

EMPORIA STATE UNIVERSITY

NURSING



BSN Student Handbook
Fall 2026-Spring 2027

Welcome to ESU Nursing! Policies, procedures, and expectations specific to ESU Nursing are outlined in this student handbook. You are responsible for following the policies, procedures, and expectations outlined here. The handbook's contents may be updated occasionally; however, you will be notified when this occurs. You can access the most current ESU Nursing Student Handbook through the Nursing E-Board.

Information to support your success is available through Emporia State University's (ESU) websites and Hornet 365, including the Nursing E-Board, the ESU student handbook, and enrollment information. Feel free to connect with us on the Emporia State University Nursing Facebook page at <https://www.facebook.com/esunursing/> and on Instagram @esu_nursing.

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PROGRAM INFORMATION

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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.

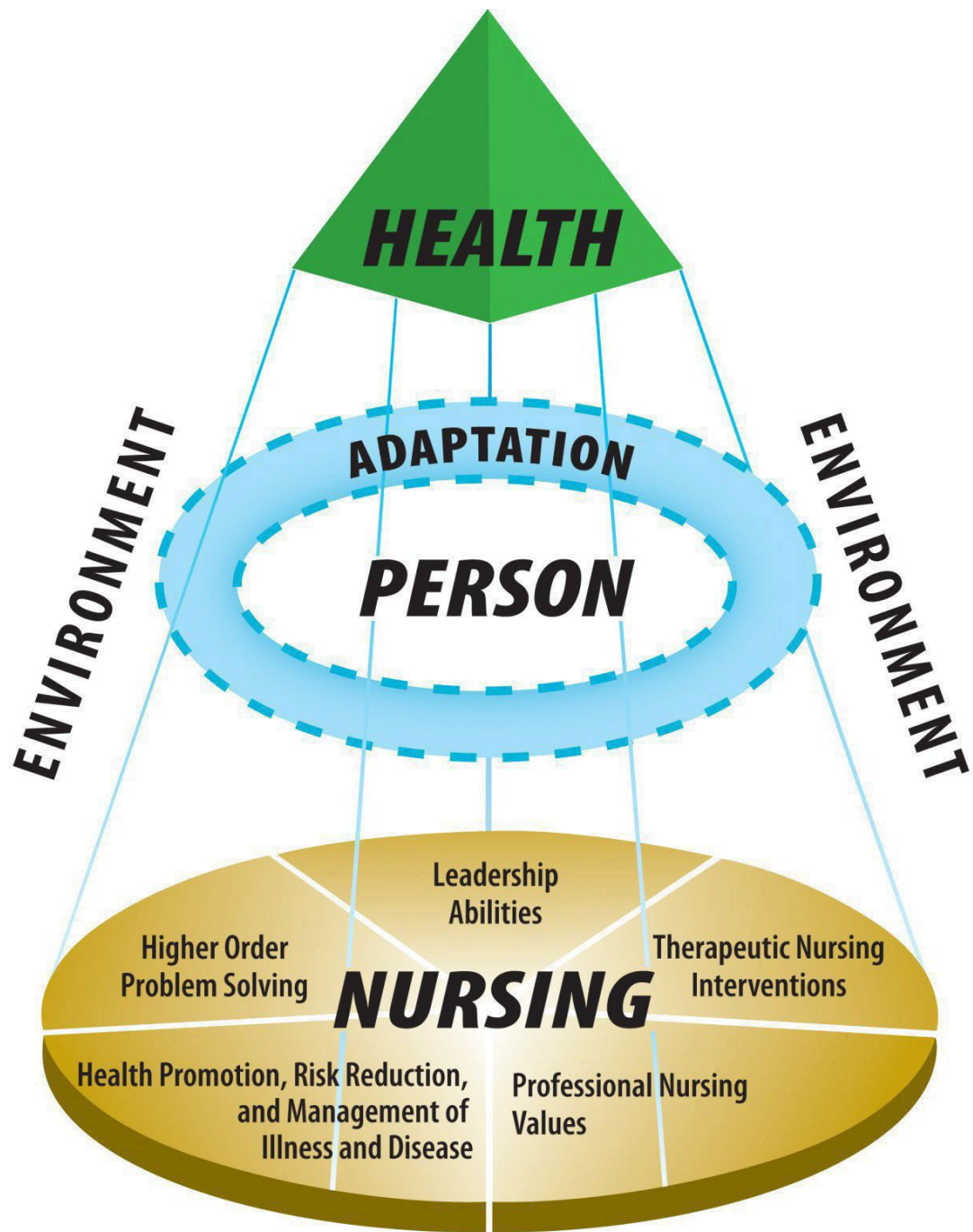
Person is the recipient of nursing. Person is a biopsychosocial, cognitive, and spiritual being that functions holistically as an adaptive system within adaptive modes. Person includes individuals or groups. Groups are comprised of families, organizations, communities, and society. Individuals and groups 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 KSBN 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 <https://www.acenursing.org/acen-programs-05202024/emporia-state-university-b>

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 Assistant Dean. 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 learning management system, 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 Assistant Dean or Nursing Director.

E-Mail Communication

ESU email will be considered the official vehicle for official communication between individual students, faculty, the Nursing Assistant Dean, and the Nursing Director. Texting or other social media postings, as these are not considered secure, will not be considered official communication unless approved by course faculty and reflected in your syllabus.

Telephone Number and Address

All students are to maintain telephone access with ESU Nursing. Each student is responsible for keeping the ESU Nursing Assistant Dean and/or Nursing Director informed of the current phone number and address where the student can be reached. If the student has no phone, the number where the student can be reached must be given to the ESU Nursing Assistant Dean and/or Nursing Director.

CURRICULUM AND DEGREE COMPLETION

Required Non-Nursing Courses

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 EG 102 Composition II SP 101 Public Speaking	3 3	
MA 110 College Algebra <u>OR</u> MA 156 Prin of Math <u>OR</u> MA 111 College Algebra with Review	3 3-5	
GB 100 General Biology GB 101 General Biology Lab		
CH Essentials of Chemistry 120 or 123 CH Essentials Chemistry Lab 121 or 124	3 1	
PY 100 Introduction to Psychology	3	
PY 212 Development Psychology Nursing SO 101 Introduction to Sociology	2 3	
ZO 362 Anatomy and Physiology ZO 363 Anatomy and Physiology Lab	3 3	
GB 385 Nutrition ZO 364 Human Pathophysiology MC 216 Human Health Microbiology MC 317 Microbiology Lab	3 3 2	
HI 101 World Cultures to 1500 <u>OR</u> 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	3 3 3 3	
PI 301 Ethics <u>OR</u> PI 225 Philosophy	1 3	
MA 341 Intro to Probability & Statistics <u>OR</u> PY 520 <u>OR</u> BU 255		
	3 3	
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 for BSN: Admission to nursing major

Nursing Courses 60 credit hours

First Semester – 17 hours

NU	306	Health Assessment	2 hours
NU	307	Health Assessment Lab	1 hour
NU	308	Foundations of Professional Nursing	3 hours
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 **LPN – BSN Only**	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 = 3 contact hours

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 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 may include commencement photographs, graduation pin, cap/gown/tassel, honor society cords, announcements, and any NCLEX-RN review course.

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: <https://ksbn.kansas.gov/npa/>

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 first summative ATI RN Comprehensive Predictor exam that would result in a 99% predicted probability of passing the NCLEX-RN.

Procedure:

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

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

Students who have been approved by the ESU Nursing Assistant Dean 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 Assistant Dean 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 the transcript.

ACADEMIC POLICIES AND EXPECTATIONS

Prerequisite Courses

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

Academic Advisor Responsibilities

Academic Advisors are assigned by the University's Student Advising Center and are expected to develop quality relationships with students while maintaining appropriate boundaries and engaging in behaviors that reflect the highest standards of professionalism.

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. See each course syllabus for course-specific requirements.

The lead instructor of each course may require 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 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.

Inclement Weather/Cancellations

Please see the ESU Policy: <https://www.emporia.edu/university-policy-manual/table-of-contents/general-university/inclement-weather-and-emergencies/>

It may be necessary for a clinical instructor to decide to cancel 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 Assistant Dean.

The Nursing E-Board provides information regarding building-specific procedures for inclement weather.

Technology

Cell phones may not be used 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 Assistant Dean, Director, faculty, or staff in ESU Nursing must have prior approval by the involved parties (e.g., faculty, Nursing Assistant Dean, Nursing Director, 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 laptop with webcam capability. Laptops need to have either a USB Type-A or USB Type-C port. If the computer has a USB Type-C port, an adapter for USB Type-A will be required.

Please see New Student Tech Guide - <https://www.hornet365.com/new-student-technology-guide>

Artificial Intelligence

Please see ESU Policy: <https://www.emporia.edu/university-policy-manual/table-of-contents/information-technology/ai-usage/>

Grading Method Policy

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

Theory or Laboratory Course

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

A. Letter Grade assigned according to the following scale:

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

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

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

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 Policy

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.

The ATI content mastery within all courses in Nursing is worth 10% of the total course grade. Of the 10% of the total course grade:

Level 3 = 100%

Level 2 = 85%

Level 1 = 70%

Below Level 1 = 0% Level One and Below Level One

Students who achieve a proficiency of Level One or Below Level One are required to complete a course-specific remediation.

Assessment Testing: ATI Exams for Course Requirement

1st semester:

- Fundamentals Exam (Course Requirement)

2nd semester:

- Mental Health Exam (Course Requirement)
- Pharmacology Exam (Course Requirement)

3rd semester:

- Pharmacology Exam (Course Requirement)
- Medical Surgical Exam (Course Requirement)
- OB Exam (Course Requirement)
- Pediatrics Exam (Course Requirement)

4th 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.

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 Assistant Dean 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 Assistant Dean.

Student Academic Dishonesty

ESU Nursing follows ESU's Academic Dishonesty policy and procedure, found at <https://www.emporia.edu/university-policy-manual/table-of-contents/academic-affairs/academic-dishonesty/>

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

More information can be found at: <https://www.emporia.edu/how-to-report-a-concern/>

Academic Appeals Policy

Please see ESU Policy:

<https://www.emporia.edu/university-policy-manual/table-of-contents/academic-affairs/academic-appeals/>.

PROGRESSION, WITHDRAWAL, AND READMISSION

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 the Assistant Dean or Nursing Director 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 Assistant Dean or Nursing Director to complete the *ESU Nursing Leave of Absence* form. The completed form is forwarded to the academic advisor.

During a Personal LOA, a student will return the class designation badge to the Assistant Dean or Nursing Director.

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 Assistant Dean or Nursing Director 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 Assistant Dean or Nursing Director and the ESU Nursing Admission and Progression Committee. The Nursing Assistant Dean will notify the student in writing regarding the outcome of the request.

To be considered for reentry into the nursing program for fall semester from a Personal LOA requires the completion of the *Return Following Leave of Absence* form by April 15. To be considered for reentry into the nursing program for spring semester requires the completion of the *Return Following Leave of Absence* form by November 15. The student must meet the 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 a student's ability to complete the nursing degree. If a student withdraws from a nursing course, the student's degree plan may be altered.

Student Initiated Withdrawal

If a student desires to withdraw from the nursing major, the student must meet with the Assistant Dean and/or Nursing Director to discuss the request and to complete the *Withdrawal from the Nursing Major* form. The student submits the completed form and returns the class designation badge to the Assistant Dean or Nursing Director. The completed form is forwarded to the academic advisor. The student must meet with the academic advisor to complete the withdrawal process. Any student who has withdrawn from the nursing major and wishes to reapply for admission to ESU Nursing must follow the current admission guidelines. Please see ESU Policy: <https://www.emporia.edu/university-policy-manual/table-of-contents/academic-affairs/adding-dropping-and-withdrawing-from-courses/>

Faculty Initiated Student Withdrawal

ESU Nursing faculty may request a student's withdrawal if attendance, conduct, quality of performance, or lack of aptitude for nursing makes it inadvisable for the student to continue. Students who disagree with the request for withdrawal may refer to the appropriate appeal procedure.

If a student is requested to withdraw from the nursing major, the student must meet with the Assistant Dean and/or Nursing Director to discuss the request and to complete the *Withdrawal from the Nursing Major* form. The student submits the completed form and returns the class designation badge to the Assistant Dean or Nursing Director. The completed form is forwarded to the academic advisor. The student must meet with the academic advisor to complete the withdrawal process. Any student who has withdrawn from the nursing major and wishes to reapply for admission to ESU Nursing must follow the current admission guidelines.

Please see ESU Policy: <https://www.emporia.edu/university-policy-manual/table-of-contents/academic-affairs/faculty-initiated-student-withdrawal/>

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 or a P in a nursing practicum 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.
2. Failure in a practicum course may result in termination from the nursing major with no option to be readmitted to ESU Nursing.

Permission to Re-take a Nursing Course and Consideration for Re-admission

A student who does not earn a grade of C or better in a lab or theory course or a P in a practicum course will have the option to ask for permission to re-take the course the following semester. The student must meet with the Nursing Assistant Dean or Nursing Director to discuss the situation and complete forms. The Nursing Assistant Dean or Nursing Director will review the request to re-take the course and be considered for readmission. Many factors will be considered for readmission, including the reason for the failure, potential to complete the program, completion of any recommendations or required courses, space available, etc. The student will need to complete the following forms:

- “Permission to re-take a nursing course”
- “Consideration for re-admission”.

STUDENT CONDUCT AND PROFESSIONAL STANDARDS

Student Conduct Expectations

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 in any location associated with ESU Nursing-related activities or learning experiences.

Unacceptable Conduct

An act, a pattern of practice, or any other behavior which demonstrates unethical conduct, 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.

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. Violation of this policy will result in corrective action, which may include withdrawal from the nursing major.

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.

Substance Abuse

ESU Nursing abides by the ESU Alcohol, Tobacco, and Controlled Substances policy on the grounds of Emporia State University (<https://www.emporia.edu/university-policy-manual/table-of-contents/general-university/alcohol-tobacco-and-controlled-substances/>). Possession and/or use of alcoholic beverages and/or tobacco products and/or controlled substances are/is strictly prohibited at any clinical agency, and at all ESU Nursing-sponsored activities.

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 Assistant Dean. The Nursing Assistant Dean 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.

Violation of Student Conduct Policies

Any violation of the Student Conduct Policies in any setting associated with nursing-related activities or learning experiences may result in a program contract and/or clinical contract.

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 Assistant Dean and/or Nursing Director will also be notified of the problematic behavior. If the problematic behavior continues, the Nursing Assistant Dean and/or Nursing Director can initiate a contract to the student. There may be some behaviors that are so egregious that the contract is the first notification to the student.

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). Any violation of student conduct policies may be discussed in an executive session of the ESU Nursing Faculty Organization. The Nursing Assistant Dean will receive a copy of the contract.

Failure to improve the behavior(s) 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.

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.

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 are acceptable.

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

STUDENT HEALTH, SAFETY, AND CLINICAL COMPLIANCE

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 Health Requirements

ESU Nursing student health policies are designed to protect both nursing students and the clients with whom they interact. These requirements are based on the health standards established by the clinical agencies utilized by ESU Nursing for clinical experiences. Compliance with all Student Health Policies is a clinical requirement. Failure to comply with health policies and requirements may prevent a student from meeting clinical obligations and may ultimately result in failure of the course.

Students are responsible for ensuring that all health requirements and other required documentation are complete, accurate, current, and submitted to the designated Document Management System. Students must notify the ESU Nursing Assistant Dean or Nursing Director of any change in health status that may affect clinical participation.

All required health documentation and health requirements must be initially completed and submitted to the designated Document Management System by the deadline established by the nursing program. Following initial submission, students are responsible for maintaining continuous compliance through the timely submission of renewal, expiration, and seasonal requirements as they become due. Students must remain in

compliance with all Student Health Policies and Health Requirements at all times while enrolled in and participating in ESU Nursing.

Additional health requirements, including but not limited to a current physical examination with laboratory work, background check or drug screening test, and/or additional vaccinations, may be required based on clinical agency contractual agreements. Students will be notified of such requirements by course faculty, the Nursing Assistant Dean, or the Nursing Director.

The Nursing Assistant Dean, Nursing Director, Clinical Compliance Coordinator, and the designated Document Management System review submitted health records for compliance. The Document Management System will notify students of missing, incomplete, incorrect, or expired documentation. In addition, the Nursing Assistant Dean, Nursing Director, or Clinical Compliance Coordinator may contact students regarding outstanding requirements or documentation requiring review or updating. Such notifications are provided as a courtesy; however, responsibility for ensuring all health requirements are completed, submitted, and maintained remains with the student.

Drug Testing Policy

Emporia State University Nursing requires students to complete clinical, laboratory, simulation, and practicum experiences that involve patient care, access to controlled substances, use of medical equipment, and other safety-sensitive responsibilities. The purpose of this policy is to promote patient, student, employee, and public safety; establish requirements for drug and alcohol screening and testing; satisfy lawful clinical-agency requirements; and provide fair procedures for evaluating results and determining clinical eligibility.

Successful completion of required clinical experiences is an essential requirement of the nursing curriculum. Students must remain eligible to participate safely in required clinical experiences throughout the nursing program.

ESU Nursing prohibits students from participating in clinical, laboratory, simulation, or practicum activities while impaired by alcohol, illegal drugs, prescription medications, over-the-counter medications, or any other substance.

This policy will be administered consistently with applicable federal and state law, including the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Family Educational Rights and Privacy Act, and the Kansas Nurse Practice Act.

Definitions for purposes of this policy:

“Clinical agency” means a hospital, medical facility, community health organization, educational institution, governmental entity, private organization, or other location at which an ESU Nursing student completes a required clinical, practicum, field, or experiential-learning assignment.

“Clinical experience” includes direct or indirect patient care, clinical observation, nursing laboratory activities, simulation activities, practicum assignments, and other educational activities involving safety-sensitive responsibilities.

“Current illegal use of drugs” means the use of one or more drugs when the possession, distribution, or use of the drug is unlawful under federal law and the use occurred recently enough to support a reasonable conclusion that the use is current or constitutes an ongoing concern.

The term does not include the use of a medication taken under the supervision of a licensed health care professional or another use authorized by federal law.

“Designated Nursing Administrator” means the Nursing Assistant Dean, Nursing Director, or another administrator designated by the Dean of the School of Applied Health Sciences to administer this policy.

“Impairment” means a diminished physical, cognitive, behavioral, or professional ability that may materially interfere with the safe and effective performance of essential academic or clinical functions. Impairment may result from alcohol, illegal drugs, prescription or over-the-counter medications, fatigue, illness, or another condition.

“Medical Review Officer” or “MRO” means a licensed physician or other qualified health professional responsible for reviewing laboratory results, considering legitimate medical explanations, and reporting a verified result or clinical-clearance determination.

“Nonnegative result” means an initial test result that is positive, dilute, invalid, adulterated, substituted, or otherwise requires confirmation, recollection, or professional review. A nonnegative result is not, by itself, a verified positive result or a policy violation.

“Reasonable suspicion” means a belief based on specific, contemporaneous, articulable, and objective facts that a student may have used a prohibited substance, may be impaired, may have diverted a controlled substance, or may otherwise have violated this policy.

“Reportable incident” means a clinical, laboratory, simulation, or practicum-related event involving:

1. Death or serious bodily injury;
2. An injury requiring professional medical evaluation or treatment;
3. A significant medication, treatment, or patient-care error;
4. Significant property or equipment damage;
5. A motor vehicle accident occurring during an assigned clinical activity; or
6. Another event presenting a substantial risk of harm.

An incident is subject to post-incident testing only when there is a reasonable possibility that substance use or impairment contributed to the incident.

“Refusal to test” includes:

1. Failing to report for testing within the required time without an approved reason;
2. Leaving the testing location before the collection process is completed;
3. Failing to cooperate with lawful collection procedures;
4. Failing to provide an adequate specimen without a documented medical explanation;
5. Tampering or attempting to tamper with a specimen;
6. Providing an adulterated or substituted specimen; or
7. Otherwise obstructing the testing or medical-review process.

A documented inability to provide a particular type of specimen because of a medical condition will not be treated as a refusal when the student cooperates with an approved alternative collection method.

Initial Screening as a Condition of Admission

Because required clinical experiences are an essential component of the nursing curriculum, each student entering a prelicensure nursing program must complete a University-approved drug screening as a condition of final admission to and enrollment in the nursing program.

A student who receives conditional admission must:

1. Complete the screening through a University-approved vendor by the deadline established by ESU Nursing;
2. Authorize the vendor and MRO to provide ESU Nursing with the student’s clinical-clearance status;
3. Comply with applicable specimen-collection and identity-verification procedures; and
4. Receive clearance before beginning the nursing program, unless the Designated Nursing Administrator approves a temporary extension based on circumstances outside the student’s control.

Failure to complete the required screening or obtain clinical clearance may result in deferral or withdrawal of conditional admission because the student is not eligible to begin required clinical components of the program.

ESU Nursing will not require an applicant to disclose prior substance-use treatment, counseling, rehabilitation, recovery participation, or resolved drug-test results as part of the initial screening process.

Additional Testing

After admission, a student may be required to complete additional drug or alcohol testing under the following circumstances:

1. A clinical agency requires periodic, random, or placement-specific testing as a condition of participation;
2. ESU Nursing has reasonable suspicion that the student may be impaired or may have violated this policy;
3. The student is involved in a reportable incident, and there is a reasonable possibility that substance use or impairment contributed to the incident;
4. Testing is required as part of an individualized return-to-clinical or monitoring plan; or
5. Testing is otherwise required by law or an applicable University policy.

Testing will be limited to the substances and methods reasonably related to the reason for the test or required by the applicable clinical agency.

Reasonable Suspicion Determinations

Reasonable suspicion must be based on objective observations or credible information. Relevant facts may include:

1. Observable changes in speech, coordination, alertness, attention, judgment, mood, or behavior;
2. Inability to perform assigned clinical or academic functions safely;
3. Odor of alcohol, cannabis, or another substance;
4. Possession, apparent use, or apparent distribution of a prohibited substance;
5. Evidence of medication diversion;
6. A significant and unexplained pattern of clinical errors;
7. Credible information that is corroborated by observable facts;
8. Evidence of specimen tampering; or
9. Other objective facts reasonably indicating current substance use or impairment.

Whenever practicable, reasonable-suspicion observations should be made or confirmed by two trained individuals. The absence of a second observer will not prevent testing when delay would create an unreasonable safety risk or could compromise the reliability of the test.

The faculty member, preceptor, or clinical-agency representative observing the conduct must promptly document the relevant facts. The documentation should be completed before testing when practicable, but no later than 24 hours after the student is removed from the activity.

The decision to order reasonable-suspicion testing will be made by the Designated Nursing Administrator or another administrator authorized by ESU Nursing. When immediate consultation is not reasonably available, a faculty member may temporarily remove a student from a clinical or safety-sensitive activity and direct the student to remain available pending further instructions.

Post-Incident Testing

Testing following a reportable incident will not be automatic. The Designated Nursing Administrator must determine that:

1. The student's acts or omissions caused or may have contributed to the incident; and
2. There is a reasonable possibility that substance use or impairment contributed to the student's conduct.

Testing will not be required when the available facts establish that the student's conduct and possible impairment could not reasonably have contributed to the incident.

Testing should occur as soon as reasonably practicable after the incident. A delay caused by emergency medical care, transportation, agency procedures, or other circumstances outside the student's control will not be treated as a refusal.

Immediate Safety Measures

When a student is reasonably suspected of impairment or has been involved in an incident potentially related to impairment, ESU Nursing or the clinical agency may immediately:

1. Remove the student from patient care or other safety-sensitive duties;
2. Direct the student to cease handling medications, equipment, or vehicles;
3. Arrange for drug or alcohol testing;
4. Require a medical evaluation when necessary to address an immediate health or safety concern;
5. Notify appropriate University or clinical-agency personnel; and
6. Arrange safe transportation.

A student suspected of impairment will not be permitted to drive from the clinical or instructional site. The student may be required to arrange transportation with a responsible adult or use another safe transportation option. Emergency medical services or law enforcement may be contacted when warranted by the circumstances.

Temporary removal is a precautionary safety measure. It is not, by itself, a final determination that the student violated this policy.

Student Responsibilities

Students subject to this policy must:

1. Refrain from participating in clinical or other safety-sensitive activities while impaired;
2. Comply with applicable University and clinical-agency drug and alcohol requirements;
3. Complete required testing within the time directed;
4. Cooperate with collection, confirmation, and medical-review procedures;
5. Promptly report current restrictions affecting clinical eligibility as required by this policy;
6. Promptly report good-faith concerns regarding another student's apparent impairment, medication diversion, substance possession, or other conduct presenting a material safety risk; and
7. Comply with any lawful and appropriately tailored return-to-clinical plan.

Students are not expected to diagnose another student or determine whether a policy violation occurred. Reports should describe observed conduct or other objective information and should be made to a nursing faculty member, the Designated Nursing Administrator, or another appropriate University official.

Medication and Functional-Limitation Disclosure

A student is not required to routinely disclose the name of every prescription or over-the-counter medication taken by the student.

A student must not participate in clinical or other safety-sensitive activities when the student knows or reasonably should know that a medication, substance, or health condition materially impairs the student's ability to participate safely.

A student who has reason to believe that a medication or health condition may materially affect safe clinical participation must promptly report the resulting functional limitation to the Student Accessibility and

Support Services office through the process designated by ESU Nursing. The student ordinarily should not be required to disclose a diagnosis or medication name directly to nursing faculty.

Medical information necessary to evaluate a test result should be provided to the MRO or another qualified health professional. Nursing faculty should ordinarily receive only:

1. Whether the student is cleared or not cleared for clinical participation;
2. Whether additional evaluation is required;
3. Any relevant functional restrictions; and
4. The anticipated duration of a restriction, when known.

The lawful use of a prescribed medication is not, by itself, a violation of this policy. ESU Nursing may separately evaluate whether the medication or an underlying condition results in a current functional limitation that affects safe clinical participation.

Prior Treatment, Counseling, Testing, and Recovery

A student is not required to disclose prior participation in substance-use counseling, treatment, rehabilitation, recovery services, or a monitoring program solely because the student participated in those services.

A student is not required to disclose a prior positive drug or alcohol test that has been fully resolved and does not currently affect clinical eligibility or the student's ability to participate safely.

After conditional admission, a student must promptly disclose to the Designated Nursing Administrator any current and unresolved:

1. Restriction, suspension, exclusion, or limitation imposed by a clinical agency that may affect the student's eligibility for a required placement;
2. Monitoring, testing, return-to-participation, or similar requirement imposed by a professional licensing or certification authority, nursing or health-professions education program, or clinical agency that may affect clinical eligibility; or
3. Functional limitation that the student reasonably believes may prevent safe participation in an essential clinical activity.

A student may make the required disclosure without providing the underlying diagnosis or complete treatment history. ESU Nursing may request documentation reasonably necessary to determine the effect of the restriction or limitation on clinical participation.

Prior treatment, participation in recovery, a resolved positive test, or lawful use of prescribed medication will not, by itself, disqualify a student from admission, enrollment, or clinical participation.

Testing Vendor, Panel, and Collection Procedures

Testing must be conducted by a University-approved laboratory or vendor using professionally accepted collection, identity-verification, chain-of-custody, testing, and confidentiality procedures.

ESU Nursing will establish the applicable testing panel in consultation with its testing vendor and clinical partners. The panel may include cannabis, cocaine, amphetamines, opioids, phencyclidine, sedatives, and other substances commonly included in health-care clinical screening or required by a clinical agency.

The current testing panel, collection method, deadlines, and anticipated costs will be communicated to students before testing. ESU Nursing may modify the panel when necessary to address clinical-agency requirements, changes in professional standards, or identified safety concerns.

Alcohol testing may be conducted through breath, saliva, or another professionally accepted methodology. A blood test may be used only when performed by qualified medical personnel and authorized by law or justified by the student's medical condition or the circumstances of the incident.

Directly observed specimen collection will not be used routinely. It may be required when there is documented evidence of tampering, substitution, or another circumstance that reasonably calls the integrity of the collection process into question. Any observed collection must be conducted professionally and with appropriate respect for the student's privacy.

Confirmation and Medical Review

An initial nonnegative screening result will not be treated as a verified positive result or policy violation.

Before ESU Nursing takes final adverse action based on a test result:

1. A preliminary positive result must be confirmed using a scientifically accepted confirmatory methodology;
2. The chain of custody must be reviewed;
3. The result must be reviewed by an MRO or other qualified health professional;
4. The student must be given a reasonable opportunity to provide information concerning a lawful prescription or other legitimate medical explanation; and
5. The result must be reported to ESU Nursing as verified positive, negative, cancelled, invalid, or otherwise requiring further action.

When a nonnegative result is explained by the lawful use of medication, the MRO should not disclose the medication or underlying diagnosis to ESU Nursing. The MRO may report that the test does not establish illegal drug use and, when appropriate, that a separate functional or safety assessment may be necessary.

An invalid, dilute, or cancelled result may require recollection. It will not be treated as a violation unless the evidence supports a finding that the student intentionally interfered with the testing process.

Notice and Retesting

A student whose specimen produces a confirmed nonnegative result will be informed of:

1. The verified result or clearance determination;
2. The opportunity to provide a legitimate medical explanation to the MRO;
3. Any available procedure for testing a split specimen or retesting the original specimen;
4. The deadline for requesting retesting;
5. The student's temporary clinical status; and
6. The process for submitting information and requesting review.

A student may request testing of a split specimen or other available independent confirmation within three business days after notice of the verified result, unless the vendor requires a shorter period that was disclosed before testing.

When a split specimen is unavailable, the University will provide another reasonable method of review when scientifically and practically feasible.

Searches and Inspections

This policy does not constitute advance consent to search a student's person, vehicle, electronic device, residence, bag, clothing, or other property.

Nursing faculty are not authorized by this policy to conduct physical searches of students or their property. When possession, diversion, or concealment of alcohol, drugs, or related evidence is suspected, faculty should contact University Police and Safety, clinical-agency security, or another person authorized to act under applicable law and policy.

Nothing in this section limits:

1. A lawful search conducted by University Police and Safety or another law-enforcement agency;
2. A lawful search or inspection conducted by authorized clinical-agency personnel under an applicable agency policy;
3. The University's authority over University-owned property; or
4. A student's voluntary production of an item or information.

Confidentiality and Records

Drug and alcohol testing records, medical explanations, fitness evaluations, and related records will be maintained confidentially and separately from routine academic records to the extent reasonably practicable.

Access will be limited to University officials who have a legitimate educational need to know the information.

Nursing faculty ordinarily will receive only the information necessary to administer the student's clinical participation, including:

1. Whether the student is cleared for participation;
2. Whether the student is temporarily restricted;
3. Any necessary functional limitations;
4. Any testing or monitoring requirement directly affecting participation; and
5. The duration of any restriction, when known.

ESU Nursing ordinarily will provide a clinical agency with a clearance certification rather than the student's complete laboratory report, prescription information, diagnosis, or treatment history.

Personally identifiable testing or medical information may be disclosed to a clinical agency only:

1. With the student's signed and dated written authorization that identifies the records, purpose, and recipient or class of recipients;
2. Under a valid FERPA exception; or
3. As otherwise authorized or required by law.

Disclosure will be limited to information reasonably necessary for the identified purpose.

Clinical-Agency Requirements and Placements

Students must satisfy lawful and nondiscriminatory clinical-agency requirements necessary for participation in an assigned placement.

When a clinical agency imposes a requirement that may implicate disability, lawful medication, treatment, or recovery status, ESU Nursing will consult with appropriate University offices and evaluate the requirement before taking final action against a student.

When a student is unable to participate at an assigned agency, ESU Nursing may consider an alternative placement if one is reasonably available, educationally appropriate, and consistent with accreditation and program requirements.

ESU Nursing does not guarantee an alternative clinical placement and is not required to:

1. Waive an essential academic or clinical requirement;
2. Create a new placement;
3. Displace another student;
4. Require a clinical agency to accept a student;
5. Alter the nature of the nursing curriculum; or
6. Make a modification that would create a direct threat or fundamentally alter the program.

A student who cannot satisfy the essential clinical requirements of the program may be unable to progress or complete the nursing program.

Temporary Removal and Evaluation

A student may be temporarily removed from clinical or other safety-sensitive activities pending evaluation when:

1. The student has a verified positive result;
2. The student refuses testing;
3. There is reasonable suspicion of current impairment;
4. A clinical agency removes or suspends the student;
5. The student is subject to a current restriction that may affect clinical eligibility; or
6. Objective information indicates that continued participation may create a material safety risk.

The Designated Nursing Administrator will determine whether the student may continue attending nonclinical coursework during the evaluation.

Temporary removal should continue only as long as reasonably necessary to complete the testing, medical review, fitness assessment, or administrative review.

Determinations and Potential Outcomes

After reviewing the available information, ESU Nursing may determine that:

1. No policy violation occurred and the student is cleared to return;
2. Additional information or evaluation is required;
3. A temporary leave or clinical restriction is appropriate;
4. The student may return subject to an individualized monitoring or return-to-clinical plan;
5. The student is currently unable to meet an essential clinical requirement;
6. The student engaged in current illegal drug use;
7. The student participated while impaired;
8. The student refused testing or intentionally interfered with testing;
9. The student failed to disclose a current and material restriction required to be disclosed under this policy; or
10. The matter should be referred for action under the Nursing Student Conduct Policies, Student Code of Conduct, academic progression policies, or another applicable University policy.

Depending on the nature, severity, and circumstances of the matter, outcomes may include:

1. Clearance without restriction;
2. Educational intervention;
3. A written warning;
4. A fitness-for-clinical-participation evaluation;
5. Temporary clinical restriction;

6. A personal leave of absence;
7. A return-to-clinical or monitoring agreement;
8. Removal from a particular clinical placement;
9. Delay in progression;
10. Withdrawal from the nursing program;
11. Dismissal under applicable academic or conduct procedures; or
12. Other action reasonably necessary to protect safety and enforce essential program requirements.

No student will be permanently barred from reapplying solely because the student previously received treatment, participated in recovery, or declined treatment through a particular provider.

Reapplication or return may be conditioned on objective evidence that the student can presently meet essential academic and clinical requirements safely.

Treatment, Counseling, and Support

When substance use, impairment, or another health concern may be involved, ESU Nursing may offer or recommend referral to:

1. The ESU Alcohol and Drug Abuse Prevention Program;
2. ESU Counseling Services;
3. ESU Student Health Services;
4. The University office responsible for student accessibility;
5. A licensed health care professional; or
6. An appropriate community treatment or support provider.

A student will not be required to use a particular treatment provider or disclose psychotherapy notes or complete treatment records.

Declining a particular referral will not, by itself, constitute misconduct. A student must nevertheless demonstrate the ability to satisfy essential clinical-safety requirements before returning to affected activities.

An individualized return-to-clinical plan may require appropriate professional evaluation, verification of present fitness, follow-up testing, monitoring, or other conditions reasonably related to patient and student safety.

Disability, Accommodation, and Individualized Assessment

ESU Nursing will not discriminate against a qualified student on the basis of disability, prior substance-use disorder, participation in treatment or recovery, or lawful use of prescribed medication.

Students may request reasonable accommodations through the University's Student Accessibility and Support Services office. Students are encouraged to make requests sufficiently in advance to permit appropriate review.

When ESU Nursing believes a student may present a direct threat to the health or safety of others, the determination will be based on an individualized assessment using reasonable judgment, current medical knowledge, or the best available objective evidence. The assessment will consider:

1. The nature, duration, and severity of the risk;
2. The probability that potential harm will occur;
3. The essential academic and clinical functions involved; and
4. Whether a reasonable modification would sufficiently reduce the risk.

ESU Nursing is not required to waive an essential clinical requirement, accept a material patient-safety risk, or fundamentally alter the nursing program.

Notice and Opportunity to Respond

Before final adverse action is taken based on an alleged violation of this policy, the student will receive:

1. Written notice of the result, conduct, or restriction at issue;
2. A summary of the information supporting the proposed action;
3. Notice of the potential consequences;
4. A reasonable opportunity to provide a written or oral response;
5. An opportunity to submit relevant medical or other supporting documentation through an appropriate confidential process; and
6. A written decision explaining the outcome.

The University may maintain a temporary clinical restriction while the review is pending when necessary to protect safety or preserve clinical-agency eligibility.

Review and Appeal

A student may request review of a final decision denying final admission, restricting progression, requiring withdrawal, or dismissing the student under this policy.

The request must be submitted in writing to the Dean of the School of Applied Health Sciences or the Dean's designee within five business days after the student receives the decision.

The request must identify:

1. The decision being challenged;
2. The grounds for review;
3. Any alleged procedural error;
4. Any relevant information that was not reasonably available during the initial review; and
5. The requested outcome.

The reviewing official must not have served as the primary decision-maker in the matter. The reviewing official may affirm, reverse, or modify the decision or return the matter for additional review.

The reviewing official's written decision will constitute the final decision under this policy, subject to any further review available under an applicable University grievance, academic appeal, or student-conduct policy.

Filing an appeal does not automatically stay a temporary clinical restriction.

Costs

The student is responsible for the cost of:

1. The routine initial screening required for admission;
2. Periodic, random, or placement-specific testing required by a clinical agency;
3. A student-requested split-specimen test or independent retest, subject to reimbursement if the retest overturns the original verified result; and
4. Treatment or evaluation obtained from a provider selected by the student, subject to available insurance or University resources.

The University will ordinarily be responsible for the cost of:

1. Testing ordered solely by ESU Nursing based on reasonable suspicion;
2. Testing ordered solely by ESU Nursing following a reportable incident; and
3. An independent fitness evaluation required by the University and performed by a provider selected by the University.

The University may allocate costs differently when required by a clinical-agency agreement, another University policy, or the circumstances of an individual matter.

Students will receive notice of routine screening costs before testing.

Kansas Nurse Practice Act and Licensure

Before admission, students will receive information concerning conduct that may result in denial, limitation, suspension, or revocation of a nursing license under the Kansas Nurse Practice Act, including current substance abuse that prevents safe nursing practice.

The Kansas State Board of Nursing, not ESU Nursing, determines eligibility for nursing licensure.

Admission to or completion of the ESU Nursing program does not guarantee eligibility for licensure or authorization to take a licensing examination.

Students who have questions about how prior or current conduct may affect licensure should contact the Kansas State Board of Nursing or consult independent legal counsel. ESU Nursing cannot provide a binding determination regarding licensure eligibility.

Good-Faith Reporting and Retaliation

Retaliation against a person who makes a good-faith report, participates in a review, provides information, or requests an accommodation under this policy is prohibited.

A report is made in good faith when the person honestly believes the reported information may be true, even if the concern is ultimately not substantiated.

Knowingly false, malicious, or intentionally misleading reports may be addressed under applicable student or employee conduct policies.

Relationship to Other Policies

Students remain subject to:

1. The ESU Student Code of Conduct;
2. The ESU alcohol and other drug policies;
3. Nursing Student Conduct and academic progression policies;
4. Clinical-agency rules;
5. University nondiscrimination and disability-accommodation policies;
6. University privacy and records policies; and
7. Other applicable University policies.

When conduct may violate more than one policy, the University may coordinate the applicable review processes. Clinical eligibility decisions may be made separately from disciplinary decisions because the standards and purposes of those decisions may differ.

If another applicable University procedure provides greater notice, review, or appeal rights, the University will provide those rights.

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.

Students are required to submit documentation of current health insurance coverage annually through the document management system.

If insurance coverage or policy information changes in any way during the school year, it is the student's responsibility to upload their updated insurance information into the document management system.

Students who fail to submit required documentation 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 utilizing student fees.

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 Assistant Dean.

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 or progression in the program. 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.

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 into the document management system. 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) and American Red Cross. 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.

Pregnancy

Due to clinical experiences, students are highly encouraged to notify their clinical faculty of pregnancy.

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 (e.g., musculoskeletal problems, surgery, a communicable disease, or is immunocompromised), the student must notify the appropriate faculty member, as specified in the course syllabus. A student experiencing an illness or injury may be required to present a written release from the student's healthcare provider. 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 Assistant Dean.

The faculty member and/or the ESU Nursing Assistant Dean or Nursing Director reserve 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.

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
- COVID-19

Any injury incurred during a practicum or lab course will be immediately reported to the clinical instructor and ESU Nursing Assistant Dean or Nursing Director. After consulting with the clinical instructor or the ESU Nursing Assistant Dean or Nursing Director and medical treatment is recommended, 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 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.

Exposure to Bloodborne Infectious Diseases and 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 for interpreting and implementing these guidelines. If a student is exposed to bloodborne pathogens or a needle stick, the following will be observed:

- It is the responsibility of the student to notify the faculty as soon as a needle stick or exposure to blood or body fluids has occurred.
- The faculty will then report the incident to the designated clinical agency representative and the ESU Nursing Assistant Dean or Nursing Director.

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:

- Wash the contaminated area with soap and water.
- Flush splashes to the nose, mouth, or skin with water.
- Irrigate eyes with clean water, saline, or a sterile irrigant.
- Immediately seek medical treatment.

The faculty and clinical agency representative will:

- Determine if the student was injured with a clean or blood-contaminated needle. Puncture wounds from clean needles do not require special care.
- Fill out the clinical facility's report for needle stick injury.
- Follow the clinical facility's policy for an accidental needle stick injury.
- If no policy exists, and the injury is from a blood-contaminated needle, the following steps will be followed:
 - 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 blood work and who will be charged.
 - If the patient refuses to have the blood work drawn, continue with the protocol for the student.

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.

PRACTICUM AND CLINICAL EDUCATION

General Practicum 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 Red Cross CPR and First Aid or American Heart Association Basic Life Support (BLS) CPR certification.

Clinical Course

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

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.

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 a student needs to leave the clinical area, the student must contact the faculty or preceptor prior to leaving.

Clinical Evaluation Tool (CET)

The Clinical Evaluation Tool (CET) is a record of student progression on Student Learning Outcomes (SLOs) for each clinical course. Course faculty will enter evaluation information, but it is the student's responsibility to review their personal achievement of SLOs for the clinical course.

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.

Clinical Performance and Student Safety

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 sessions during Faculty Organization meetings.

If a student successfully completes the clinical contract and meets all the objectives of the practicum course, the student will successfully complete the practicum course. Being placed on any more than one clinical or program 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.

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.

Removal from Practicum Experience

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.

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 may 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.

Professional Appearance

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

1. Uniforms must be neat, clean, and wrinkle-free.

2. Uniform tops and bottoms must overlap sufficiently 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.

Scrub Uniform Requirements

The following minimum standards for dress were developed to support patient safety while promoting a professional image among nursing students.

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 badge,
- 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 worn in the clinical setting must be closed-toe and closed-heel. Shoes made of non-permeable material are recommended. Shoes must be primarily white or black. White or black socks are to be worn with the shoes. Colored socks, other than black or white, are not acceptable. Undergarments should be worn but not visible. 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. Uniforms should be clean and unwrinkled.

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 Level Designation Badge

- ESU Nursing provides a class level designation badge for each Nursing student.
- The class level designation badge is to be worn with the student uniform.
- The class level designation badge remains the property of ESU Nursing and is to be turned in to the practicum instructor or Assistant Dean at the end of the semester.

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

ESU Nursing reserves the right to require a student to cover tattoos that do not meet clinical agency requirements.

Fingernails

- Fingernails need to be kept clean and trimmed, without sharp edges or burrs.
- No nail polish is allowed, as 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.
- Make-up should be conservative and in good taste. Skin/pimple patches are not allowed.

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 or head coverings worn for religious reasons are permissible only when contained in a manner that prevents hair or head covering from falling forward to prevent any cross-contamination.
- Any hair accessory used must be black or white in color and plain in style.
- Facial hair should be short, clean, and well-groomed and must in no way interfere with the technical and professional requirements of a nursing student’s work assignment. Some settings, such as the operating room, may require covering over a beard.

Hygiene

- Good hygiene such as bathing, use of deodorant, and brushing teeth is expected.

Simulation and Skills Laboratory

Simulation Expectations

Simulation is used in ESU Nursing to allow the student to develop nursing knowledge, skills, and attitudes through participation in realistic patient care scenarios. Simulations will be used to assess and evaluate student learning. As a nursing student, active participation is required in simulation. These simulations will be kept confidential to maintain the integrity of the learning experiences for all students. It is unethical to share any information regarding simulation scenarios and clinical competencies with other students. As part of simulation, students observe other students completing simulation scenarios and are prohibited from discussing other students' performance outside the simulation. The unauthorized release, mishandling of confidential information, or inappropriate exchange of information is prohibited, and consequences may occur if violated.

FINANCIAL INFORMATION AND STUDENT RESOURCES

Financial Resources

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 Assistant Dean.

Academic and Personal Support

Student Success Center

Faculty are available in the Student Success Center Monday through Friday as posted to facilitate student success throughout the nursing program.

Counseling

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

Student Accommodations

Please see the ESU Student Accessibility Website for instructions on requesting accommodations.

<https://www.emporia.edu/academics-majors/academic-services-advising/student-accessibility-support-services/student-accessibility-support-services-ada-laws/>

It is the student's responsibility to provide lead faculty with accommodation documentation as soon as accommodations are acquired.

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/>.

Technology and Campus Resources

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/>

Sky Print

Students may print using their SkyPrint accounts on the printer located in the Geitz Family Student Learning Commons. Paper is provided by ESU Nursing.

Student Engagement and 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 Assistant Dean 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 Assistant Dean and Nursing Director.

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.
- 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 at 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
- Call nursing-wide student meetings as necessary and as determined by the Student Council

Meetings

Student Council meetings are open meetings and held as needed. Meetings may be called by any two elected class representatives and/or the Nursing Assistant Dean and be posted on the ESU Nursing E-Board.

Decisions will be reached by consensus of the elected class representatives present at the meeting. The Nursing Assistant Dean or Nursing Director 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 Assistant Dean.

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 Assistant Dean. 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, fundraisers, 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.

Appendices

Appendix A: Functional Abilities Essentials 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

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

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
ATI	Assessment Technologies Institute
BSN	Bachelor of Science in Nursing
CGPA	Cumulative Grade Point Average
E-KANS	Emporia-Kansas Association of Nursing Students
ESU	Emporia State University
GPA	Grade Point Average
KSBN	Kansas State Board of Nursing
NCLEX-RN	National Council Licensure Examination-Registered Nurse
NU	Prefix for nursing course
PA	Physician's Assistant