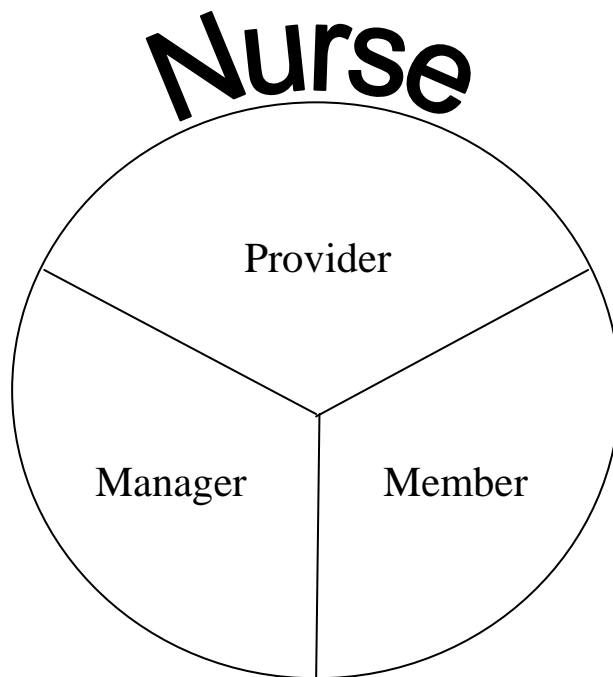


SOUTHERN ADVENTIST UNIVERSITY

SCHOOL OF NURSING



STUDENT HANDBOOK
2008-2009

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SOUTHERN ADVENTIST UNIVERSITY ~ SCHOOL OF NURSING
2008-09 DIRECTORY

Name	Office Phone	Rm#	Home Phone	E-mail	Teaching Assignment
Faculty					
	236-			@southern.edu	
Ahlfeld, Pam	2948	206	499-9994	pahlfeld	Undergraduate Program Coordinator, Transitions
Batson, Desi	2967	216		drbatson	MSN courses
Dedeker, Judy	2945	210	236-4109	dedekerj	Childbearing Family, Herbal Therapies, AS Practicum, Fundamentals ASAP
Freeland, Bonnie	2968	215	240-7466	freeland	MSN courses
Gadd, Holly	2961	208	396-3193	hgadd	Graduate Coordinator, MSN Courses
Gammenthaler, Pam	2939	205	396-2315	pgammenthaler	Child Health, Leadership/Management
Howard, Lorella	2951	203	344-6221	lhoward	Fundamentals I & II
Huse, Jaclynn	2987	209	396-2824	jhuse	Adult Health II
James, Barbara	2942	201	396-3938	bjames	Dean, Preparing to Meet the Firms, MSN Courses
Johnson, Cynthia	2953	218	322-7992	cindyj	Pharmacology, Pathophysiology, Senior Nursing Practicum
Johnson, Frances	2973	221	344-4373	francesj	MSN courses
Krause, Dana	2964	214	396-9960	drkrause	Massage & Hydrotherapy, Skills Lab (ph: 2969)
Marlowe, Linda	2941	202	236-4452	lmarlowe	Admissions & Progressions, Preparing to Meet the Firms
Mayer, Sylvia	2943	222	650-3096	smayer	Community Health, Consortium Program Coordinator
McArthur, Callie	2949	220	396-3293	cmcarthr	AS Clinical Coordinator; Adult I ASAP
Moniyung, Chris	2954	204	396-2689	cmoniyung	Adult Health III, Seminar
Showalter, Christy	2966	224	553-1927	cshowalter	Adult Health I, Applied Statistics
Snyder, Beth	2950	207	396-9639	snyder	Nutrition
Wills, Jillian	2959	217	256-682-5599	jwills	Assessment, Transcultural Nursing, Research
Winters, Judy	2947	219	236-4167	jwinters	Mental Health
Staff					
Assignment					
Cash, Conni	2940	200	396-4039	clcash	Secretary/Office Manager
Eaton, Victoria	2970	LRC	364-3377	ostrich_nest@comcast.net	LRC Assistant
Lechler, Linda	2970	LRC	236-4241	llechler	LRC Assistant
Hunt, Bonnie	2956	231	396-2772	bhunt	ASAP Coordinator
Proffitt, Diane	2957	221	238-9364	dproffitt	Secretary/MSN Enrollment Counselor
Saunders, Ruth	2974	LRC	476-9466	saunders	LRC Coordinator
nursing fax: 236-1940					
email address: nursing@southern.edu					
web site: http://nursing.southern.edu					

I ***INTRODUCTION***

Welcome to Southern Adventist University's School of Nursing (SAU SON)!! The faculty remains committed to the tradition of excellence in Christian nursing education that Mazie Herin and others pioneered in 1956. While knowledge and technology in health care have changed exponentially, principles of care and compassion exemplified by Christ have not changed.

Registered nurses constitute the largest healthcare occupation, with 2.3 million jobs! There are more new jobs expected to be created for RN's than for any other occupation. Nurses in today's changing health care environment are doing a wide variety of work in places outside the walls of the traditional hospital. The opportunities for nurses have broadened into a wide spectrum of potential practice settings. Nurses are also found in clinics, adult day care centers, schools, health insurance agencies, long term care centers, schools of nursing, home health care agencies, industries, and law firms, to mention a few.

We hope you are here for more than the education needed to land a secure job, however! A good nurse must exhibit a high level of knowledge, professional abilities and ethical standards just as a member of any other profession does. An excellent nurse, however, needs even more. The nurse must have an *honest desire to care for others in need*. Within oneself, there must be an attitude of *personal commitment to serving others* with the understanding that *each human is a child of God*. The public notices very quickly the difference in a nurse who exemplifies these attitudes as opposed to the nurse who is just putting in time to collect a paycheck.

Your SON faculty members desire that you become the best nurse you can possibly be. The program which you are about to begin will help you achieve this goal.

If you are joining the program at the baccalaureate level, we congratulate you on the decision to continue your nursing education. You will find opportunity to grow in professionalism and expand the knowledge base you currently have.

This handbook will serve as a guide for both programs--Associate Degree and Baccalaureate Degree. Keep it for reference throughout your educational experience.

Best Wishes for Your Success!!!

II

MISSION STATEMENT

The mission of the School of Nursing is to provide a Christian learning environment that values academic excellence and fosters personal and professional growth to meet the diverse needs of individuals, families, and communities.

III

PHILOSOPHY

God created each person with physical, psychological, developmental, sociocultural and spiritual components integrated into perfect health and wholeness.

Health is a dynamic state of well-being throughout the life cycle that reflects adaptation to internal and external stressors in the environment.

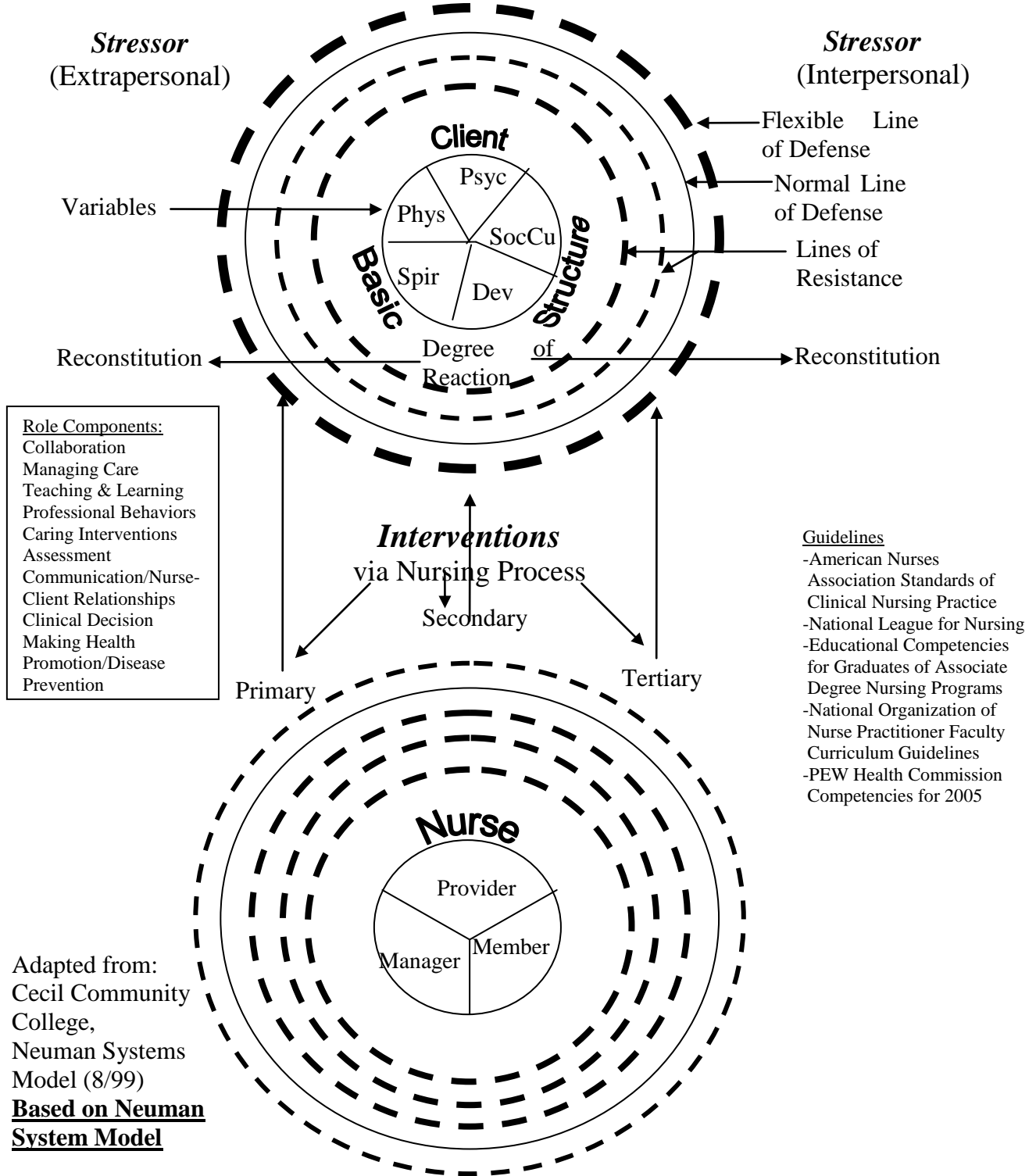
Sin resulted in changes which adversely affect each individual's health and environment.

Nursing involves interaction with client systems and their environment(s) to assist in retaining, attaining and maintaining their highest level of wellness.

Nursing education empowers the student to provide wholistic caring service, following the example of Christ.

IV

SAU CLIENT CARE MODEL



DEFINITIONS

God:	The Supreme Being, the Higher Power, Creator and Sustainer of all life.
Humankind:	Individuals created in the image of God as a composite of physiological, psychological, developmental, sociocultural, and spiritual components with the capacity to reason and to act.
Physiological:	Bodily structure and function.
Psychological:	Mental processes and relationships.
Developmental:	Growth and maturation processes.
Sociocultural:	Combined social and cultural functions.
Spiritual:	A belief system and/or personal relationship with a higher power.
Wholeness:	The dynamic, interdependent interaction of physiological, psychological, developmental, sociocultural, and spiritual components that promotes optimal wellness.
Health:	A manifestation of energy available to preserve and enhance client system integrity. A dynamic state of well-being throughout the life cycle.
Environment:	All internal and external factors or influences surrounding the identified client or client systems.
Nursing:	A profession in which the nurse creates linkages among client, health, and environment to retain, attain, and maintain optimal wellness.
Patient:	One who is dependent on the health care systems to cope with their stressors.
Client:	Individual capable of independent decision making with regard to their own health care.
Client Systems:	An individual, group, or community requiring or seeking nursing intervention.
Wellness:	Optimal health.
Nursing Education:	The creation of a learning environment that fosters critical thinking, professional decision making, and practical skills.

NURSING ROLE COMPONENTS

PROFESSIONAL BEHAVIORS:

Professional behaviors within nursing practice are characterized by a commitment to the profession of nursing. The graduate of an associate degree nursing program adheres to standards of professional practice, is accountable for their own actions and behaviors, and practices nursing within legal, ethical and regulatory frameworks. Professional behaviors include a concern for others demonstrated by caring. The graduate values the profession of nursing and participates in ongoing professional development.

COMMUNICATION:

Communication in nursing is an interactive process through which there is an exchange of information that may occur verbally, nonverbally, and/or in writing or through information technology. Those who may be included in this process are the nurse, client, significant support person(s), and other members of the healthcare team, and community agencies. Effective communication demonstrates caring, compassion and cultural awareness. Communication is directed toward the promotion of positive outcomes and establishing a trusting relationship. Therapeutic communication is an interactive verbal and non-verbal process between the nurse and client that assists the client to cope with change, develop more satisfying interpersonal relationships, and integrate new knowledge and skills.

ASSESSMENT:

Assessment is the collection, analysis and synthesis of relevant data for the purpose of appraising the client's health status. Comprehensive assessment provides a holistic view of the client which includes dimensions of physical, developmental, emotional, psychosocial, cultural, spiritual and functional status. Assessment involves the orderly collective of information from multiple sources to establish a foundation for provision of nursing care. Assessment includes identification of available resources to meet client needs. Initial assessment provides a baseline for future comparisons that can be made in order to individualize client care. Ongoing assessment and reassessment are required to meet the client's changing needs.

CLINICAL DECISION MAKING:

Clinical decision making encompasses the performance of accurate assessments, the use of multiple methods to access information and the analysis and integration of knowledge and information for formulate clinical judgments. Effective clinical decision making results in finding solutions, individualizing care, and assuring the delivery of accurate, safe care that moves the client and services toward positive outcomes. Evidence based practice and the use of critical thinking provide the foundation for appropriate clinical decision making.

CARING INTERVENTIONS:

Caring interventions are those nurse behaviors and actions that assist the client in meeting needs. These interventions are based on knowledge and understanding of

the natural sciences, behavioral sciences, nursing theory, and nursing research. Caring is the “being with” and “doing for” that assist the client to achieve the desired results. Caring behaviors are nurturing, protective, compassionate, and person centered. Caring creates an environment of hope and trust, where client choices related to cultural values, beliefs and lifestyle are respected.

TEACHING AND LEARNING:

Teaching and learning processes are used to promote and maintain health and reduce risks, and are implemented in collaboration with the client, significant support person(s), and other members of the healthcare team. Teaching encompasses the provision of health education to promote and facilitate informed decision making, achieve positive outcomes and support self-care activities. Integral components of the teaching process include the transmission of information, evaluation of the response to teaching and modification of teaching based on identified responses. Learning involves the assimilation of information to expand knowledge and to change behavior.

COLLABORATION:

Collaboration is the shared planning, decision making, problem solving, goal setting, and assumption of responsibilities by those who work together cooperatively, with open professional communication. Collaboration occurs with the client, significant support person(s), peers, and other members of the healthcare team, and community agencies. The nurse participates in the team approach to holistic client centered care across healthcare settings. The nurse functions as advocate, liaison, coordinator and colleague as participants work together to meet client needs and move the client toward a positive outcome. Collaboration requires consideration of client needs, priorities and preferences, available resources and services, shared accountability and mutual respect.

MANAGING CARE:

Managing care is the efficient, effective use of human, physical, financial and technological resources to meet client needs and support organizational outcomes. Effective management is accomplished through the process of planning, organizing, directing, and controlling. The nurse, in collaboration with the healthcare team, uses this process to assist the client to move toward positive outcomes in a cost efficient manner, to transition within and across healthcare settings, and to access resources.

V. PROGRAMS OF STUDY

PROGRAM OUTCOMES

The graduate will:

1. provide care for the client, using the nursing process in collaboration with clients, families and health team members, to diagnose and treat the client's response to actual or potential stressors.
2. manage the nursing care of individuals and groups of individuals with actual or potential stressors to system functioning, within a variety of practice settings.
3. consistently fulfill the role of member of the discipline of nursing as evidenced by lifelong learning, care, integrity, accountability and professional conduct and involvement.

CURRICULUM LEVEL OBJECTIVES

The student will:

1. provide care for the client, using the nursing process in collaboration with clients, families and health team members, to diagnosis and treat the client's response to actual or potential stressors.

Level I (Fundamentals I and II):

- 1.1 Use the nursing process to diagnose and treat patient responses to common stressors.
- 1.2 Use beginning level therapeutic communication skills with individuals.
- 1.3 Collaborate with peers and nursing personnel in the provision of nursing care to patients.
- 1.4 Use the Neuman Systems Model (NSM) as adapted/revised by the School of Nursing, with faculty direction, as a framework for practice with each patient.

Level II (Adult Health I and Mental Health):

- 2.1 Use the nursing process to diagnose and treat client responses to common predictable stressors.
- 2.2 Use therapeutic communication skills with client, family, peers and nursing personnel.

- 2.3 Collaborate with peers, nursing personnel, and specified multi disciplinary health team members in the provision of nursing care to clients.
- 2.4 Use the NSM with faculty direction, as a framework for practice with clients.

Level III (Adult Health II and Childbearing Family):

- 3.1 Use the nursing process to diagnose and treat client and family responses to common and more complex predictable stressors.
- 3.2 Use therapeutic communication skills with clients, families and multi disciplinary health team members.
- 3.3 Collaborate with multi disciplinary health team members in the provision of nursing care to clients and families.
- 3.4 Incorporate the NSM as a framework for own nursing practice with clients and families.

Level IV (Adult Health III, Child Health, Nursing Seminar):

- 4.1 Use the nursing process to diagnose and treat human responses to complex stressors.
- 4.2 Use therapeutic communication skills with individuals and groups.
- 4.3 Collaborate with multi disciplinary health team members in the provision of nursing care.
- 4.4 Incorporate the NSM as a framework for student's own nursing practice.

Level V (B.S. Nursing Courses)

- 5.1a Use the nursing process to care for client and community health.
- 5.1b Emphasize prevention and wellness care in nursing practice.
- 5.2a Establish and guide therapeutic relationships with the client and community.
- 5.2b Access and use communication and technology in providing care for the client and community.
- 5.3 Collaborate with multi disciplinary health team members and other professional groups in the provision of client and community care.

5.4a Explain common nursing theories/models and how each may be incorporated into nursing practice.

5.4b Compare and contrast common nursing theories with the NSM.

2. manage the nursing care of individuals and groups of individuals with actual and or potential stressors to system functioning, within a variety of practice settings.

Level I:

1.1 Coordinate, with faculty direction, the nursing care of one patient experiencing common stressors.

Level II:

2.1 Coordinate the nursing care of a client experiencing common, predictable stressors.

Level III:

3.1 Coordinate the nursing care of one or two clients experiencing common and more complex predictable stressors.

Level IV:

4.1 Coordinate the nursing care of individuals and groups of individuals experiencing common and complex stressors.

Level V(BS)

5.1 Practice management concepts for clients and groups in a variety of settings

3. consistently fulfill the role of member of the discipline of nursing as evidenced by life long learning, caring, integrity, accountability and professional conduct and involvement.

Levels I and II:

1-2.1 Comply with the profession's ethical and legal framework.

1-2.2 Assume responsibility for own learning.

1-2.3 Comply with the policies and procedures of the School of Nursing and of affiliating practice settings.

1-2.4 Exhibit a caring attitude.

1-2.5 Support client's rights.

1-2.6 Utilize nursing research findings applicable to basic nursing practice.

1-2.7 Demonstrate knowledge of the functions of professional nursing organizations.

Level III and IV:

3-4.1 Incorporate the profession's ethical and legal framework into one's own practice.

3-4.2 Demonstrate initiative for own self-development and growth.

3-4.3 Comply with the policies and procedures of the School of Nursing and of affiliating practice settings.

3-4.4 Incorporate a caring attitude in providing individualized nursing care.

3-4.5 Assume the role of client advocate.

3-4.6 Utilize nursing research applicable to basic and more complex client stressors.

3-4.7 Verbalize the impact of professional organizations on nursing practice.

Level V

5.1a Exhibit ethical and legal behaviors in all professional activities.

5.1b Accommodate expanded accountability

5.2 Continue to learn and help others to learn.

5.3 Comply with the policies and procedures of the School of Nursing and affiliating practice settings.

5.4 Practice Christian caring in a racially and culturally diverse society.

5.5 Expand access to healthcare services through effective advocacy.

5.6a Participate in research opportunities.

5.6b Utilize research findings by providing evidence-based, clinically competent care.

5.7a Analyze the impact of professional organizations on nursing practice.

5.7b Participate in activities of professional organizations.

5.7c Advocate for formation and change in health care policy.

ASSOCIATE DEGREE IN NURSING

COURSE #	✓	COURSE TITLE				SEM HRS
Cognates						
CHEM 111		Survey of Chemistry I		pre-req to NRSNG 106		3
BIOL 101		Anatomy and Physiology I		pre-req to NRSNG 106		4
BIOL 102		Anatomy and Physiology II		pre-req to NRSNG 126/130		4
NRNT 125		Nutrition		co-req to NRSNG 106		3
PSYC 128		Developmental Psychology		co-req to NRSNG 126/130		3
BIOL 225		Basic Microbiology				4
General Ed						
NOND 101		Southern Connections				1
ENG 101		College Composition I				3
ENG 102		College Composition II				3
RELB/T		Area B religion				3
RELB/T		Area B religion				3
COMM 135		Introduction to Public Speaking				3
MATH		Area A-2 math		(if ACT < 22)		(3)
CPTE 100		Computer Concepts				1
CPTE 106		Intro to Spreadsheets				1
PEAC 225		Fitness for Life				1
Nursing Year One	✓	Course No	Course Title	Classroom Hrs	Clinical Clock Hrs	Total Credit Hours
Level I		NRSNG 106	Fundamentals I	45	45	4
		NRSNG 107	Fundamentals II	45	45	4
Level II		NRSNG 126	Adult Health I	45	45	4
		NRSNG 130	Mental Health	45	45	4
Summer*		NRSNG 191	Nursing Practicum		120	1
Year Two						
Level III		NRSNG 212	Childbearing Family	49	34	4
		NRSNG 226	Adult Health II	41	56	4
Level IV**		NRSNG 240	Computers and Nursing	---	34	1
		NRSNG 231	Child Health	49	34	4
		NRSNG 305	Adult Health III	46	74	4
		NRSNG 309	Nursing Seminar			4

*NRSNG 191 is taken the summer following Level II for fall admissions to NRSNG 106; it is taken the summer following Level III for winter admissions to NRSNG 106.

**Students may only take nursing courses (including most BS nursing electives) during Level 4

Total AS Cognate Hours= 21	Total AS Gen. Ed. Hours= 19 (22)	Total AS Nrsng Hrs= 38	Total AS Hrs= 78 (81)
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OVER

12/29/08

BACCALAUREATE DEGREE IN NURSING

COURSE #	✓	COURSE TITLE	SEM HRS
Cognates			
CHEM 112		Survey of Chemistry II	3
SOCI 349		Aging & Society (W)	3
RELT 373		Christian Ethics	3
General Ed			
RELB/T		Area B Religion	3
HIST		Area C-1 History	3
		Area C/D (History/Language/Literature/Fine Arts)	3
PEAC		P.E.	1

Nursing Level V	✓	Course No	Course Title	Classroom Hrs	Clinical Clock Hrs	Total Credit Hours
1 st Sem		NRSG 316	Applied Statistics for Health Prof	45		3
		NRSG 322	Transitions in Professional Nursing	45		3
		NRSG 328	Nursing Assessment	30	30	3
		NRSG 340	Community Health (W)	45	90	5
			Nursing Electives			3
2 nd Sem.		NRSG 389	Nursing Pharmacology	45		3
		NRSG 434	Pathophysiology	45		3
		NRSG 485	Nursing Leadership & Management	30	30	3
		NRSG 364	Transcultural Nursing	30		2
		NRSG 497	Research Methods (W)	45		3

AS Hours= 79 (81)	BS Nursing Hrs= 31 (39)	BS Cognate Hrs= 9	BS Gen Ed Hrs= 10
Total Hours=128 (131)			

EVALUATION

- A. To help ensure and maintain a quality nursing program, students are required to complete a number of evaluations during their programs of study

EVALUATION	SCHEDULE
Teacher/Course	course completion (online)
Clinical Assistant	clinical course completion
Preceptor (if applicable)	clinical course completion
Clinical Agency	selected clinical course completion
End of Program	program completion

- B. It is an advantage to be recognized as a graduate of a school that has an excellent reputation for the education of nurses to meet the realities of nursing practice. To assist the SON to maintain and improve this reputation, graduates will be asked to complete alumni surveys one year after completion of all programs of study (AS, BS, MSN).

VI.

PROFESSIONAL STANDARDS

Our School of Nursing (SON) wishes to portray to the public and our clients an attitude and sense of professional appropriateness, dignity, and respect.

ACCOUNTABILITY:

Accountability is key in the nursing profession. Students must be accountable for their attitudes and behaviors. A high level of professionalism is expected by faculty, peers, and clients.

Professional conduct includes, but is not limited to, (1) punctuality in attendance, (2) respect for other people, their property and right to learn. This also includes a teachable attitude and appropriate respect for those in authority.

As a SON student, we expect you to conduct your life in a manner that will not bring criticism to yourself, the SON program or the University. The clients, families and public we serve have a right to expect professional behavior during clinical sessions. In any public setting you may have contact with your client's relatives and/or friends. Your conversation and the attitudes you display have an effect on those around you. We request you to observe the following:

1. Hold in strict confidence any information found in a medical record or given to you by a client or family member. The discussion of a client's diagnosis and/or treatment, or other clinically related topics must be very carefully guarded. Use of PDAs for storage of identifiable client information is prohibited.
2. Treat all clients with respect and dignity. Do not approach treatment with a frivolous attitude which may be disturbing to the client as well as to family members and/or significant others.
3. Graciously refuse any gifts from clients, families and/or significant others
4. Reflect a willingness to learn and accept instruction in a manner that is consistent with Christian principles.
5. Assume responsibility for learning (i.e., preparing for classes and clinical assignments). Assume initiative to meet deadlines in completing class and clinical assignments.
6. Demonstrate respectful classroom and clinical decorum. Be punctual to class both at the beginning of class and after breaks. During class and clinical hours power off cell phones and pagers; remove headsets. Avoid distracting behaviors. Do not bring babies or children to class. Observe SAU dress code.

7. Assume initiative to provide the SON with required documentation of immunizations, CPR, criminal background check, drug screening, and regional orientation in a timely manner.
8. Stay current on information posted on bulletin boards, student boxes, SON newsletter (Vital Signs), e-class, and e-mail (southern address).
9. Demonstrate responsibility for medical equipment and LRC holdings. Students who check out the equipment are required to return it by the specified deadline and will be levied a fee as appropriate for lost or damaged equipment.

APPEARANCE:

SON Dress Code:

The clients and public we serve have a right to a professional who demonstrates cleanliness, modesty, and neatness in appearance. Students are expected to honor the SAU and SON dress code in classes and clinical labs. Guidelines provided in SAU student handbook and academic planner.

Skills Lab Attire:

Your skills lab instructor will inform you in advance regarding appropriate attire for that particular skills lab activity.

Clinical Attire:

All SON students should appear as an excellent example of personal cleanliness, immaculate grooming, and appropriate clinical attire. See the Associate and Baccalaureate sections of the SON Student Handbook, Uniform Policy for details.

Nursing Dedication:

Appropriate wear.

ATTENDANCE:

Socialization into the profession of nursing is best accomplished by class and clinical attendance. It is expected that students will be present and on time to all required classes and clinical experiences. Course outlines will define the specific policy for each course. Communicate any unforeseen changes in scheduling or program to persons affected by the change (i.e., clinical lab assistant, teacher, classmate, parent, guardian, advisor).

CELL PHONE, BEEPER, AND PERSONAL ELECTRONICS:

Cell phone use policies promote a positive learning environment and demonstrate respect for others. All cell phones/beepers must be silenced and powered off during classes, skills lab, LRC, clinical experiences, and required professional meetings. Text messaging during these appointments is also inappropriate. During quizzes or tests, use of any electronic devices not approved by the professor is considered cheating.

CONVOCATIONS:

Nursing convocations are scheduled each semester. Attendance by nursing students is strongly encouraged.

CPR CERTIFICATION POLICY:

Students must maintain **current** American Heart Association Healthcare Provider CPR certification throughout the nursing program. Proof of certification must be provided to the SON office. Students who fail to meet deadlines for providing the SON office with proof of CPR certification cannot attend clinical labs and may be subjected to a fine of \$5 (cash) for each day past the stated deadline. Lab make-up fees will also apply. Progression in the nursing program may be delayed.

CRIMINAL BACKGROUND CHECK POLICY:

All students are required to have a criminal background check which includes the following:

1. Seven year multi-county or multi-state criminal background
2. Social Security verification
3. Two employment history references (if previously employed)
4. OIG check for government exclusion list
5. Sex offender check
6. Government suspect list

Students will submit signed release forms authorizing the SAU Human Resource Department to complete the background check.

FLORENCE OLIVER ANDERSON (FOA) MEETINGS AND ALL OTHER PROFESSIONAL NURSING EVENTS:

The Florence Oliver Anderson Seminar Series is dedicated to excellence in nursing and is made possible by the generosity of the late Florence Oliver Anderson of Atlanta, GA. Each year the SON invites nationally recognized nursing experts to address the professional community. Nursing students, through the FOA Seminar Series, are afforded the opportunity to attend professional meetings as students.

1. All students are required to attend all required meetings as scheduled by each class/teacher.
2. Attire at all meetings shall be professional at all times. T-shirts, tight-fitting tops, bare midriffs and shoulders, cleavage, mini-skirts, stilletos, jewelry, noodles, sweatshirts, lingerie, jeans, shorts, caps, and flipflops are not professional attire and are not acceptable. Dressing appropriately is a compliment to you and the people you come in contact with. If in doubt, err on the side of dressing better than you think you need to.

3. Backpacks, books, magazines, or other reading material are not to be taken into the meeting area. Cell phones, laptops, beepers, and PDAs should be off.
4. Breaks are to be taken only during the regularly scheduled seminar breaks. Students leaving early or taking excessively long breaks, will be considered absent or exhibiting unprofessional behavior and appearance and will be required to make up the meeting by attending another approved professional growth seminar at the student's own expense.
5. Professional meeting etiquette prohibits talking and other activities which are disruptive to others and that are disrespectful to the presenter.

HEALTH INSURANCE:

Students must have health insurance and are responsible for having their own individual or family insurance policies.

IMMUNIZATIONS:

Upon admission to the nursing program students are required to have a history and physical examination. Immunizations must be current, following Centers for Disease Control (CDC) and Occupational Health and Safety (OSHA) requirements. These are:

1. Measles, Mumps, Rubella Vaccine: Two doses of combined vaccine, the last being after 1980, or proof of immunity to each by titer.
2. Diphtheria, Tetanus, Pertussis Vaccine: Childhood series of 4 doses, and Tetanus Diphtheria booster within the past ten years.
3. Hepatitis B Vaccine: 3 doses *or* 2-dose series of Recombivax® HB (licensed for children aged 11-15 years).
4. TB skin test (PPD) done within last calendar year. If TB skin test is positive, chest x-ray is required. If chest x-ray is positive, proof of a full course of treatment is required.
5. Chicken pox vaccine or other evidence of immunity.

Proof of immunizations, verified by his/her health care provider must be submitted by registration each semester, on a form furnished by the School of Nursing. It is the responsibility of the student to obtain this information. Any exceptions to the requirements must be approved by the School of Nursing.

Failure to provide proof of immunizations to the SON by stated deadlines will prevent the student from attending clinical labs and may subject the student to a fine of \$5 (cash) per day past the deadline. Lab make-up fees will also apply. Progression in the program may be delayed.

REGIONAL ORIENTATION POLICY:

Agencies utilized for clinical labs require that all nursing students receive yearly Regional Orientation (JCAHO inservices). This orientation may be completed through the SON or at the student's workplace. Students who complete the requirement at their workplace must provide the SON with proof of orientation. Date of completion and appropriate agency signature must be included. Students who fail to provide proof of orientation by the stated deadlines cannot attend clinical labs and may be subject to a fine of \$5 (cash) for each day past the stated deadline. Lab make-up fees will also apply. Progression in the nursing program may be delayed.

SABBATH POLICY:

SAU and the SON share the belief in honoring the Sabbath as a day of rest, worship, and freedom from academic pursuits. The Sabbath, as it is celebrated on the SAU campus, begins at sundown on Friday and ends at sundown on Saturday.

The SON respects the personal beliefs of each student enrolled in nursing, and the freedom to make personal choices about when and how to worship. It is the policy of the SON, however, regardless of personal belief, that the student uphold the values of SAU and the SON in this respect and **not** schedule course-related clinical practice during the Sabbath hours.

VII.

FEES

SPECIAL FEES:

Nursing is an intensive program which requires a high faculty-student ratio, special supplies and extensive equipment for on-campus experience, clinical liability insurance, and student and program evaluation through standardized tests.

Regular tuition charges and fees cannot cover the cost of professional nursing education. Lab (nursing) fees for each course are identified in the *SAU Undergraduate Catalog*.

LIABILITY COVERAGE:

Students are protected with malpractice insurance provided through Risk Management of the General Conference of Seventh-day Adventists. This coverage applies only to school-related assignments. Students gainfully employed are not protected with this coverage.

VIII.

GRIEVANCE PROCEDURE

1. Students are encouraged to openly discuss issues and problems related to their program of study with their instructors, advisor, and/or program coordinator. If students believe they have been unfairly or unjustly dealt with by a faculty member and cannot satisfactorily resolve the situation, they may use the "Academic Grievance Procedure" of the *University Catalog* or the Discipline section of the *SAU Student Handbook*.
2. There must be documentation from the student and faculty member that initiation of the grievance procedure is justified.
3. A formal request must be initiated by the student that identifies the problem and provides a rationale for initiating the grievance procedure.
4. If the problem relates to a course grade, a clinical experience, or assignment, then the grievance procedure will be handled by the respective faculty teaching at that level, as well as the respective program coordinator.
5. If the problem relates to enforcement of a SON policy, the grievance procedure will be handled by the respective program coordinator in consultation with the SON Faculty Council.
6. If the problem cannot be resolved within the SON, the final step in the grievance procedure is to appeal to the Vice President for Academic Administration, or in the case of non-academic problems, the Vice President for Student Affairs.

IX

INTEGRITY POLICY

Honesty and integrity are expected at all times. Purposeful breaches of integrity with respect to academic or clinical issues will result in the student being subject to formal review and action by the SON and/or SAU (see *SAU Catalog*, *Academic Honesty* and *SON Student Handbook*). The guidelines below safeguard honesty and integrity. They include, but are not limited to, the following:

- A. Students are to assume that all course work is “no collaboration” unless stated otherwise by the professor.

- B. Tests (may also apply to classroom quizzes)
 - 1. The instructor(s) controls the options of seating arrangements, moving, leaving the room, and stopping an exam for evidence of dishonesty.
 - 2. All books, papers, notebooks, electronic devices and personal belongings (including caps) will be placed in a designated site away from the testing area.
 - 3. During computerized testing, the internet, other programs, and/or documents are not to be open unless specified by faculty. If any of these are open during testing, it will be considered an infraction of the integrity policy even if the information opened does not relate to the test.
 - 4. Any information found on or in the immediate vicinity of the individual will be grounds for termination of the testing and formal action.
 - 5. Any verbal or nonverbal communication between students during a testing situation will be grounds for termination of the testing and formal action.
 - 6. Any activity that violates test security, including discussion or copying of questions and/or answers, or bookmarking of tests to avoid a random test, will be considered an infraction of the integrity policy and grounds for formal action.
 - 7. Numbers 1-6 above apply to formal course examinations as well as computerized practice testing, computer testing assignments and/or computerized testing related to remedial contracts.

- C. Written Assignments
 - 1. Students are expected to do their own work. Any act of plagiarism, i.e. false documentation of sources, failure to document a source, or copying the work of another person/source to meet course requirements, will be considered a violation of this policy. The University subscribes to *turnitin* as a helpful resource for clarifying honest scholarship. Faculty may require that students send papers to *turnitin* prior to submitting them in class.
 - 2. Assignments must be submitted by the requested due date/time.

- D. Clinical Activities
 - Expectations include, but are not limited to:
 - 1. Perfect attendance and punctuality. Unexcused lab absence, failure to make proper

- arrangement for excused absence, or tardiness will be grounds for formal action.
2. Preparation for clinical experience. Lack of preparation may constitute a clinical absence and may result in formal action.
 3. Punctuality in submitting written assignments related to clinical lab. Failure to comply will result in formal action and/or may result in clinical failure.
 4. Safe nursing care and safe performance of psychomotor and/or interpersonal skills. Depending upon the incident, a breach in safe care and performance may subject the student to immediate dismissal from the program.
 5. Client confidentiality per current Health Insurance Portability and Accountability Act (HIPAA) guidelines.

LEARNING RESOURCE CENTER POLICIES

A. Student will:

1. *Check out and return* LRC equipment and learning resources. Repair and replacement fees will apply to damaged equipment and resources.
2. *Sign up* for an e-mail account with Information Services at registration and activate the account at <http://theplace.southern.edu>.
3. *Not bring* food or drink, other than water, into the LRC. Water bottles are allowed on the floor only, never on the desktop.
4. *Make appointments* for taking tests in the LRC unless the test is done as a class.
5. *Maintain* an atmosphere conducive to learning and testing.
6. *Place* book bags and other belongings on the shelves provided to keep aisles clear and safe.
7. *Recognize* that the LRC may be closed to all except those testing during test administration.
8. *Not change* the desktop or adjust computer features.
9. *Log off* and leave area neat and clean when through with computer or video player usage.
10. *Pay* 10 cents per copy for printing or 50 cents per copy for color. Charge is 5 cents (copy) or 25 cents (color copy) if using personal I. D. cards charged at Information Services. Printouts required for testing or LRC assignments are free.
11. *Pay* 10 cents per copy in cash for photocopying
12. *Display honesty and integrity* during testing, assignments, and equipment usage.
13. *Avoid use* of all electronics (i.e., cell phones, beepers, or PDAs) during testing.
14. *Not bring* children into the LRC.

XI

STUDENT IMPROVEMENT PLAN

The Student Improvement Plan (SIP) is intended to help the student identify and correct areas of concern and to promote a higher standard of professionalism. The process is initiated following an infraction of one or more policies contained in the *SON Student Handbook*. A student may be dismissed from the SON without going through all steps of the SIP if the faculty deem the infraction serious enough. There are three steps in the SIP which may be applied at any time and remain in effect throughout the associate and baccalaureate programs.

- Step I: Written documentation (SIP form) and includes a conference with faculty
- Step II: Step I and includes a letter of probation
- Step III: Dismissal from the School of Nursing

When a faculty member deems it necessary for a student to enter the SIP, the appropriate form (attached) must be completed and signed as indicated. The student will be invited to a conference to review and discuss the SIP.

If a student enters the SIP, documentation shall be retained in the records. A letter describing the SIP may be sent to the parents according to SAU policy.

Procedures for Appeal

A student who believes that his/her rights have been infringed upon or that he/she has been treated unjustly with respect to his/her academic program or any portion thereof shall be entitled to a fair and impartial consideration of his/her case (See SON "Grievance Procedure").

**SOUTHERN ADVENTIST UNIVERSITY
SCHOOL OF NURSING**

STUDENT IMPROVEMENT PLAN FORM

Step I Step II Step III

Student Name _____ ID # _____

Area of Concern

Goals for Improvement

Requirements*

Course Title _____

Course Faculty Signature Date

Student's Signature Date

Program Coordinator's Signature Date

Dean's Signature Date

Student Comments:

*Failure to comply with requirements or further breach(es) of SON policy will result in advancement in the SIP process and/or dismissal from the nursing program.

Copies: Student
Student File

SOUTHERN ADVENTIST UNIVERSITY
SCHOOL OF NURSING

STUDENT IMPROVEMENT PLAN FOLLOW-UP

Faculty Signature	Date	Student's Signature	Date
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Student Comments: _____

XII

SKILLS LAB POLICIES

- A. Student will:
1. Make appointments for use during normal Skills Lab hours.
 2. Leave lab in proper order (including beds -- only change linen when necessary, but leave bed neatly made).
 3. Meet labs punctually or arrange ahead of time for alternate appointment. Any lab missed without excuse will be subject to a \$20.00 per hour fine.
 4. Check out and in materials borrowed from lab. Late fees/replacement fees will apply.
 5. Apply CDC Guidelines in the event of exposure (forms are available).

XIII

STUDENT ORGANIZATION

STUDENT GOVERNMENT:

1. The following meetings are held a minimum of once per academic semester: AS Food, Fun and Forum and BS Dean's Forum. These forums are open to all students enrolled in the respective program. Students are given important information regarding their nursing program and are also encouraged to bring questions and comments for discussion with the faculty.
2. In the AS program, the Student/Faculty Forum is the formal venue for student representatives to communicate with faculty. Selected faculty meet with elected student representatives from each level in a forum setting at least once per semester. These student leaders are the voice for their level both in obtaining from and returning information to their respective classmates. Topics include any area(s) of concern, reinforcement of strengths, and suggestions for enhancing the AS program.
3. SON committees are open to attendance by students. Committees are as follows: Faculty Development; Faculty Search; Missions; Recruitment; Student Events; Student/Faculty Forum; Research, Associate Program; Baccalaureate Program; Graduate Program.

Students may obtain a schedule of meeting times as well as the name of the committee chair from the SON secretary. If a student desires to attend a particular committee, he/she should notify the committee chair. If individual student names or confidential issues are discussed, the visiting student will be asked to leave for that portion of the meeting.

SON NURSING CLUB:

The SON encourages and supports a formal student organization. The SON Club sponsors activities of both a spiritual and social nature to enrich the lives of busy nursing students.

SON NURSING HONOR SOCIETY:

The nursing honor society was established in 1999 under the auspices of Sigma Theta Tau International. Its purpose is to promote research, scholarship, and leadership in the profession. Membership is open to baccalaureate and graduate nursing students, faculty, alumni and nurses in the community who hold a baccalaureate degree or higher. Students must be in the upper 35% of their graduating class to be invited into membership. The society sponsors educational offerings and Research Day annually. Full charter into Sigma Theta Tau was approved November 2001. In 2002, the nursing honor society was established as the Rho Iota Chapter of Sigma Theta Tau International.

TENNESSEE STUDENT NURSE ASSOCIATION:

The purpose of the Tennessee Association of Student Nurses, District IV, is to aid in the preparation of student nurses for the assumption of professional responsibilities. Membership is encouraged.

The organization serves as a channel of communication between student nurses and the various units of the American Nurses' Association and the National League for Nursing.

The Student Nurses' Association also promotes high education and professional standards. It provides for the broadening of its members' horizons by providing opportunity for the exchange of ideas between students and professional nurses.

XIV

TRANSPORTATION

Students provide their own transportation or make arrangements to share this expense with fellow students in the same course/clinical. Occasionally, a bus or van will be provided, at SON expense, for a school-sponsored event.

A. Tickets and Fines

1. Tickets and/or fines received are the driver's responsibility.
2. Tennessee law requires that seatbelts be worn by drivers and passengers.

B. All students owning/driving autos for clinical experiences must have automobile liability insurance. Refer to SAU insurance policy.

ASSOCIATE DEGREE PROGRAM ADDENDUM

GRADING POLICIES

General guidelines are used to determine grade levels. A nursing course grade of 78% or above is passing. The School of Nursing does not accept grades of C or below in nursing courses. Therefore, if a grade of C or below is received, the course, **including both theory and clinical components**, must be repeated. A passing grade must be achieved in both clinical and theory for successful completion of a nursing course.

A. Theory Grading Policy

The student will be graded by the following method:

1. Periodic tests, quizzes, and daily assignments will be used as evaluation tools in computing course grades. A final cumulative exam will be given at the end of each nursing course. The final theory grade will be computed on the basis of the following percentages:

All Exams	80-85%
Quizzes/Assignments	15-20%
2. Unit tests and final exam must be passed with a cumulative 78% average. Quizzes and other assignments will then be factored in to determine the final grade.

B. Course Withdrawals:

When a student is failing and requests to withdraw before the course has ended, the following policies are applicable:

1. A student may withdraw from a nursing course on or prior to the mid point of the course without it being considered as a nursing failure. One course withdrawal is allowed. No tests may be taken after withdrawal from a course. A student cannot withdraw from a class that has been previously failed.
2. If a student withdraws after the mid point of a course, a "WF" will be recorded on the course summary sheet. The withdrawal constitutes a nursing course failure and will halt progression within the nursing program.
3. Students who withdraw from courses and/or the nursing program for reasons other than course failure should inform the Admissions and Progressions coordinator. Also an appointment should be made with the advisor or course faculty for an exit interview.

C. Letter Grade Distribution

Percentages

A	94 - 100	C	76 - 77
A-	90 - 93	C-	74 - 75
B+	87 - 89	D+	70 - 73
B	84 - 86	D	66 - 69
B-	81 - 83	D-	62 - 65
C+	78 - 80	F	00 - 61

TESTING:

A. Dosage Calculation Test

Safety of the client is paramount in nursing practice. The nursing literature reports that the majority of nursing errors occur in medication administration. It is imperative that nursing students assume personal responsibility for maintenance of math skills throughout the nursing curriculum. The dosage calculation testing serves as a means for continued assessment by students and faculty of these important required skills. The following policy pertaining to dosage calculation applies.

1. Nursing students will be required to take a dosage calculation test at the beginning of NRS 126 and subsequent semesters in the AS program prior to participating in clinical experiences. NRS 106/107 students should refer to the course syllabus for requirements and policies pertaining to dosage calculation testing.
2. Passage at the 100% level is required. Students will have opportunity to take the test for a total of three (3) times. Failure to achieve 100% after the first and second attempt will require the student to complete required remediation. Remediation contract(s) are under "Forms" section of this handbook
3. The student will not be permitted to attend clinical experiences in the nursing course unless 100% is achieved by three testing attempts. Clinical fines will apply to any missed clinicals incurred due to the testing process (See Clinical Guidelines--Absence Policy).
4. Students who do not achieve 100% proficiency in three testing attempts will be considered unsafe and therefore unable to participate in clinical practice in the clinical lab course in which the math deficiency occurred. The student will withdraw from the course, resulting in a grade of "W." The "W" will be considered a nursing course failure.
5. For readmission into the nursing program, the student should refer to policies outlined in "Re-entry into Course/Program."

6. A student in Section A of nursing courses who is not successful on the dosage calculation test, requiring class withdrawal may progress to the course registered for in Section B of the semester unless a previous nursing class failure has occurred. The dosage calculation test is required prior to clinical attendance in accordance with this policy. Failing to achieve 100% passage of the dosage test in three testing attempts in this or subsequent AS nursing courses will result in the student's withdrawal from the nursing program.
7. Suggested preparation/remediation for dosage calculation exam(s) includes but is not limited to:
 - a. Dosage Calculation Online Computer Program (Pro-Calc) Instructions for use are posted at nursing.southern.edu. Click on Resources-On campus, then the link to Online ProCalc Practice. Call the SON or LRC for the institution code
 - b. Kee, J.L., Hayes, E.R. & McCuiston, L.E. Medications and Calculations. *Pharmacology* (Current Edition) Philadelphia: Saunders.
 - c. <http://home.sc.rr.com/nurdosagecal/>

B. Reviewing of Missed Questions on Computer Tests

Missed test questions will be available for personal review in the LRC for limited specified times after the last person has completed that test. No writing materials or electronic devices may be present as missed questions may not be copied. Students wishing a review of specific missed test questions will make an appointment with the instructor up until the next test is given or at the discretion of the faculty. Final exam questions are not open for review.

C. Make-Up Tests

Tests not taken as scheduled may have a 5% penalty imposed. A written request for re-scheduling of tests must be made with the instructor (see form). Make-up tests may be of a different form.

D. Challenge of a Nursing Course

A student who wants a waiver of a course will challenge both theory and practice. The waiver examination will be planned by the faculty (See University Catalog).

E. HESI Examinations

Students are required to take HESI examinations at the end of Levels II and IV. These are standardized tests which allow students and faculty to evaluate student progress and readiness for the National Council Licensure Examination (NCLEX).

Students who fail to achieve the minimum required score on the HESI mid-curricular exam will have a contract issued. Progression may be held until contracts are completed.

Students failing to achieve the minimum required score on the HESI exit exam will have a contract issued. After contract completion, the student must retake the HESI at his/her expense. Failure to achieve the minimum score on the second exam will result in a second contract. Transcripts will not be released to state boards of nursing until the contract is completed.

PROGRESSION/GRADUATION POLICY:

The faculty believes it is important that students be aware of their strengths and weaknesses early in the program so that remedial help may be obtained if necessary. Until a weak area is strengthened, it may be necessary to slow or stop progression to allow time for concentration on the deficiency before entering a new nursing course.

A. Eligibility for Progression:

After completion of a nursing course to be eligible for progression into the next nursing course the student will have:

1. a nursing GPA of at least 2.3 before progressing to the next level.
2. met all prerequisites.
3. completed standardized tests.
4. achieved satisfactory clinical performance.
5. demonstrated cooperative and responsible behavior.
6. completed all remedial contracts.

B. Consequences of Ineligibility for Progression/Graduation:

1. Graduation GPA: The following GPA's are required for graduation:
2.3 Nursing
2.0 Nursing Cognate
2.5 Overall University
2. Failure to meet all program requirements will delay release of transcript to any state's board of nursing.
3. The Tennessee State Board of Nursing and other State Boards reserve the right to

deny licensure in their states if the applicant has an unresolved felony on record in any state. The SON reserves the right to deny admission to or remove students from the nursing program who have records of misconduct, legal or otherwise, that may jeopardize their professional performance. The TBON now requires a background check completed within six months of application for licensure paid for by the applicant.

REMEDICATION:

The remediation process is intended to help the student make up deficiencies in nursing skills, knowledge, or the application of knowledge. This process may be implemented any time a student's weakness is identified in the Associate Degree level. Remediation is especially helpful in ensuring the student's readiness for NCLEX-RN. The process of remediation is as follows.

- A. Identification of weak area as indicated by the following:
 - 1. Scores on standardized exams.
 - 2. Clinical experience.
 - 3. Other.
- B. Setting up a remediation contract which consists of:
 - 1. Description of weaknesses or area of difficulty.
 - 2. Goals for improvement.
 - 3. Prescribed remediation activities.
 - 4. Date for completion of remediation activities.
 - 5. Appropriate signatures.
- C. Failure to fulfill remediation contract in the specified manner and/or time necessitates implementation of the SIP. A final transcript will **not** be released to the State Board of Nursing until the remediation contract is complete.

RE-ENTRY INTO COURSE/PROGRAM:

- A. The student will fill out a re-application form and schedule an interview with the Admissions and Progressions coordinator and/or program coordinator requesting re-entry into the nursing program or to repeat a nursing course. The re-entry application will be reviewed by the nursing admission/progression committee and AS faculty.
- B. When approved for readmission/repeating a nursing course, the student will be admitted to nursing course(s) on a space available basis only.

- C. Validation of knowledge and skills will be required for acceptance of prior nursing credits if there has been a lapse of time greater than two years.
- D. **Course Repeats**
One nursing course may be repeated.

If a student fails a Level 2 or 3 Section B nursing course in the fall semester, he/she must repeat the course in the Section B winter semester. The student must register for the course in conjunction with his/her advisor or the Admissions/Progression Coordinator.

If a student is unable to progress due to a second nursing failure in the third or fourth semester, he/she may reapply one time to restart the program. Re-admission to the nursing program will be considered on an individual basis and also depends on available space. No withdrawals or failures are allowed after the student restarts.

COURSE SCHEDULE/SEQUENCE

Students who are in Level 4 have a variable class and clinical lab schedule over the entire semester. For this reason, Level 4 students may only take nursing courses (this includes most BS nursing electives) with the exception of PEAC 225 (if offered in the evening) and online computer courses.

ASAP (Assisting Students to Achieve Professionally)

ASAP is an academic assistance program provided by the SON that is available to all students in the AS program. Individuals and groups of students are guided in the development of effective study habits and test taking skills. ASAP staff also review with participants concepts presented in nursing classes to enhance understanding. AS graduates preparing for NCLEX-RN examination may utilize the ASAP program.

Participation in ASAP is voluntary unless mandated as part of the Student Improvement Plan, probationary status, or by course teacher. It is the student's responsibility to schedule appointments with ASAP staff.

CLINICAL GUIDELINES

ATTENDANCE:

Allotted SON hours for clinical laboratory experience must be met for each course. It is the student's responsibility to notify the appropriate clinical lab assistant of any anticipated clinical absence. If the student fails to notify the clinical lab assistant prior to a clinical experience, it is considered an unexcused absence. If ill, students must bring a note indicating that they were seen by the university health service or their healthcare provider for the absence to be considered excused. Additionally, arrangements for make-up of all clinical absences must be made on the first day upon return to school routine. All unexcused clinical absences (including observation) are made up as arranged by the clinical lab assistant and at the expense of the student at \$20 per hour paid at the SON office prior to the clinical experience. The progression of a student with absences or unpaid make-up fees may be delayed or halted (see Student Improvement Plan). Students are not allowed to work past midnight before lab days. Students must inform the clinical lab assistant if taking any prescribed or OTC medication that may impair their clinical judgment while caring for clients.

GRADING:

The grading of the clinical experiences is on a pass/fail basis. In case of a clinical failure, if the theory grade is passing, the semester grade is recorded as a D. Therefore, the course, including both theory and clinical components, must be repeated. Clinical evaluations are scheduled at the midterm and end of course.

Skills. The student is expected to demonstrate specific skills for each level.

1. Student's Responsibilities. The student's responsibilities are to:
 - a. make appointments to practice skills in the skills lab.
 - b. satisfactorily demonstrate and/or perform skills at the appointed time in skills lab and/or during the clinical experience
 - c. bring skills check list to each skills lab and hospital clinical.

2. Faculty Responsibilities. The faculty responsibilities are to:
 - a. provide theory and practice time on campus and/or clinical experience for specified skills.
 - b. submit the clinical evaluation with the individual computerized grade record for the student file.

3. Skills Evaluation. The student is expected to be prepared. Lack of preparation which results in poor skill performance requires repeat. It is the student's responsibility to arrange repeat demonstrations and provide evidence of such to the clinical instructor. Three failures of any one skill evaluation results in a

progression review.

4. Written Assignments. The student is expected to satisfactorily complete assigned clinical written assignments.
 - a. *Clinical Plan of Care*. Each course involving hospital experience requires the student to complete written worksheets for assigned clients based on the nursing process. Satisfactory on each written clinical assignment is required to pass clinical.
 - b. *Observations*. Many courses include clinical days in which the student is involved in an observation experience. Forms are provided and must be completed and signed by agency staff for these experiences and will count toward the clinical evaluation.
 - c. *Major Client Assignment*. Most courses require one major assignment which requires in-depth study of a client's condition and care. Each course uses a format based on the nursing process.

MEDICATION ADMINISTRATION:

Medication administration is a serious responsibility with many considerations for client safety. The following drug policy applies. The preparation and administration of all medications and blood products must be verified by an instructor or a hospital staff nurse as to the correct drug dose, client, physician's order, action of medication, route, and documentation.

UNIFORM POLICY:

The nurse should appear as an excellent example of personal cleanliness and immaculate grooming.

- A. Uniform for men and women
 1. The student is required to purchase from Dove Professional Apparel:
 - a. V-neck cardigan lab jacket with SON insignia attached to the center of the upper left pocket.
 - b. Hunter green polo shirt
 - c. White pants (you have the option of purchasing the pants from a uniform store as long as they are professional nursing pants, not scrubs).
 2. White closed-toe shoes, white hose or socks (socks must cover ankles).
- B. Miscellaneous Items (Required on a daily basis)
Bandage scissors and penlight
Stethoscope
Watch with second hand

Black pen

Identification badge (supplied by the School of Nursing) and badge buddies

- C. The student uniform is intended for clinical practice only and is not worn for employment purposes. For aseptic purposes, the uniform should be changed as soon as possible upon returning to campus and laundered regularly.
- D. Students appearing in a clinical area inappropriately dressed (as determined by the instructor and/or agency staff) may be asked to leave. This constitutes one unexcused absence.
- E. The following is unacceptable when in uniform:
 - 1. Jewelry (as per *Southern Adventist University Student Handbook*)
 - 2. Visible body art or piercings
 - 3. Excessive makeup/colored fingernail polish/acrylic nails
 - 4. Perfume (perfume may make a client nauseous)
 - 5. Decorative barrettes, decorative combs, or ribbons
 - 6. Chewing gum
 - 7. Cell phone; headset
 - 8. Extreme hair color
- F. General appearance and manners when in uniform:
 - 1. Uniform must be clean and pressed; shoes must be clean.
 - 2. Skirt must be of modest length.
 - 3. Hair should be arranged simply and neatly. Long hair must be held back away from the face to avoid interference with vision, and/or contamination of the hair or the client.
 - 4. Fingernails should be short and clean.
 - 5. Good daily personal hygiene must include an effective deodorant and mouthwash.
 - 6. Appropriate neutral colored undergarments that are not visible through the student uniform must be worn.
 - 7. Students utilizing each facility must abide by the grooming code of that institution.
- G. For certain courses or specified clinical labs within a course, clothing other than the SON uniform may be appropriate. Students should follow the direction of the course faculty and/or course outline.

Clothing worn to clinical labs (with or without a lab jacket) are expected to follow the standards of modesty and professionalism. Students must avoid wearing jeans, shorts, flip-flops, tank tops, tight fitting and revealing styles (no cleavage should show), bare midriffs and shoulders, mini skirts, torn or frayed clothing, clothing with printing, and/or extreme or childish hairstyles (i.e., “pig-tails”). Also refer to E above for items to avoid.

INFECTION CONTROL POLICY:

Concern for the safety of SON students who serve the public has led to the development of this Infection Control Policy. The delivery of nursing care is not without safety hazards. It is the belief of the faculty that with proper education, skills training, and immunizations, faculty and students can be reasonably protected from risk of infections contracted in the course of nursing practice. Further, we wish to prevent discrimination against faculty, students, and staff who may have certain infectious diseases by setting forth some specific protections which the School of Nursing provides its constituents.

The information in this policy is based on currently available information and is updated as new information is forthcoming from the Centers for Disease Control (CDC) and OSHA. In the absence of new CDC and/or OSHA directives, the policy is reviewed annually by the nursing faculty. It is the responsibility of students to familiarize themselves with this policy.

A. Consistency

This policy is consistent with the HIV/AIDS information and prevention policy in place at Southern Adventist University. A summary of this policy is in the SAU Student Handbook. A copy of the full policy is available by request at the Student Services Office. Due to the nature of nursing practice, the SON policy is more specific and detailed.

B. Admission and Hiring

No qualified student will be denied admission solely because of a positive reading on diagnostic tests for infectious disease. Further, no HIV screening of potential candidates will be required for admission. Specifically, candidates will not be asked for their HIV antibody status, if known, and will not be required to submit to HIV testing if their antibody status is not known. Persons desiring to be tested voluntarily will be referred to the Chattanooga-Hamilton County Health Department or the SAU Health Service.

Once admitted, persons known to be HIV positive will not be discriminated against in terms of access to usual and normal student activities and privileges over which the SON has control. Reasonable accommodation will be made by the department to allow continuation of education. Health records pertaining to HIV status will be confidential and separate.

C. Clinical Guidelines for Students and Faculty

The Code for Nurses states, "The nurse provides services with respect for human dignity and their uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems." In accordance with the

Code, the SON believes nursing professionals including faculty and students have a fundamental responsibility to provide care to all clients assigned to them and that refusal to care for clients with infectious diseases including HIV, HBV, or AIDS is contrary to the ethics of the nursing profession. Reasonable precautions are exercised in order to protect faculty and students as they provide client care.

Beginning with the first clinical course, all students are provided with:

1. current information on the modes of acquiring and transmitting infectious diseases in the clinical setting;
2. isolation techniques related to the prevention of specific infectious diseases;
3. thorough instruction in standard precautions and body substance isolation to minimize transmission of infections;
4. supervised practice in the nursing skills lab prior to clinical experience; and
5. close supervision and monitoring of initial clinical experiences.

Students must demonstrate mastery of standard precautions and body substance isolation principles prior to clinical practice. As students are assigned to clinical agencies, they are required to follow that agency's infectious disease policies and procedures.

Since needle-stick injuries are the most common form of accidental exposure to blood borne infectious diseases, immediate disposal of sharps into an appropriate sharps container, without recapping, is taught and practiced in all settings.

Faculty are responsible to give reasonable help for ensuring that:

1. students utilize procedures for handling accidental exposure to violations of safety guidelines in the care of clients with infectious diseases;
2. equipment and supplies are available to the students to minimize the risk of infection; and
3. disinfectant and disposal procedures of the agency are followed (i.e., infection control manuals, Material Safety Data Sheets).

It is essential that faculty address students' fears, misinformation, or prejudices in regard to caring for clients with infectious diseases. In those instances where students are apprehensive or refuse to participate in caring for those clients, faculty provide additional education and counseling. If refusal persists, career counseling should be considered to determine whether the student should continue to pursue a career in nursing.

Students who have open lesions or weeping dermatitis or who are immunosuppressed refrain from all direct client care. Students with any transmissible infection are not assigned to clients. Pregnant students are not assigned to HIV positive clients due to the risk of infection with cytomegalovirus. Decisions regarding the client care responsibilities of HIV positive students and faculty are made on a case-by-case basis.

D. Personal Protective Equipment

The SON contracts with health care facilities to provide safe learning experiences. It is the obligation of each clinical lab assistant to assure that students have the appropriate and necessary equipment needed for the safe practice of nursing in all settings and to remove students from unsafe practice settings.

E. Continuation

If a student should become infected and symptomatic so that he or she is unable to fulfill the expectations of the course of study and "reasonable accommodations" would cause "undue hardship," a case-by-case decision is made concerning that individual's continuation as a student. In the case of a student, the Admissions and Progression Committee makes a recommendation to the Dean.

F. Standard Precautions and Body Substance Isolation

Standard precautions apply to all body fluids.

The following recommendations apply:

1. **All** blood and body fluids from **all** clients are considered potentially infectious regardless of the client's diagnosis.
2. Wash hands and other skin surfaces before and after client contact even when gloves are used.
3. Personal protective equipment appropriate for the procedure being performed must be worn when anticipating exposure (i.e., gowns, gloves, face shields or masks, eye protection, and resuscitation equipment).
4. Personal protective equipment are available for use in the clinical settings.
5. **DO NOT** recap or manipulate needles or sharps in any way!!! Place immediately in puncture resistant container after use.
6. Health care workers with exudative lesions should refrain from direct client care.

G. Exposure

If a student has an actual exposure to blood or other high risk body fluid or tissues, specific post-exposure monitoring, treatment, and counseling will be provided. If exposure occurs on the SAU campus, the exposed individual must report to University Health Center (UHC). If exposure occurs in the clinical setting, the student should report to the clinical lab assistant, complete a "Student Occurrence Report", and seek immediate services as do employees of the clinical facility. Long-term follow-up may be jointly shared by the facility and UHC. The student should expect to use their personal health insurance to cover expenses incurred. The UHC does not submit claims to personal health insurance companies.

If an accidental exposure occurs, students should follow the CDC guidelines for occupational exposure (guidelines & forms are available in Skills Lab and UHC): if

needle stick, test for HIV to establish seronegativity first, then in specific circumstances retest at six weeks, three months, six months, one year.

A significant occupational exposure is defined as:

1. a needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood or body fluids.
2. a mucous membrane (i.e., splash to the eye or mouth) exposure to blood or body fluids.
3. a cutaneous exposure involving large amounts of blood or prolonged contact with blood - especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.

XVI.

BACCALAUREATE DEGREE PROGRAM ADDENDUM

POLICIES

A. Admission & Progression

See the SAU Catalog for Admission & Progression policies. Applicants who have not actively practiced nursing within the last five years will be considered on an individual basis.

B. Attendance

Students will be made aware of the policy for excused absences both in the clinical area and theory at the beginning of each course. Any missed work or absences that are not excused will be discussed with the individual instructors.

1. Theory: Attendance at all scheduled classes and conferences is expected.
2. Clinical: Allotted clock hours for clinical laboratory experience will be met for each course. The student will notify the instructor when expecting to be absent from clinical or when having to change a clinical for any reason. Students are expected to make arrangements for make-up of all clinical absences the first day upon return. Clinical absences will be made up at the convenience of the instructor and agency. A fee of \$50 will be charged for re-scheduling clinical appointments for reasons other than verified illness or death in the family. The progression of a student with absences may be delayed or halted. Students must inform their professor if taking any prescribed or OTC medication that may impair their judgment during clinical time.

Students complete clinical laboratory hours:

- a. for one course at a time.
- b. only during student time (not while "on the clock" for employment purposes).
- c. other than during Sabbath hours (sundown Friday until sundown Saturday).

A \$50.00 fee will be charged for any unexcused missed or canceled clinical laboratory assignments. **Verified absences such as illness or death in the family will be considered on an individual basis.**

C. Clinical Attire

1. Students are expected to dress professionally and to abide by the agency dress code in all clinical areas to which they are assigned. While in any clinical area, students

will wear a photo identification badge provided for SON baccalaureate students. The student should order this badge from the SON secretary. Students should avoid jewelry, visible body art or piercings, excessive make-up, brightly colored fingernail polish, acrylic nails, chewing gum and or extreme or childish hairstyles (i.e., “pig-tails”). Principles of modesty and excellent hygiene are expected.

2. The uniform for Community Health and Senior Practicum clinical labs consists of **navy** scrubs and white lab jacket with the SON insignia. The photo identification badge for Community Health will contain the student’s first name only (provided by SON).
3. When students are in clinical labs in which street clothes (with or without lab jackets) are appropriate, attire should follow the standards of modesty and professionalism. The following should be avoided: jeans, shorts, miniskirts, flip flops, tank tops, tight-fitting and revealing styles, bare midriffs and shoulders, torn or frayed clothing, and/or clothing with printing. Also refer to #1 above.
4. The student uniform is intended for clinical practice only and shall not be worn for employment purposes.

D. Grading/Evaluation

Any nursing course grade below 75% is considered not passing. The SON baccalaureate program does not accept grades of C- or below. A passing grade must be achieved in both clinical and theory for successful completion of a nursing course.

1. Theory Grading Policy

Periodic tests, quizzes, class participation and daily assignments will be used as evaluation tools in computing course grades. A final exam will be given. The theory grade is computed from total point or unit percentages.

2. Clinical Grading Policy

Clinical performance is evaluated individually in each baccalaureate clinical area. Students must achieve a minimum of 75% in clinical written work as well as “satisfactory” clinical performance as determined by course faculty and/or preceptor.

3. Letter Grade Distribution:

A	=	94-100	C	=	75-78
A-	=	91-93	C-	=	72-74
B+	=	88-90	D+	=	69-71

B	=	85-87	D	=	66-68
B-	=	82-84	D-	=	63-65
C+	=	79-81	F	=	62 & below

4. Evaluation

- a. Student Evaluation: Students will be evaluated at the completion of each clinical course.
- b. Graduate Assessment: Candidacy for the Baccalaureate Degree in Nursing requires successful completion of an exit exam.

5. Exit Exam

The baccalaureate student will take the HESI ADN-BS examination before graduation and must achieve a score of 800 or above. If the student has a score of 799 or below remedial work will be assigned. The student's grade in NRS 491 Senior Nursing Practicum will not be released until this requirement is met.

E. Tennessee Legislative Summit

The Tennessee Legislative Summit (Capitol Hill Day) occurs in Nashville each academic year during the winter semester. This event provides the baccalaureate student with the important opportunity to learn firsthand about the legislative process and increase awareness of the importance of nurses becoming politically active.

Attendance at one Summit is required in the BS nursing program. The student must attend the Summit the winter of or before completing the program. If not in NRS 340 Community Health or NRS 485 Leadership and Management in the winter semester of or prior to completion, he or she should contact the SON secretary or undergraduate coordinator early in the semester for registration as well as event and trip details.

A bus is provided but not required for transportation. If the student desires a seat on the bus, he or she should sign up with and pay \$10.00 to the SON secretary by the specified date for a reservation. The fee will be returned when the student is on the bus. Failure to ride the bus will result in forfeiture of the reservation fee.

Failure to attend the Summit will result in a penalty that will include but is not necessarily limited to make-up of the hours as specified by the undergraduate coordinator. A fee and make-up work may also be required for students arriving late at any scheduled event.

See Florence Oliver Anderson section in handbook for information on appropriate attire and behavior.

F. Campus Research Symposium

Each winter semester, the SON along with various other SAU schools and departments attend and participate in a campus research symposium. BS nursing students have the opportunity to hear various types of research presentations from their nursing and university peers. Generally a featured speaker participates as well. Times and activities vary. BS Research students may be required to present a poster.

Attendance at the research symposium is required by all nursing students who are in enrolled in a BS nursing class. Failure to attend will result in a penalty that will include but is not necessarily be limited to make-up of the hours as specified by the undergraduate coordinator. A fee and make-up work may also be required for students arriving late at any scheduled event.

See Florence Oliver Anderson section in handbook for information on appropriate attire and behavior.

G. Signature on Charts

1. When RN students are required to chart in a clinical area while in a nursing course, they are required to sign the following information behind their name:
RN/BSSN/SAU.
2. Baccalaureate nursing students are allowed to transcribe physician's orders as part of their learning experience. However, for accountability and legal reasons, this activity should be noted for accuracy and co-signed by an agency-employed registered nurse.
3. A nursing student may accept telephone orders if an agency-employed registered nurse has listened in and co-signs the student's signature.
4. A Baccalaureate nursing student may write verbal orders if the order was heard by an agency-employed registered nurse who, in turn, co-signs the written verbal order.

H. Infection Control Policy

(See Infection Control Policy in Associate Degree Addendum)

I. Mission Trips and Clinical Lab Hours

1. Students who participate in SON-related mission trips may receive clinical lab credit which may be applied to NRS 340 Community Health Nursing and NRS 491 Senior Nursing Practicum requirements as follows:

- a. NRS 340 – 8 hours
 - b. NRS 491 – 45 hours
2. To receive clinical lab credit as specified above, the following guidelines must be followed:
- a. Approval must be obtained from the course instructors PRIOR to the mission trip.
 - b. The student must follow the instructions given them by the course instructors in terms of written work required before, during, and after the trip.
 - c. There must be a pre-approved SON preceptor on the trip who is willing to act as a student preceptor for the student(s) involved.
 - d. The mission trip must occur within a year of the course for which the student desires credit.
3. Student missionary service will be considered on an individual basis with respect to awarding of clinical credit. Students should contact the clinical coordinator prior to leaving for the mission assignment.

J. Courses Off Campus

A student may request to take a course at another school. A special form available from the Records Office is required to obtain permission to take courses off campus. Credit for courses taken off campus while a student is officially enrolled in the nursing program may not be accepted if prior permission has not been granted (See *University Catalog*).

K. Correspondence Work

The University policy states that a maximum of 12 semester hours of correspondence or extension credit may apply toward a Baccalaureate Degree. In order for credit to be accepted, the course must be approved in advance by the University. The advisor should be contacted if a student is interested in this type of course (See *University Catalog*).

J. Student Portfolio

1. Definition: A Student Portfolio is a collection of supporting materials that document and provide evidence of scholarly activity. A Student Portfolio contains the highlights of your college career (as a baccalaureate nursing major); it is a selection of representative works by you, the student.

2. Rationale:

To increase student's academic accountability
To model professionalism
To increase reflection and discussion
To foster a culture of learning
To support student self-definition
To provide the reader/reviewer with insight into student's development
To support a student's continued academic development and career goals
To demonstrate that the School of Nursing's standards have been met for the degree

3. Purposes:

Demonstrates what you have learned in your years as a baccalaureate nursing major
Helps you to focus on your career – what do you want to do?
Assists student when seeking employment or advancing up the career ladder

4. Guidelines/Format

Purchase a 3-ring 1 inch binder with a clear overlay cover early in the first semester of your BS program or when you take NRSG 322. The SON will provide the title page for the cover. Also you will need dividers to separate the various sections.

Section dividers should be labeled as follows:

Introduction

Activities/Service

Remaining divider should be labeled with the names of the BS courses, beginning with *NRSG 322 Transitions in Professional Nursing* and ending with *NRSG 401 Senior Practicum*; one section within should be entitled *Nursing Electives*

The content (except for *Introduction and Activities/Service*) will consist of class assignments. As you receive each assignment back with a grade, make corrections and place it in the notebook.

The completed portfolio should be submitted in *NRSG 491 Senior Practicum* where it will be checked for completeness. The due date will be specified in Practicum. **It is your responsibility to keep up with your returned assignments.** Failure to do so will result in loss of points.

Content:

Introduction

- Resume
- Copy of nursing license
- Copy of Advanced Cardiac Life Support (ACLS) card
- Copies of other certifications or licenses that pertain to nursing career
- Copies of awards or commendations

Activities/Service

Documentation of 12 hours of continuing education or nursing seminars (FOA = 6 hours for full day) completed within a year prior to anticipated graduation from the BS program. Additionally, a reflective paper of one to one and one-half (1 ½) pages for each seminar should be included. If CEU's are achieved through 1-3 hour online courses, a reflective paragraph for each should be completed.

Brief description of the following:

University extracurricular activity or service

Community or mission outreach (volunteer work)

Participation in local, regional, and national activities related to your discipline

Class Assignments

The syllabus for each nursing course will list those assignments that are to be included. Make corrections to assignments as needed.

Nursing Electives - Choose any two assignments to include.

XVII.

FORMS

**SOUTHERN ADVENTIST UNIVERSITY
SCHOOL OF NURSING
Request to Reschedule Test**

_____	_____	_____
Student name	Student ID#	Date request submitted
_____	_____	
Nursing course/course number	Course faculty	
_____	_____	
Posted date/time of exam	Requested date/time of exam	
Reason for request: _____		

Reminder of testing policies:

“Tests not taken as scheduled may have a 5% penalty imposed. Test rescheduling must be made with the instructor. Make-up tests may be of a different form.” *SAU SON Handbook*

“Because of problems concerning time, expense and fairness, final examinations will be taken as scheduled in the official examinations schedule. In the case of illness verified by Student Health Service or a physician, death in the immediate family, three examinations scheduled consecutively in one day, or four or more examinations scheduled in one day, a final exam may be rescheduled upon approval by the professor and the VP for Academic Administration. The rescheduled examination will be given at a time convenient to the professor.

When examinations are rescheduled because of three scheduled consecutively in one day or four in one day, the last examination of the day will normally be the one rescheduled. Examinations rescheduled for any reason other than those listed above, may require a fee of \$65 per examination. All rescheduling requests will be made on a form available at the office of the VP for Academic Administration.” *SAU Catalog*, p 50.

Faculty approval? Yes No
5% penalty to be imposed? Yes No
Different form of test? Yes No

Faculty Signature _____

***Student: Please submit this form to the faculty listed above
Faculty: Please make copy of this form for LRC staff***

**SOUTHERN ADVENTIST UNIVERSITY
SCHOOL OF NURSING
Student Occurrence Report**

Student Name _____ ID _____

Date/Time of occurrence _____ Location of occurrence _____

Description of occurrence _____

Cause(s) of occurrence _____

Date/Time reported _____

Name/Title of person occurrence was reported to _____

Immediate action taken _____

Follow-up care needed _____

Recommended dates for follow-up _____

Recommendation(s) for prevention of further occurrences _____

Comments _____

Signature of student _____

Signature of clinical lab assistant _____

Signature of health care provider _____

Date _____

Note: Copy to be placed in student file and sent to UHC if exposure.

SOUTHERN ADVENTIST UNIVERSITY
SCHOOL OF NURSING
DOSAGE CALCULATION REMEDIATION CONTRACT, LEVELS 2, 3, AND 4

Name _____
Date _____

For Remediation #1 and #2:

_____ May not attend clinical labs until 100% is achieved on Pro-Calc test for each level

_____ Pay \$20/hour to SON Office for clinical labs missed during test/remediation process

Remediation #1-For the student who has not achieved 100% on Pro-Calc Test, first attempt each semester

_____ Have a remediation session with Bonnie Hunt or other faculty member (Optional)

_____ Do Pro-Calc practice testing in the Learning Resource Center (LRC) as follows:

Do Self-tests

Do 5 questions from each type of problem at 100%

Do one random test (all required types checked) of 15 problems at 100%

Submit printouts to LRC staff

Remediation #2-For the student who has not achieved 100% on Pro-Calc Test, second attempt

_____ Have a remediation session with Bonnie Hunt or other faculty member (required)

_____ Do Pro-Calc practice testing in the Learning Resource Center (LRC) as follows:

Do Self-tests

Do 10 questions from each type of problem at 100%

Do one random self test of 20 (all required types checked) problems at 100%

Submit printouts to LRC staff

_____ Perform a clinical simulation in the skills lab to include checking doctor's orders, preparing medications (including performing necessary drug calculations) and administering the drugs safely and correctly to a patient. (This will not be the same drugs and calculations on student's Pro-Calc tests.) Arrange a time with the Skills Lab Coordinator.

Over

_____ May retake ProCalc test at LRC and make 100% after completing above three items

_____ Must withdraw from nursing class if 100% not achieved on Pro-Calc Test, third attempt (refer to Dosage Calculation Policy in the SON Undergraduate Handbook)

_____ If 100% achieved on the third attempt Pro-Calc, student must complete following assignments:

1. Write Occurrence Reports (forms are in the SON Undergraduate Handbook) for each of the missed drug problems on Pro-Calc first and second tests (as if you had given the drug(s) incorrectly in the hospital)
2. For each of the missed problems, research the medications involved and write up the following information:

Name of drug:

Classification:

Action:

Uses:

Normal dosage range:

Expected and/or desired effect:

Side Effects:

Toxic Effects:

What might have happened to the patient had you given the drug dosages you had arrived at? (Be specific with details)

_____ The above two assignments are to be submitted to course professor or Undergraduate Coordinator within two weeks of contract assignment

Faculty/Staff involved in the above contract(s) should initial appropriate areas above and sign below

Name, title, date _____

Name, title, date _____

Name, title, date _____

Name, title, date _____

_____ *Student Signature*

_____ *date*

**SOUTHERN ADVENTIST UNIVERSITY
STUDENT INFORMED CONSENT**

1. Unless noted below, I authorize the faculty and staff of the School of Nursing to share and discuss my academic progress with my parents/legal guardians as well as such additional information from my records that the faculty and staff deem appropriate.
____ **NO**, I *do not* authorize the SON faculty/staff to share information with my parents/legal guardians.

2. Unless noted below, I authorize the faculty and staff of the School of Nursing to return papers to my student mailbox located in Herin Hall.
____ **NO**, I *do not* authorize the SON faculty/staff to return papers to my student mailbox.

3. I authorize the faculty and staff of the School of Nursing to share and discuss my academic progress with the Learning Success Services, as well as such additional information from my records that the faculty and staff deem appropriate. I understand and have been advised that any special accommodations for testing by the School of Nursing must be approved by the Learning Success Services.

**WAIVER OF LIABILITY
(COMMUNICABLE DISEASES AND INVASIVE PROCEDURES)**

I understand that nursing students work around a variety of microorganisms during clinical laboratory experiences. While the Southern Adventist University School of Nursing teaches infection control practices that control or eliminate sources of infection and help protect clients and health care workers from disease, I understand that nursing students are still at risk for acquiring infections. These include, but are not limited to, hepatitis, tuberculosis, and HIV.

I also understand that it is a part of the Nursing Program at Southern Adventist University for nursing students to give and receive injections and venipuncture in practice situations by other nursing students, all under the supervision of a nursing instructor at the SON.

I further understand that the known major risks of injections and venipuncture include phlebitis, vessel leakage, and infection.

Understanding the foregoing, I hereby agree to release Southern Adventist University its employees and instructors, and to hold the same harmless against any injury or damage I may suffer as a result of exposure to communicable diseases during clinical laboratory experiences or as a result of a student injection or venipuncture.

POLICIES AGREEMENT

I agree to be responsible for and comply with the policies in the *SAU School of Nursing Student Handbook* found at www.nursing.southern.edu

MY SIGNATURE SIGNIFIES I AGREE TO BE RESPONSIBLE FOR THE ABOVE POLICIES:

NAME (please print): _____ ID # _____

Signature _____ Date _____

Signature of Parent or Guardian _____
(required if student is under the age of 18)

REGION WIDE STUDENT ORIENTATION
PROTECTED HEALTH INFORMATION, CONFIDENTIALITY, AND SECURITY AGREEMENT

Background

- Protected health information (PHI) includes patient information based on examination, test results, diagnoses, response to treatment, observation, or conversation with the patient. This information is protected and the patient has a right to the confidentiality of his or her patient care information whether this information is in written, electronic, or verbal format. PHI is individually-identifiable information that includes, but is not limited to patient's name, account number, birthdate, admission and discharge dates, photographs, and health plan beneficiary number.
- Medical records, case histories, medical reports, images, raw test results, and medical dictations from healthcare facilities are used for student learning activities. Although patient identification is removed, all healthcare information must be protected and treated as confidential.
- Students enrolled in school programs or courses and responsible faculty are given access to patient information. Students are exposed to protected health information during the clinical rotations in healthcare facilities.
- Students and responsible faculty may be issued computer identifications (IDs) and passwords to access protected health information.

Policies

Initial each individual policy upon review.

- _____ 1. It is the policy of the school/institution to keep protected health information confidential and secure.
- _____ 2. Any or all protected health information, regardless of medium (paper, verbal, electronic, image, or any other,) is not to be disclosed or discussed with anyone outside those supervising, sponsoring, or directly related to the learning activity.
- _____ 3. Whether at the school or at a clinical site, students are not to discuss protected health information, in general or in detail, in public areas under any circumstances. This would include places such as hallways, cafeterias, elevators, or any other area where unauthorized people or those who do not have a need-to-know may overhear.
- _____ 4. Unauthorized removal of any part of original medical records is prohibited. Student and faculty may not release or display copies of protected health information. Case presentation material will be used in accordance with healthcare facility policies.
- _____ 5. Students and faculty shall not access data on patients for whom they have no responsibilities or a "need-to-know" the content of protected health information concerning those patients.
- _____ 6. A computer ID and password are assigned to individual students and faculty. Student and faculty are responsible and accountable for all work done under the associated access.
- _____ 7. Computer IDs or passwords may not be disclosed to anyone. Students and faculty are prohibited from attempting to learn or use another person's computer ID or password.
- _____ 8. Students agree to follow each healthcare facility's privacy policies.
- _____ 9. Breach of patient confidentiality by disregarding the policies governing protected health information is grounds for dismissal from school and/or institution.

BY MY SIGNATURE BELOW:

- **I AGREE TO ABIDE BY THE ABOVE POLICIES AND OTHER COMMUNICATED POLICIES AT CLINICAL SITES; I AGREE TO KEEP PROTECTED HEALTH INFORMATION CONFIDENTIAL.**
- **I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE POLICIES WILL RESULT IN DISCIPLINARY ACTION.**
- **I UNDERSTAND THAT THE CONFIDENTIALITY AND SECURITY OF PROTECTED HEALTH INFORMATION IS PROTECTED THROUGH STATE AND FEDERAL LAWS, SO UNWARRANTED DISCLOSURE OF PATIENT INFORMATION IS IN VIOLATION OF LEGAL AUTHORITY, AND MAY RESULT IN CIVIL AND CRIMINAL PENALTIES.**

PRINT NAME

SIGNATURE

DATE

PARENT/LEGAL GUARDIAN IF STUDENT IS UNDER 18

STUDENT/FACULTY AT SOUTHERN ADVENTIST UNIVERSITY



Release, Indemnity & Assumption of Risk Agreement 2008-09 School Year

As a student of Southern Adventist University (“the University”), I desire to be allowed to accompany and participate in all activities sponsored by Southern Adventist University from August 28, 2008-May 1, 2009. Although one or more employees of the University will be in charge of the activity, the exposure for risks and harm will be greater than and different from those which may be anticipated ruing activities on the campus of the University. I also recognize that it is not possible to closely supervise and control the conduct of those participating in these activities. In consideration of the University permitting me to participate in these sponsored activities, I hereby assume the risk of injures to my person and property while engaged in these activities and release and discharge the University, its respective officers, directors, employees and agents from any claims, causes of action, costs, obligations or financial responsibility resulting from or arising out of any incident, injury or accident occurring while I’m traveling to or attending or participating in any such activities.

If the University is held financially responsible to the undersigned for any such incident, injury, or accident, I hereby agree to indemnify and hold the University harmless from any such responsibility, including costs, damages, and attorneys fees incurred by the University.

Notwithstanding the foregoing, nothing contained herein shall absolve the University from liability for injury arising out of the gross negligence or intentional misconduct of University employees or agents.

I will cooperate with those in charge of the activity at all times and will follow the guidelines, if any set forth for the activity.

I agree to maintain health insurance coverage for myself during the period referenced above. I agree to notify a University representative supervising any such activity of any physical or medical limitations or conditions that will require special assistance or attention. I further authorize supervising University personnel to consent to emergency medical treatment on my behalf, and I hereby release the University and its representatives from liability for any such treatment, its result, or its cost.

Date: _____
Student Signature _____ Student ID # _____

For Student Under 18 Years of Age:

I have read the above Release, Indemnity & Assumption of Risk Agreement signed by my child and join in and agree to be bound by this agreement, and further agree not to participate in any lawsuit against the University, its officers, directors, employees or agents as a result of any injury, damage or claim which might arise on my behalf or on behalf of my child as a result of my child’s participation in any such activity.

Date: _____
Parent or Legal Guardian _____

Date: _____
Parent or Legal Guardian _____

Parent Contact Information: Email Address _____
Fax # _____