

College of Nursing Policies, Regulations, and Guidelines

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Selected College of Nursing policies, which apply to all MUSC College of Nursing students, may be found in the *Bulletin*.

Cardiopulmonary Resuscitation (CPR) Certification

All students must have a current CPR Certification while enrolled at the College of Nursing

To ensure appropriate level of safe care and professional responsibility to clinical sites, all College of Nursing students must be CPR certified from the American Heart Association (Health Care Provider) or the American Red Cross (Professional Rescuer, 2 man).

New students should provide documentation of their certification during preregistration to the Office of Student Services, room 216. Continuing students should provide documentation to the Office of Student Services, room 216, at the time of recertification. Students will receive electronic or written notification 30 days prior to their CPR expiration date that recertification is due.

If you do not have a copy of your current CPR certification on file, you **will not be permitted** to attend classes. It will be the responsibility of the student to arrange for any missed class or clinical time at the convenience of the course faculty. Any questions or concerns about this policy should be addressed to the Office of Student Services, room 216, 792-8515.

Note: *MUSC College of Nursing will not accept the PRO-CPR online certification.*

CPR Certification Locations:

MUSC Community Training Center (American Heart Association)

Charleston Memorial Hospital, CM 263
326 Calhoun Street
Charleston, SC 29401
Contact: Amy Haynes, BS at 843-876-8027
E-Mail: Haynes@musc.edu
Website: <http://www.musc.edu/ctc>

Offers: American Heart Association Health Care Provider Certification (BLS), ACLS or PALS Class)

The American Red Cross

Carolina Lowcountry Chapter

8085 Rivers Avenue, Suite F

Charleston, SC 29406-9239

Phone: 843-764-2323

Email: ledbetterj@usa.redcross.org

Website: <http://www.lowcountryredcross.org/>

Fax: 843-764-2318

Offers: Professional Rescuer-2man Certification (covers adult, child & infant)

- (1) Certification is good for 1 year
- (2) Cost: \$55.00 includes book and CPR mask. AED (automated External Defibrillation) is included
- (3) Certifications are sometimes offered on a regular basis Monday through Saturday, during the day or two evenings. **Call for a schedule**
- (4) \$35.00 re-certification are offered anytime; call for an appointment (takes approx. 1 hour)

Low Country EMS/American Heart Association

1016 East Montague Avenue

North Charleston, SC 29405

Phone: 843-529-0977

E-Mail: lisa@lowcountryems.com

Fax: 843-529-0460

Offers: Health Care Provider Certification

- (1) Usually offered on Saturdays from 9:00-5:00 (**Call for dates**)
- (2) This certification is good for 2 years
- (3) Cost: \$55.00 includes book
- (4) You must pre-register the Wednesday before the Saturday class
- (5) They do not offer re-certification classes

Classroom Policies

Attendance

1. Students are expected to attend all regularly scheduled classes and seminars.
2. In case of absence from class or seminar, it is the student's responsibility to get announcements, handouts, lecture objectives, etc. from a fellow student.
3. Children are not permitted in class.
4. All students must log into each course they are registered for by the 5th business day of the semester.

Participation Policy:

A student who does not participate in a class for three consecutive weeks will be automatically dropped from the course. A definition of class participation will be provided in every course syllabus.

Tests (Classroom)

1. Students are expected to take all tests at the scheduled time.
2. If a student is unable to take a test at the scheduled time and would like consideration for extenuating circumstances, the student must discuss it with the course coordinator **prior** to scheduled test time. If unable to reach the course coordinator, students are to leave a message with the appropriate administrative assistant **prior** to the test as to where they can be reached.
3. If the student does not assume the above responsibility, 10 points will be subtracted from the achieved grade on the make-up test.
4. It is the student's responsibility to make arrangements to make-up the test within 1 week of the scheduled test date or the student will receive a grade of zero on that test.
5. Faculty has the prerogative to:
 - a. Determine whether a make-up test will be given.
 - b. Establish the date and time of any make-up test.
 - c. Administer an alternative form of the test.

Written Work

1. All graded assignments must be typewritten or written in ink, as designated by course faculty, and referenced according to the American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). Washington, DC: American Psychological Association, unless otherwise instructed.
2. All required written assignments will be considered late if received by faculty after 4:00 p.m. on the assigned due date.
3. Five points will be subtracted from the assigned grade for each day an assignment is late (weekends and holidays not included). An exception to this policy will be made only if the student has made prior arrangements with the respective faculty member. The student must submit all written course requirements in order to receive a course grade.
4. Faculty will retain assignments for one semester after the class is offered, unless required for a longer period by program accreditation standards.

Submission of Written Work to Faculty

Written work, such as term papers and care plans, should be submitted to the appropriate faculty member or the faculty member's staff assistant per instructions in the course syllabus. Important written work, especially graded assignments, should not be placed in the door boxes located outside the faculty member's office unless instructed by faculty. **A copy of all written work submitted to faculty should be kept by students.**

Clinical Policies

Attendance and Absence Policy

1. **Clinical and laboratory hours are mandatory. Attendance at 100% of clinical experiences is expected of every student.** Exceptions, if made, will be made at the discretion of course faculty. Any missed clinical/laboratory hours must be made up by the end of the semester. Depending on the timing and amount of missed clinical, the student may be charged with the cost of a clinical preceptor for the scheduled make-up.
2. When the student cannot attend the clinical session, the student must:
 - a. Call the assigned unit one hour prior to the start of the clinical session; and
 - b. Call the assigned faculty member, either before or early in the clinical session.
3. Punctual attendance is required at all clinical sessions.
4. If the student is going to be late to the clinical area, the student is expected to call the clinical site as soon as possible.
5. **Failure to adhere to these attendance policies will result in an “Unsatisfactory” clinical evaluation for the day.**
6. Students should not bring a large number of personal items to the clinical settings, as such space is limited and unsecured.

The method for making up the missed clinical/laboratory hours is at the discretion of the clinical faculty in consultation with the course coordinator, but may include additional paperwork, clinical time, etc.

If a student fails to meet all clinical/laboratory hours for the course by the end of the final examination period, the student will receive a grade of “I” (Incomplete) or “NP” (No Pass).

Clinical Evaluations (Undergraduate)

Students may request a copy of their clinical evaluation at the completion of each clinical course.

Evaluation Criteria

1. The student must have a satisfactory performance in each essential clinical behavior or objective by the last clinical day or the student will fail the course.
2. If the student’s performance is unsatisfactory for any given clinical day, the instructor will initiate an informal conference with the student.
3. Should the student’s performance continue to be unsatisfactory for a subsequent clinical day, the instructor will formulate a written plan explaining to the student deficient areas and

behaviors necessary to correct these deficient areas. The coordinator of the course will be a participant in this conference and a copy of the written plan will be placed in the student's record.

4. If the conditions of the written plan are not met by the student by the last clinical day, the student's clinical performance will be unsatisfactory. If course evaluation includes quality points. The student will receive "0" quality points for course.
5. When a student's clinical performance in a clinical nursing course indicates an inability to perform at a safe and/or unprofessional level of practice, the clinical instructor, in consultation with the course coordinator, may assign a course grade of "0" regardless of the point in time such a decision is made. In such case, the student will be ineligible to continue in the course.

Preparation

1. Students are expected to be prepared and appropriately dressed for each clinical session.
2. If faculty ascertain that a student is not prepared for clinical or unprofessional in appearance or behavior, the student will not be allowed to attend the clinical session for that day and will receive an "Unsatisfactory" in clinical for the clinical session.

Clinical Evaluations (Graduate)

Clinical evaluations are completed by the student's clinical preceptor. The completed and signed clinical evaluations are stored in the student's academic folder in Student Services. The preceptor reviews the evaluations with the students. Both student and preceptor sign the form and it is returned via e-mail or regular mail to the student's assigned clinical faculty member.

Student Grievance Guidelines

Students concerns or complaints about the Undergraduate or Graduate Programs should be handled in a professional manner. Discussion and problem solving of issues should be based on facts. Resolutions should acknowledge the satisfaction of all parties, but must maintain the integrity of the nursing program. If the issue(s) cannot be resolved through the procedures below, a formal grievance may be filed as described in the University Bulletin.

Issues involving a course, such as the quality of instruction and fairness and equity in awarding grades should use the following procedures:

1. If the issue(s) concerns a single course, the student(s) should make an appointment with the course instructor and/or course coordinator and attempt to come to an amicable resolution.
2. If the issue cannot be settled at the course level, an appointment should be made to discuss the issue(s) with the Director of Undergraduate Programs, Nancy Duffy, RN, MSN, CEN, or the Director of Graduate Program, Robin Bissinger, PhD, RNC, NNP or Director of the Doctoral Program, Gail Gilden, ScD, RN.
3. If the issue cannot be settled with the Director of Undergraduate Programs or the Director of the Graduate Program, an appointment should be made with the Associate Dean for Academics, Sally D. Stroud, EdD, APRN, BC.

4. If previous discussions do not resolve the issue, an appointment should be made with the Dean of the College of Nursing, Dr. Gail W. Stuart.

Issues involving the Undergraduate or Graduate Programs such as curriculum, sequencing and scheduling of courses should begin with step 2 above.

Confidentiality Policy

Students have the responsibility to maintain confidentiality in all areas of their professional practice (College of Nursing Student Handbook). The right of the client to confidentiality will be honored through the following: all discussions involving a client and their care will be conducted discreetly, confidentially, and respectfully and 2) client identity will not be revealed in written materials or verbal presentations. This is in accord with the *HIPAA Privacy Rule (1996)* that sets standards for protection of the privacy of patient's health information. Breach of confidentiality with respect to information about clients is a violation of the MUSC Honor Code.

Dress Code

Professional Dress Code for Undergraduate Students

In recognition of the educational and professional environment of the Medical University of South Carolina (MUSC), all individuals associated with this institution are expected to maintain a neat and clean appearance at all times. All students enrolled in the College of Nursing must project the professional image of nursing when engaged in learning experiences.

Specific guidelines follow:

1. Uniform: When involved in nursing practice in hospital settings, students must wear a white uniform. All uniforms should be neat, clean, without wrinkles and properly fitting with appropriate undergarments. During specific clinical rotations, the student may be allowed to modify their uniform (khaki pants with navy blue polo or a long or short sleeved white tee shirt under the standard top for warmth). The student is to remove any outer wear i.e., fleece or jersey knit jackets prior to initiating care. The lab coat may be worn in clinical for added warmth.

2. Shoes: While wearing the uniform, shoes should be white and clean. Non-canvas footwear with an enclosed toe and heel are required. The shoes can be any style of white professional or all-white athletic shoes worn exclusively in the clinical setting. In other settings, (psych, community health, day care), appropriate attire will be designated by Course Faculty in accordance with agency policies.

3. Lab Jacket/Lab Coat: A lab jacket with the MUSC College of Nursing, in blue embroidery, over the breast pocket is worn in designated settings (preplanning activities and the health assessment/skills lab). Undergraduate students are required to own a white long sleeve lab jacket (hip length) with tailored hemline. Graduate students are required to own a white, long sleeve lab coat (knee length).

4. In designated settings, students may be required to change to scrubs and/or gown. In this event, the undergraduate uniform should be worn to and from the clinical setting (professional clothes and lab jacket are not permitted). When the graduate student is in the clinical area for direct patient contact or other clinical or administrative learning experiences, they must be dressed appropriately for their professional role and the specific clinical site. In general professional clothes and a lab coat are appropriate dress for the professional image. In

some cases, graduate students may need to follow dress codes that are appropriate and designated for specific sites.

During class lecture, preplanning activities and specified clinical and administrative experiences, professional street clothes must be worn. Clothing must be neat, clean, in good repair, appropriate length skirts (knee) or denim (for class) trousers, professional shoes and collared shirts for men. Jeans in good repair are permitted in classroom only.

5. Unacceptable attire is interpreted by patients/families as unprofessional and inappropriate: open heeled clogs, heels higher than 2½ inches, foot thongs, shorts, mini-skirts, visible cleavage, frayed or camouflaged clothing, hats, caps or other head wear (unless for medical/religious reasons) sunglasses, fish net stockings, see-through clothing, crop tops and other bare midriff tops that expose chest, back or midsection are not allowed.

6. No chewing gum or tobacco: Neither of these products are allowed during clinical experiences, pre-planning, or specified clinical and administrative experiences. Smoke odors embedded in clothing are as offensive as smoking.

7. Tatoo: A tattoo must be covered during a clinical experience. The Course Coordinator must be consulted by the student if the uniform, opaque hosiery or other cover up is unable to provide adequate coverage.

8. Hair: Hair must be short or off the shoulders. It is to be neat, clean and maintained so as not to contaminate the patient or the caregiver. Extreme hair colors, hairstyles and hair ornaments should not be worn in a professional health care setting. Beards and mustaches must be well groomed and kept clean.

9. Nails: Nails must be kept short enough so as not to injure the patient. Clear or light colored nail polish may be worn, as long as it is neat and without designs. As there are institutions that do not allow nail polish, the clinical faculty will advise students of the specific agency policy. Artificial nails harbor yeast and bacteria and are, therefore, not allowed.

10. Jewelry: Jewelry must be conservative and kept to a minimum. Visible pierced body jewelry is limited to one stud style earring (less than ½ inch) in each ear lobe. Visible body piercing including tongue stud/ring, clear nasal stud or brow jewelry is to be removed prior to patient care and not worn while in uniform. It is not acceptable to cover these areas with flesh covered materials. A wrist watch may be worn. An official South Carolina Student Nurse's Association, Sigma Theta Tau or original nursing school pin may be worn.

11. Fragrance: Non-scented make up and hair products may be worn. No perfumes or colognes are permitted. Lotions and deodorants must be limited to those bearing a light scent.

Identification:

The following identification must be worn in every clinical setting

- a) A **name pin** (black lettering on white background) as follows:

BSN Students: Student's Name
MUSC-College of Nursing
BSN Student

- b) **MUSC Student ID Badge.**

- c) An **Institutional ID Badge** in any health care agency, which requires one and provides it.

Failure to comply with the CON dress code will result in potential dismissal from the class lecture, preplanning activities, and any specified clinical and/or administrative experience. The student will receive an unsatisfactory for the clinical day for failure to comply to the dress code. If there is repeated classroom or clinical violations, the student will receive an Academic Warning for unprofessional behaviors. Ultimately, student will fail the clinical portion of the course.

Dress Code

Professional Dress Code for Graduate Students

In recognition of the educational and professional environment of the Medical University of South Carolina (MUSC), all individuals associated with this institution are expected to maintain a neat and clean appearance at all times. All students enrolled in the College of Nursing must project the professional image of nursing when engaged in learning experiences.

Specific guidelines follow:

Professional dress for graduate students should be appropriate for their professional role and the specific clinical site. In some cases, students may need to follow dress codes that are designated by the specific site. Lab coats, when worn should be white, long sleeve and knee length. Comfortable footwear with an enclosed heel and toe are required. Heels should not be higher than 2 1/2 inches).

1. Clothing must be neat, clean, in good repair, appropriate length skirts (knee) trousers, professional shoes and collared shirts for men. Jeans are not acceptable.
2. Unacceptable attire is interpreted by patients/families as unprofessional and inappropriate. Open heeled clogs, open-toed shoes, heels higher than 2½ inches, foot thongs, shorts, mini-skirts, visible cleavage, frayed or camouflaged clothing, hats, caps or other head wear (unless for medical/religious reasons) sunglasses, fish net stockings, see-through clothing, crop tops and other bare midriff tops that expose chest, back or midsection are not allowed.
3. **No chewing gum or tobacco:** Neither of these products are allowed during clinical experiences. Smoke odors embedded in clothing are as offensive as smoking.
4. **Tattoo:** A tattoo must be covered during a clinical experience. The clinical faculty and the course coordinator must be consulted by the student if the uniform, opaque hosiery or other cover up is unable to provide adequate coverage of the tattoo.
5. **Hair:** Hair must be neat and off the shoulders. Extreme hair colors, hairstyles and hair ornaments should not be worn in a professional health care setting. Beards and mustaches must be well groomed and kept clean.
6. **Nails:** Nails must be kept short enough so as not to injure the patient. Clear or light colored nail polish may be worn, as long as it is neat and without designs. As there are institutions that do not allow nail polish, the clinical faculty will advise students of the specific agency policy. Artificial nails harbor yeast and bacteria and are, therefore, not allowed.
7. **Jewelry:** Jewelry must be conservative and kept to a minimum. Visible pierced body jewelry is limited to two earrings (less than 1 inch) in each ear lobe. Visible body piercing including tongue stud/ring, clear nasal stud or brow jewelry is to be removed prior to patient care and not worn while in uniform. It is not acceptable to cover these areas with flesh covered

materials. A single short necklace and wristwatch may be worn, bracelets are not allowed.

8. **Fragrance:** Non-scented make up and hair products may be worn. No perfumes or colognes are permitted. Lotions and deodorants must be limited to those bearing a light scent.

Identification:

The following identification must be worn and clearly visible in every clinical setting.

- a) **MUSC Student ID Badge.**
- b) An **Institutional ID Badge** should be worn in any health care agency that requires one and provides it.

Failure to comply with the CON dress code could result in dismissal from the clinical setting. If a student receives a second dress code violation, the student will receive an Academic Warning for unprofessional behavior. If a third dress code violation is received, the student will fail the course.

Emergency Contact

Students should ***not*** provide any College of Nursing telephone number for routine emergency contacts (e.g., sick child). Students may inform a close relative or friend to contact the College of Nursing in case of a true emergency.

Employment Demands

Many students find it necessary to work while enrolled in school to help defray living and educational expenses. The nursing curriculum is demanding and requires preparation and study time in addition to scheduled classes and clinical experiences. **Students who try to balance work loads greater than 20 hours per week and a full-time academic load often place themselves at risk for academic failure.**

Certain practicum experiences involve intensive clinical work requiring the student's full time and attention. Students should plan for such experiences so they may reduce or eliminate entirely other work commitments during intensive practicum experiences.

Fees and Expenses

Payment of Fees

Students are required to have all current fees paid by established deadlines in order to attend classes. Any student who is not in good financial standing for the current semester is advised to leave class, resolve the problem, and return upon receipt of current fees having been paid. Classes missed due to failure to pay fees are unexcused absences. Students found to be delinquent will be withdrawn from all courses. Once withdrawn, delinquent students must pay a late fee of \$100. If the dean approves reinstatement, a penalty fee of \$35 will be charged in addition to the \$100 late fee.

Expenses Students may Expect

Students may expect to incur the following additional expenses: books and supplies, uniforms (refer to the Uniform Policy), watch with a second hand, College of Nursing name pin (see Uniform Policy for correct format), various types of equipment (specific information provided to students by course and/or track coordinators), and travel to clinical sites. A car may be necessary for some clinical agency placements.

Additional Expenses for Undergraduate Accelerated BSN Students

In the last semester, there are additional expenses related to graduation: pictures, NCLEX-RN State Board Licensure examination, and nursing license fees.

Health Policies

Students are expected to abide by established health services policies of the Medical University. The Student Health Service office is located at 30-A Bee Street, telephone 792-3664. Hours of operation are Monday through Friday from 8:00 a.m. until 4:30 p.m. After hours emergencies are handled in the One West Treatment Center, 792-3826.

NOTE: Students are not eligible to attend classes or clinical assignments if they are not in compliance with Student Health Service requirements.

<http://academicdepartments.musc.edu/studenthealth/requirements.html#immunization>

THE FOLLOWING INFORMATION IS REQUIRED BY ALL MUSC STUDENTS (full time, part time, web-based, or visiting students). MUSC EMPLOYEES OR FORMER MUSC STUDENTS ARE NOT EXEMPT FROM THESE PREREQUISITES. This confidential information is kept in a secure medical record located at Student Health Services. These prerequisites must be met and all of the forms must be complete, with the MUSC Immunization Record form completed and certified by a licensed physician or nurse and received in this office before you will be allowed to attend classes.

1. Medical History Form 2. You are required to have the following prior to enrollment:

- A) TUBERCULIN SKIN TEST - Two Intradermal PPD (MANTOUX 5 TU) within 3 months of MUSC enrollment. For Fall 2008, both PPD's must be done on or after 05/15/08. TB Skin Test Results must be documented in number of number of mm @ of induration. 1st PPD on or after 05/15/08. If 1st PPD is non-reactive or intermediate, proceed to 2nd PPD 7 -10 days after 1st PPD. See TB screening form for further info.

If you have a history of a Previously Positive TB Skin Test, a Chest X-Ray (done after the TB skin test was documented as positive) is required.

- B) MEASLES (Rubeola - Red Measles), MUMPS, & RUBELLA (German Measles):
Requirements based on DATE OF BIRTH

Students born ON OR AFTER 01/01/57 are required to have: Two MMR Vaccines on or after the age of 12 months AND both after 12/31/67.

Students born ON OR BEFORE 12/31/56 are required to have: One MMR Vaccine after 12/31/67.

In lieu of Vaccination Documentation, Positive IGG Antibody Titers (blood tests proving immunity) to Measles, Mumps and Rubella are required. Copies of the lab reports must be attached to the MUSC Immunization Record.

C) TETANUS - last booster on or after 06/01/99

NOTE: If your last Tetanus booster was before 6/01/99, it is recommended that you have a Tetanus/Diphtheria/Pertussis (Tdap) Vaccine (available as of 9/2005) for your 2008 booster. A Tetanus Toxoid (TT) or Tetanus Toxoid/Diphtheria (Td) is acceptable but not recommended as your 2008 booster

D) VARICELLA (Chicken Pox) -

Positive Varicella IgG Antibody Titer or Two Varicella (Varivax) Vaccines. A Positive Varicella IgG Antibody Titer is required (BLOOD TEST proving immunity). A copy of the lab report must be attached to the MUSC Immunization Record. If your Varicella IgG Antibody Titer is negative or equivocal (borderline), vaccination for Varicella (Chicken Pox) is required.

E) **PPD:** All full time and part time students are required to be screened yearly for tuberculosis through PPD. This service is provided by Student Health Services.

F) **Hepatitis B Vaccine:** Your initial MUSC tuition & fees will include a \$150.00 charge for the Hepatitis B vaccine. If you have previously been given the vaccine and proper documentation of a positive Hepatitis B Antibody Titer (copy of actual lab report) has been provided to Student Health Services, the \$150.00 charge will be deleted from your bill. Please note that if your Hepatitis B Antibody Titer is negative, the \$150.00 charge will not be deleted as you will be required to complete a second Hepatitis B Vaccine Series. If you choose to have the Hepatitis B Vaccine Series administered by an outside health care facility, you will be doing so at your own expense, fees will not be deleted.

The Hepatitis B Vaccine Series is administered by Student Health Services. The series consists of a total of 3 injections given at the prescribed intervals of 0, 1, and 6 months.

If you choose to have the Hepatitis B Vaccine Series administered by an outside health care facility, please note that the **recommended dose for adults is 1.0 cc (ml)** for each of the three injections in the series. Some outside facilities, i.e. military clinics, have been giving only 0.5 cc (ml) doses to adults. You should confirm that the health care facility you have chosen administers the full 1.0 cc (ml) dose as recommended.

The Hepatitis B Vaccine series must be initiated and completed within the first academic year. The series consists of a total of 3 injections (1.0 ml each) and a post-vaccination Hepatitis B Surface Antibody Titer. Students entering in the Summer or Fall semester must begin the vaccine series no later than October 15th in order to complete the series before the end of the following Spring Semester. Students entering in the Spring Semester should begin the vaccine series no later than March 15th in order to receive the first two vaccines before the end of the Spring semester with the 3rd injection due at the beginning of the next Fall semester.

If you have questions regarding the Hepatitis B Vaccine Series, please contact Student Health Services at (843) 792-3664 or (FAX) to (843) 792-2318.

<http://academicdepartments.musc.edu/studenthealth/hep-b.html>

G) **AZT Prophylaxis for Exposure to HIV:** The Medical University will cover the cost of AZT prophylaxis for students, who, during clinical rotations, are exposed to HIV-containing body fluids (for example, needle scrapes or sticks). Students can choose to receive the prophylaxis, through Student Health Services, on a voluntary basis following documented exposure.

H) Students are not eligible to attend classes or clinical assignments if they are not in compliance with Student Health Service requirements.

NOTE. Please see the University Student Handbook for all student health policies including Blood Borne Pathogen Exposure, needle stick, and Hepatitis B Policies or link to the web address: <http://www.musc.edu/studenthealth> for complete information.

HIV/AIDS Policy For Students and Faculty

The College of Nursing supports the position held by numerous professional nursing organizations including the American Nurses Association, the National League for Nursing, the Association for Nurses in AIDS Care, and the Oncology Nursing Society regarding students and faculty who are HIV+ or who have AIDS. Additionally, the College of Nursing HIV/AIDS policy is congruent with that of the Medical University of South Carolina and the Centers for Disease Control.

In accordance with the HIV/AIDS policy statement of the American Nursing Association, inquiry into HIV status is not a part of the student, faculty, or staff application process at the Medical University of South Carolina, College of Nursing. Qualified applicants cannot nor will not be denied admission to the College of Nursing or denied faculty appointment on the basis of HIV status. The Americans with Disabilities Act (ADA) makes it illegal to discriminate against individuals with HIV/AIDS.

Testing for HIV status is voluntary for all students, faculty, and staff in the College of Nursing and it is the choice of the individual to disclose HIV status to anyone. Strict confidentiality of an individual's disclosure of HIV seropositivity is observed and no reference to the HIV+ status is kept in any student, faculty, or staff record in the College of Nursing unless authorized, in writing, by the individual.

The American Nurses Association states that, “a nurse or nursing student who believes themselves to be at risk has an ethical responsibility to know their HIV status. Practitioners who perform 'exposure prone' procedures should know their HIV antibody status.”

Students shall have the opportunity to provide care to people who are HIV+ or who have AIDS. In accordance with the American Nurses Association, students may not refuse to care for a person who is HIV+ unless the patient would be placed in jeopardy because of an illness or condition of the student. If students who are HIV+ would be placed at risk for infection due to their

compromised immune status, alternative clinical assignments will be developed by faculty.

Students and faculty members who have reason to believe they have been exposed to HIV in the clinical setting are to immediately follow the MUSC procedure established for possible exposure by reporting the exposure to the Student or the Employee Health Service offices of MUSC.

Honor Council Representatives Election Guidelines

The Honor Council for the College of Nursing consists of four representatives and four alternates from the undergraduate degree programs, and four representatives and four alternates from the graduate degree program. At least one representative from the graduate program must be a student in the PhD program.

A call for nominations will be placed via e-mail by the third Friday of the fall semester. Persons interested in serving on the College of Nursing Honor Council may be nominated by another student enrolled in the College of Nursing or may self-nominate. Nominations will be posted via e-mail and elections will be held by the fifth Friday of the fall semester. The election will be a ballot vote. Ballots will be provided to the entering undergraduate students in the course, "Introduction to Professional Nursing, and to returning undergraduate students in the course, "Nursing Knowledge: Synthesis Practicum." Graduate students will have ballots placed in the campus mailbox and asked to submit them to the Director of Student and Alumni Relations. Honor Council members are elected by a simple majority. The faculty advisor, the Honor Council President, and the Director of Student and Alumni Relations will count the votes. Results will be posted on the designated Honor Council bulletin board located on the first floor of the College of Nursing and posted via e-mail.

Integrated, Standardized Testing for NCLEX Preparation

Throughout undergraduate study, BSN students take a series of tests that assess the student's mastery of content in specific areas. A final integrated test of all content areas is taken in the last semester. This test is predictive of the student's ability to pass the NCLEX-RN licensure examination as compared with students who have already taken and passed the exam.

Licensure Requirements for RN-MSN, MSN, DNP, and PhD Students

By no later than April 30th of the year of expiration, all MUSC College of Nursing students attending the MUSC campus with RN licenses are **required** to provide evidence of current South Carolina licensure to the MUSC Office of Student Services, room 216. You must present your current license to staff in the appropriate Office of Student Services; a photocopy of your license will be made, marked "copy", and placed in your student file.

If, at any time, the board of nursing issues a disciplinary sanction, current licensure restriction (including but not limited to suspension, revocation, probation, practice restrictions or other actions) or pending board action against you, you must notify the Associate Dean for Academics immediately.

If you do not have a copy of your current license on file, you **will not be permitted to attend class or clinical practice**. It will be the responsibility of the student to arrange for any missed class or clinical time at the convenience of the course faculty.

Medication Administration

All students must be supervised in all types of medication administration. In select situations, the instructor or designated clinical instructor may determine that knowledge and proficiency in medication administration has been demonstrated and, therefore, supervision may be decreased. Nursing students must be cognizant of the fact that they are personally and legally responsible for their actions, including the administration of medications. The nursing instructor is responsible for making assignments appropriate to the student's level of knowledge and experience and for assuring adequate supervision of the student. It is the student's responsibility to seek and obtain this supervision. This policy has been written to more clearly describe those activities for which the student is to be held accountable and to delineate the degree of supervision needed by individual students.

Institutions utilized by MUSC College of Nursing may have additional requirements related to medication administration to which students and faculty will adhere.

Student responsibilities in giving medications at all levels of the curriculum.

In the process of giving medications to patients each student must:

1. notify the faculty before giving the medication unless otherwise instructed
2. refuse to take verbal orders for medications
3. check the accuracy and currency of the medication sheet, care plan, or kardex against the physician's order at the time of administration
4. be able to state indications, actions, usual dosage, route of administration, precautions and nursing implications for every medication to be administered by the student and/or for every medication the student's assigned patients receive
5. refuse to give any medication that is not properly labeled or is outdated as indicated by the expiration date
6. adhere to the prescribed technique for administering medications as advised by the College of Nursing, including attention to the:
 - a. Right patient
 - b. Right medication
 - c. Right time
 - d. Right dose
 - e. Right route
 - f. Right referral
 - g. Right to be educated
7. promptly document that the medication has been administered
8. adhere to hospital and governmental policies for proper documentation and signature for narcotic and controlled drugs
9. request assistance in giving medications to patients who are disoriented, hyperactive or otherwise uncooperative, or where there is reason to question one's ability to administer medication safely

Staff nurse responsibilities in the administration of medications by nursing students.

The clinical faculty is responsible for being available to supervise the preparation and administration of all medications by students during clinical laboratory practice. The institutions/agencies used for clinical practice may designate, in their agreement with the MUSC College of Nursing, certain nurses or classifications of nurses (i.e., designated RN) who may assume some responsibility for supervising students in the clinical area. If an instructor cannot be accessible, she may arrange for one of those designated registered nurses to supervise a student or a group of students. The RN staff member is under no obligation to assume the responsibility for supervising a student and should do so only if she/he is comfortable with the student's knowledge of medication, its actions, side affects, nursing implications, dosage, and appropriate route of administration. If there is any doubt regarding a student's competency to administer medications, the nurse should notify the designated RN and not allow the student to give the drug. When an RN staff member agrees to supervise a student or group of students, she should be cognizant that she also assumes legal responsibility and liability for the supervision of the preparation and administration of the medication.

Minimum Skills for Eligibility to Participate in Educational Programs and Activities

All Programs: College of Nursing

Contact: Office of Student Services

The following skills are needed by applicants to this program. Applicants and students should possess these abilities, or with the help of compensatory techniques and/or assistive devices, be able to demonstrate ability to become proficient. Students must be capable of successfully completing each required clinical rotation.

1. Oral and writing ability with accuracy, clarity and efficiency.

Examples:

- ★ attending
- ★ clarifying
- ★ coaching
- ★ facilitating
- ★ touching
- ★ establish rapport with patients, families, and peers
- ★ initiate health teaching and explain treatment procedures
- ★ read, write, speak, and comprehend English with sufficient skill to communicate effectively verbally and nonverbally
- ★ summarize data accurately
- ★ write or document legibly

2. Manual dexterity, gross and fine movements:

Examples:

- ★ wrists
- ★ hands
- ★ fingers (thumb, index, and middle on both hands)
- ★ arms
- ★ grasping
- ★ fingering
- ★ pinching
- ★ pushing
- ★ pulling
- ★ holding
- ★ extending
- ★ twisting (rotating)
- ★ cutting
- ★ ability to maneuver in small spaces and from room to room
- ★ ability to respond to an emergency situation in a timely way

Examples of required physical strength:

- ★ to support another person
- ★ to position another person
- ★ to transfer to/ambulate with walker, cane, crutches, bed, chair
- ★ to sit, stand, and walk for extended periods of time
- ★ to perform CPR; resuscitation
- ★ to lift at least 50 pounds
- ★ capable of reaching 18 inches above head
- ★ capable of pushing up to 200 pounds independently
- ★ able to stoop and bend without limitations

Examples of required dexterity:

- ★ ability to use sterile techniques and universal precautions
- ★ ability to operate and maintain equipment (e.g., ventilator, electronic monitor, etc.)
- ★ ability to obtain samples (specimens)

Examples of ability to measure:

- ★ body (height, weight, range, strength, etc.)
- ★ vital signs
- ★ intake and output
- ★ outcomes, result (e.g., lab tests)
- ★ psychological status (general)
- ★ using a variety of monitoring modalities

3. Ability to see, hear and touch, smell and distinguish colors.

Examples:

Sight:

- ★ depth perception
- ★ distinguish color

- ★ acuity (corrected to 20/40)

Auditory capacity:

- ★ in patient interactions
- ★ in sterile procedures
- ★ in team meetings
- ★ in electronic voice communication
- ★ auscultation of sounds

Sensation:

- ★ palpation
- ★ distinguish smells
- ★ percussion
- ★ touch
- ★ temperature sensation

4. Ability to learn, think critically, analyze, solve problems, and reach judgments.

Examples:

- ★ gather complete data in complex situations
- ★ identify cause effect relationships
- ★ establish priorities among several tasks
- ★ identify safe alternatives
- ★ make decisions under varying degrees of stress
- ★ read and comprehend detailed charts, journals, books
- ★ perform arithmetic functions (addition, subtraction, multiplication, division, ratios, and simple algebra).

5. Emotional stability and ability to accept responsibility and accountability.

- ★ ability to be assertive
- ★ ability to delegate
- ★ ability to function (consult, negotiate, share) as part of a team
- ★ ability to participate in role-playing activities
- ★ ability for self perception and awareness

Accommodations for Students with Disabilities

The College of Nursing values diversity among students, which encompasses attracting talented students with disabilities who, if reasonably supported, can be successful in the program. Passage of the Americans with Disabilities Act (ADA) of 1990 provides the legal definitions and academic responsibilities in defining policies and implementing reasonable support for students with disabilities.

Students are not invited or required to declare a disability upon application to the College of Nursing, and admission decisions do not take disabilities into consideration. However, all applicants interested in entering the profession of nursing must be aware of the minimum functions, standards, and competencies required for success in the programs. Upon admission, a student who discloses a

disability (with certification) is assured of reasonable accommodation. Students who want to disclose a disability should contact the Office of Student Services, Rm, 216, to seek guidance on the process and initiate a “Disability Accommodation Request” form.

Examples of reasonable accommodations include assisted learning methods, modified assessment and testing conditions, alterations in programs of study, person counseling, and time management coaching. A student with a physical disability may require assistive devices or equipment adjustments in the classroom or clinical environments. The purchase of prosthetic devices is the responsibility of the student and/or the agency supporting the student. The University will assist the student with providing counseling, signers, note takers, and other learning facilitating services. Regardless of a disability and reasonable accommodations, a student must pass all course standards and master the essential clinical competencies. All students, with or without disabilities, are held accountable to the same minimum functions, standards, and competencies for successful program completion.

It is important to note that there may be physical, cognitive, or emotional impairments that cannot be surmounted with present day technology or therapies that will preclude success in the College of Nursing and the professional of nursing. The list of required skills considered essential to the College of Nursing programs are detailed in the previous section.

MUSC Healthcare Simulation Center

The MUSC Healthcare Simulation Center is utilized as the skills and health assessment laboratory in addition to being a site for clinical equivalent simulated learning. This state of the art facility provides the student with opportunities to learn and practice skills related to health assessment and nursing practice. The students manage care for a variety of manikins programmed to mimic patient needs. The setting is fully equipped with state of the art tools and equipment to facilitate learning.

NCLEX Preparation Testing Policies for Undergraduate Progression

1. Faculty will utilize multiple choice and alternate format questions with an emphasis on application and interpretation cognitive levels for course testing and for in-class practice.
2. First semester students are advised to make at least three appointments with The Center for Academic Excellence (CAE) to address study skills, learning style assessment, time management and test taking strategies. This action is presented to the students at orientation and again in the first semester.
3. Staff from the Center for Academic Excellence will meet with students in the first semester to discuss strategies for successful test taking
4. The College of Nursing (CON) faculty create a contract for any student who receives lower than a score of 80 on the first test.
5. The Associate Dean for Academics and the Director of Undergraduate Programs will monitor student grades each semester via the Academic Warning Report form system.
6. Throughout the Undergraduate Program of Study there is a four-semester plan designed to facilitate first time success on the NCLEX-RN. These strategies include: referral to CAE, test review sessions, standardized curricular testing, exposure to NCLEX-RN test review questions and diagnostic testing for NCLEX-RN readiness assessment.

7. The standardized curricular testing system is utilized in the class schedule for NURSU 386: Adult Health I and Fundamentals, NURSU 387: Psychiatric and Mental Health Nursing, NURSU 388: Adult Health II, NURSU 405: Nursing Care with Children and Families, NURSU 417: Women's Health and NURSU 481: Nursing Knowledge: Synthesis Practicum.
8. In the terminal course, NURSU 481: Nursing Knowledge: Synthesis Practicum the students are assigned the completion of NCLEX-RN practice questions, attend a mandatory vendor provided NCLEX-RN review and write a standardized RN Readiness Assessment Test. The vendor suggests the pass rate, based on statistical analysis. This exam grade represents a portion of the 481 end of course grade. The Course Coordinator in NURSU 481 may utilize the NCLEX Preparation Action Plan Contract with the student(s).
9. If a pass score on the Standardized RN Readiness Assessment Test is not achieved, the student is referred to CAE and to a small group tutoring sessions with a faculty facilitator. Attendance is required for a minimum of 50% of the scheduled sessions. The alternate version of the Standardized RN Readiness Assessment Test is then administered to the students unsuccessful on the first attempt. The vendor suggests the pass rate, based on statistical analysis.
10. The student that does not achieve a pass score will be required to:
 - a. Access the National Council of State Board of Nursing website and purchase the online review for the NCLEX-RN. The student will provide documentation to the Director of Undergraduate Programs of exam competence at the 75% level of competency.
 - b. The Letter of Endorsement is sent to the SC Board of Nursing following proof of competency at the indicated competency.
 - c. The student graduation is not impacted by the success plan

Pagers and Cell Phones on Silent or Chirp

To create an environment that is most conducive to learning, all College of Nursing faculty, staff and students are to place their phones and pagers on the silent or chirp mode at all times.

Plagiarism Policy

Plagiarism is a form of academic misconduct and is the use of another person's words or ideas without providing credit to that person. It is the theft of another person's words or ideas to give the impression that you created them. These words and ideas may be from a variety of sources including printed works, speeches, presentations, and/or Internet sites and documents. Appropriate and complete referencing of words and ideas obtained from others is a requirement in ALL courses. If a work is anonymous, as may be the case with some Internet documents, it still must be fully referenced.

Charges of plagiarism will result if you fail to provide adequate documentation of another person's words or ideas, whether published or unpublished. Additionally, the purchasing of a pre-written paper, having someone else write a paper or complete an assignment for you with or without payment, and submitting another person's work as your own are other examples of plagiarism and will be referred to the College of Nursing Honor Council.

Plagiarism of a portion of any assignment, either written or verbal, may result in the grade of zero being given for the entire assignment. Additionally, the faculty member may refer

the event to the College of Nursing Honor Council for further action. Suspension or dismissal from the university is an option provided for by the University's Honor Code for cases of academic misconduct.

If there is any portion of this policy that is unclear to you or that you wish to discuss further, please contact your course faculty member as soon as possible. To not do so indicates that you fully understand this policy.

Plagiarism Resource Center

A Plagiarism Resource Center at The University of Virginia at web address: www.plagiarism.phys.virginia.edu is available to help reduce the impact of plagiarism on education and educational institutions. At present, it distributes free software to detect plagiarism and is gathering information on peoples' experiences with plagiarism. The site's author is Lou Bloomfield, Professor of Physics, University of Virginia, Box 400714, Charlottesville, VA 22904-4714, bloomfield@virginia.edu.

Professional Liability Insurance

The Medical University of South Carolina maintains professional liability insurance for all fully matriculated and duly enrolled students. **This insurance covers students only while in the student role and for the enrolled course.** Pre-licensure students who practice outside the scope of the student role may jeopardize their future eligibility to become licensed as a registered nurse. Students employed in an agency should refuse to assume responsibility for activities which they are not legally licensed to perform, such as medication administration, initiating IV therapy, charge nurse duties, etc. **The Medical University and the College of Nursing assume no responsibility for activities which students undertake as an employee of an agency or as a volunteer.**

Professionalism Policy

Definitions:

Unprofessional or disruptive behavior is defined as any behavior that is contentious, threatening, insulting, or potentially litigious or otherwise interferes or has the potential to interfere with an individual's or group's professional responsibilities, self-respect, or ability to collaborate productively with others. It is behavior that creates an unsafe, intimidating, hostile, destructive or offensive work, academic or clinical environment. Dictates of professional behavior apply to faculty, staff, and students in the College of Nursing.

Examples of unprofessional or disruptive behavior include but are not limited to the following:

- Shouting or using vulgar, profane or abusive language
- Abusive behavior
- Physical assault or threat thereof
- Intimidating behavior

- Refusal to cooperate with others
- Conduct that constitutes sexual harassment
- Refusal to adhere to College of Nursing policies
- Inappropriate comments written in official documents that impugn faculty, staff, or students of the College of Nursing.
- Non-constructive criticism addressed to an individual in such a way as to intimidate, belittle or suggest incompetence.
- Imposition on staff of unnecessarily burdensome or idiosyncratic requirements that are generally not professionally accepted and do not result in improved efficiency.
- Making or threatening reprisals for reporting disruptive or inappropriate behavior.

* **MUSC has a Zero Tolerance to Workplace Violence** policy that applies to faculty, staff and students - <http://www.musc.edu/hrm/policies/policy>

Procedure - Faculty and Staff:

1. All conduct that constitutes sexual harassment will be referred to the university Office of Gender Equity. (refer to Policy 46, Sexual Harassment University Human Resources Policy). <http://www.musc.edu/genderequity/policy/policystatement.shtml>
2. Unprofessional or disruptive behavior demonstrated by a College of Nursing faculty or staff member directed towards another faculty, staff, patient, or student will be managed as defined in the Human Resources Policy 45, Disciplinary Actions. <http://www.musc.edu/hrm2/policies/policy45.html>
3. Unprofessional or disruptive behavior demonstrated by a College of Nursing faculty or staff member will be managed as follows:
 - a. If possible and reasonable, the complainant should first attempt to resolve the issue by asking the individual to discontinue the inappropriate behavior. The complainant should document the attempted resolution and forward to his/her immediate supervisor.
 - b. If unable to obtain satisfactory relief (see 3 a. above) or if an attempt to do so is not possible to initiate, the complainant and the complainant's supervisor should contact the supervising person (Associate Dean for Faculty for a faculty member or Director of Finance for a staff member) of the individual committing the inappropriate behavior.
 - c. The supervising person collects all information regarding the incident.
 - d. This policy should be given to the individual displaying the inappropriate behavior and documented by having the individual sign an acceptance form.
 - e. The supervising person will meet all parties involved and act as a mediator to resolve the problem and correct the behavior.
 - f. If unable to obtain satisfactory relief with steps (a) through (e) outlined above, the supervising individual will contact the Dean. The following steps will then be taken:
 1. The Dean will meet with the disruptive individual to discuss the complaint.
 2. The Dean should confirm that the individual has read and understood the policy.

3. The Dean will establish a plan for resolution with measurable outcome parameters.
 4. If the incident is resolved with satisfactory outcomes, the process ends.
 5. If the dispute remains unresolved or the unprofessional behavior continues, the Dean will make recommendations for further action.
 6. Faculty or staff who exhibit repeated episodes of disruptive behavior will be required to sign a “behavior contract” which sets forth future expectations and which identifies the types of discipline, including dismissal, which will be enacted if violations continue.
4. Documentation of the process:
 - a. Distribution of this policy to the involved individual shall be documented.
 - b. All meetings shall be documented.
 - c. A follow-up letter to the involved individual shall state the nature of the problem and inform the individual that he or she is required to behave professionally and cooperatively.
 - d. The involved individual may submit a response to the charge(s) and such response will be maintained.

Procedure - Student:

Conduct Standards, Student Policy for Alcohol and Other Drug Abuse Prevention and Intervention and Sexual Harassment Policy for Students are described in the MUSC Bulletin - http://colleges.musc.edu/academics/bulletin/acad_policies/conduct.html.

Unprofessional or disruptive behavior demonstrated by a College of Nursing student towards another student, patient, faculty, or staff not included in the above will be managed as follows:

1. If possible and reasonable, the complainant should first attempt to resolve the issue by asking the individual to discontinue the inappropriate behavior. The complainant should document the attempted resolution and forward to his/her immediate supervisor.
2. If behavior is repeated and deemed as an Honor Code violation, the complainant should use the procedures as referred to in the University Bulletin under the discussion of Honor Council: <http://www.musc.edu/honorcode/>. The following will occur:
 - a. Disciplinary actions, consisting of oral and written reprimands, probation, suspensions, or dismissal may be imposed by the Honor Council in as direct proportion as possible to the identified offense.
 - b. Any disciplinary action of the Honor Council shall be considered as a constructive process for the purpose of correcting inappropriate professional behavior. Therefore, in most instances, disciplinary actions should consist of the least severe action to accomplish this purpose.

- c. Progressive discipline starts with a reprimand, either written or oral, with or without probation. The next step can be failure of a course, suspension, and finally expulsion. Serious offenses may result in immediate suspension or expulsion. The disciplinary action of the Honor Council is administered on a uniform basis within the College, however, each offense is considered on a case by case basis.
 - d. All recommendations of the Honor Council are adhered to as described in the University Bulletin: <http://www.musc.edu/honorcode/>.
3. If the behavior is repeated, and not deemed as an Honor Code violation, the complainant should document the issue with the Program Director of the enrolled student. The Program Director will collect all information regarding the incident. The Program Director will meet all parties involved and act as a mediator to resolve the problem and correct the behavior. A written contract defining the inappropriate behavior and plan for correcting behavior will be given to the student and documented as received by having the student sign the contract.
 4. If the incident is resolved with satisfactory outcomes, the process ends.
 5. If the dispute remains unresolved or the unprofessional behavior continues, the Associate Dean for Academics will make recommendations for further action, including dismissal, to the Dean.

Student Professional Leadership

Nursing students enrolled in any of the MUSC College of Nursing programs are expected to demonstrate professional leadership activities as part of their learning experience. Professional leadership is defined as active participation and progressive responsibility in organized activities related to nursing, health care, or education. This implies more than membership in organizations and students are expected to serve on committees, seek elected office, participate in scholarly activities, or take active roles on task forces.

Examples of Professional Leadership Activities

- Serve as elected officer (president, president-elect, secretary, treasurer, etc.) of student organizations such as Graduate Student Association, Student Nurses Association, etc.
- Serve as elected officer for professional organizations such as American Association of Critical Care Nurses (AACN), American Nurses Association (ANA), American Organization of Nurse Executives (AONE), etc.
- Serve as committee member or chair of the above organizations.
- Selected and participate in the Presidential Scholars program.
- Selected and participate in Research Honors Practicum or other college or university educational honors programs.

- Selected for induction in the Nursing Honor Society, Sigma Theta Tau.
- Act as student liaison to faculty undergraduate or graduate program committees or other College of Nursing or University committees.
- Present posters or lectures at local, regional, national, or international conferences.
- Contribute to ongoing faculty or staff initiated research and scholarly publication of findings.
- Participate in curriculum development, class lectures, or other educational activities beyond individual course requirements.
- Engage in policy development or political activities designed to support specific health or nursing initiatives, laws, regulations, etc.
- Facilitate or implement clinically oriented programs or services to underserved communities beyond course requirements, such as volunteer at rural clinical, medical missionary work in an impoverished country, support disaster relief work, etc.

Statement Of Student Rights and Responsibilities

The following statement of Student Rights and Responsibilities has been adopted by the students and faculty of the College of Nursing.

Rights

Students have the right:

1. To develop the framework for critical thinking and judgment.
2. To participate in the teaching/learning process and to have the freedom to learn and explore all aspects of the subject matter.
3. To quality learning experiences without regard to race, color, religion, gender, age, political affiliation, national origin, or handicap.
4. To question the ideas or information presented in the course of study.
5. To orderly, objective evaluations of their progress in the course of study.
6. To confidentiality regarding

Responsibilities

Students have the responsibility:

1. To continue to think creatively and search out truths throughout their professional lives.
2. To exercise academic freedom in a responsible, professional way. To prepare for and participate in each learning experience according to professional standards.
3. To interact with their peers in a professional manner, regardless of race, creed, gender, or marital status.
4. To apply critical inquiry to the material presented in their courses.
5. To maintain established standards of academic/clinical performance for the courses in which they are enrolled.
6. To maintain confidentiality in all areas of

information about their personal views, beliefs, and associations which faculty acquire in the course of their work.

7. To a responsible voice in the determination of curriculum, and application of institutional policy affecting academic and student affairs.
8. To have a written policy indicating information which is part of the student's permanent educational record and the conditions for its disclosure.

their professional practice.

7. To be aware of the concepts of curriculum development, and to know the College of Nursing's philosophy and its relationship to the curriculum.
8. To provide or ascertain that information requested of the student is made available to the records department (e.g., transfer grades, current address, phone number)

Student Arrest Policy

Should a student be arrested or formally charged with any infraction of the law other than minor traffic violations and misdemeanors, the offending student shall report such violation or changes to his or her respective Dean within two university/college business days of the offense. The Dean will determine an appropriate corrective or punitive action and grant the student an opportunity to be heard. After consultation of the Dean with the Provost, the decision of the Dean will be final.