- Call nursing-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 ESU Nursing faculty advisor/nursing Chair and posted on the ESU 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.

### **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 ESU 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 ESU 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 ESU Nursing Chair or designee

**Faculty Advisor**

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

**Emporia -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 ESU Nursing
2. To ensure active participation of students in the governance of ESU 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 Emporia-Kansas Association of Nursing Students (E-KANS). For more information about membership categories (active member or associate member) and membership dues, contact an E-KANS officer, the faculty sponsor, or the ESU 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 ESU 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 ESU Nursing Faculty Organization as identified in the ESU 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 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**

An ESU 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 reflect ESU Nursing, ESU, KANS, and/or NSNA.

**Bylaws**

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

# **BUILDING POLICIES**

## **Building Hours**

Normal building hours are 8:00 a.m. to 5:00 p.m. The building will be locked at 5:00 p.m. each day except for evenings when the ESU Nursing lab is open. The building will remain locked on weekends and holidays.

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

## **Disaster Plans**

### **Fire Plan**

Students need to be familiar with the fire plan. 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.
3. The person discovering the fire will only need to pull the fire alarm to notify the emergency personnel and the Fire Department of the fire.
4. If the 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.

7. No one will be allowed to re-enter the ESU Nursing building after a fire or fire drill until the "all clear" has been given.

### **Tornado Warning**

ESU will notify the students, faculty, and staff in the event of a tornado warning. The tornado warning will be announced to the rest of ESU Nursing by the ESU 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.

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.

### **Personal Safety Plan for Students**

TRUST YOUR INSTINCTS. Prevention is key. Be alert to anything unusual. In cases of unusual activity:

- Call Emporia State University Police and Safety Dial 9-341-5337 or

- 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).
- If needed or desired, use Emporia State University Police or Safety to be escorted to your car or between buildings or to check out anything suspicious in the building or parking lots after hours.
- Notify the Nursing office if there are maintenance needs that could interfere with safety around the building (e.g., light bulbs needing to be replaced).
- Emergency & Security Assistance Numbers

**Emporia State University Police and Safety**

Dial 9-341-5337

**Ambulance or Police Assistance**

Dial 911 from any phone (may have to dial 9-911)

**Fire**

R - Rescue anyone in danger

A – Activate alarm

B - Contain by closing doors, windows.

C - Extinguish fire if safety can be assured

## Active Shooter

Policies that govern ESU and NRH will be adhered to if an active shooter should enter the EDN.

### **RUN. HIDE. FIGHT.**

**RUN:** First and foremost, if you can get out, do so.

- If there is a safe escape path, attempt to evacuate the premises.
- Leave the area whether others agree to or not. Leave your belongings behind.
- If possible, help others escape.
- Prevent others from entering the building and/or area.
- Call 911 when you are safe.

**HIDE:** If you can't get out safely, you need to find a place to hide.

- Act quickly and quietly.
- Try to secure your hiding place the best you can.
- Lock and/or blockade the door.
- Silence your cell phone and electronic devices.
- Hide behind large objects.
- Remain quiet.
- Your hiding place should be out of the shooter's view, provide protection if shots are fired in your direction, and not trap or restrict your options for movement.

**FIGHT:** As a last resort, and only if your life is in danger, whether you're alone or working together as a group, fight.

- Attempt to locate and incapacitate the shooter.
- Improvise weapons.
- Commit to your actions.

Remember: The first responders on scene are not there to tend to the injured. They are well trained and are there to eliminate the threat and stop the shooter.

What to do when law enforcement arrives:

- Remain calm and follow instructions.
- Always keep your hands visible.
- Avoid pointing or yelling. Know that help for the injured is on its way.

Ready Houston

<https://www.youtube.com/playlist?list=PLUra6uw6CXK9SNLZeddcLlufDy50fnMpU>

FBI, *A Study of Active Shooter Incidents in the United States between 2000 and 2013*

\*In 64 incidents where the duration of the incident could be ascertained:

-44 (69%) ended in 5 minutes or less

-23 ended in 2 minutes or less

*“Even when law enforcement was present or able to respond in minutes, civilians often had to make life and death decisions, and therefore, should be engaged in training and discussions on decisions they may face.”*

<https://www.fbi.gov/about-us/office-of-partner-engagement/active-shooter-incidents>



## 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 accommodation may be made for some disabilities. However, a candidate is expected to perform in a reasonably independent manner.

### FUNCTIONAL ABILITIES

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

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
E-KANS	Emporia-Kansas Association of Nursing Students
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
NRH	Newman Regional Health
NU	Prefix for nursing course
PA	Physician's Assistant

### **Accreditation**

The baccalaureate nursing program at Emporia State University at the Emporia State University Campus located in Emporia, Kansas is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000, <https://www.acenursing.org/>

The most recent accreditation decision made by the ACEN Board of Commissioners for the baccalaureate nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at:  
<http://www.acenursing.us/accreditedprograms/programSearch.htm>

### **RN-BSN Program**

All ESU Nursing RN-BSN students will adhere to all ESU policies, all relevant policies and guidelines in the ESU Nursing Student Handbook as well as all relevant ESU Distance Education program policies.