



**SCHOOL OF NURSING**

**Academic Year  
2019-20**



**Bachelor of Science in Nursing  
Pre-Licensure Student Handbook**

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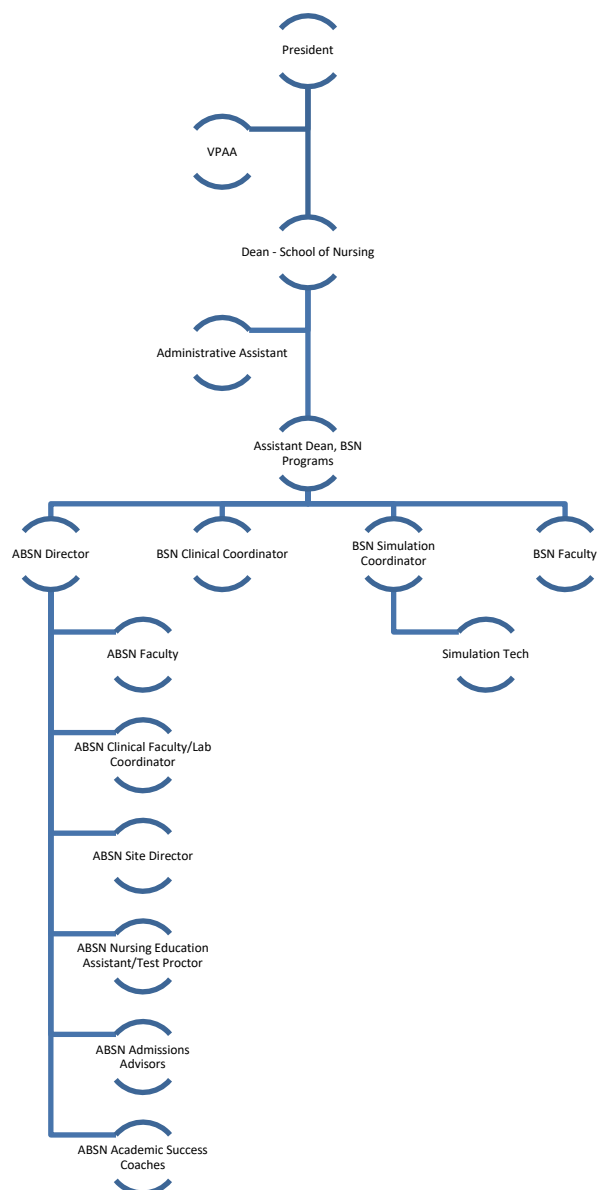
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## AUSON Organizational Chart



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### **Forward**

The purpose of the Pre-licensure Student Handbook is to facilitate the student's progress in meeting degree requirements through the clarification of the department's curricular requirements, accountability guidelines, academic policies, and procedures. The student enrolled in the nursing program may utilize the Handbook to find pertinent information to enhance his or her understanding of the nursing program's available resources and capabilities. In addition to the Handbook, the student is expected to become acquainted with the contents of the Averett University's Undergraduate Academic Catalog (UAC) and Student Handbook (SH) to ensure full understanding of the University's expectations regarding student conduct and academic requirements.

### **Equal Opportunity Statement**

The University is committed to offering equal educational opportunities for persons with disabilities. It is the University's policy that no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination with regard to the programs, activities, or services provided by the University. Services to students with disabilities are coordinated through Academic Support in accordance with applicable provisions of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Virginians with Disabilities Act. In order to receive services, students with disabilities are required to provide documentation of their disabilities and any requested accommodations to the Galesi Family Academic Support Office.

In addition to Averett University's disability services policy above, the nursing program policy is consistent with the Federal equal opportunity regulations. Our policy states that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status or belief, be excluded from any training or be denied the benefit of a nursing education.

### **Right Reserved to Change**

The Averett University nursing program reserves the right to amend and/or alter the contents of the Pre-Licensure Student Handbook (Handbook) at any time. Any changes will be disseminated via electronic mail to the student's official Averett email address. Failure to read this handbook does not excuse students from the requirements and regulations described herein.

### **Averett University Overview**

The University welcomes visitors to the campus throughout the year. The administrative offices are open from 8:30 a.m. to 4:30 p.m., Monday through Friday. Telephone (434) 791-5600, toll free 1-800-AVERETT (283-7388), contact us at [admit@averett.edu](mailto:admit@averett.edu). Averett University does not discriminate on the basis of race, color, creed, age, gender, national origin or disability in the administration of any of its educational programs, activities, admissions or employment practices.

Averett reserves the right to change courses, requirements, and regulations in the Averett University catalog without advance notice. Failure to read the catalog does not excuse students from the requirements and regulations described herein.

Since Averett University does not print a paper catalog, an electronic copy of this document is located on the university's website.

### **The University Mission**

Averett University prepares students to serve and lead as catalysts for positive change. Averett fulfills this mission by educating students from diverse backgrounds, cultures, and nations through liberal arts based undergraduate and graduate programs in a personal, collegial, interdisciplinary environment.

### **The University Vision**

Averett University will provide opportunities that will be transformative for our region and beyond by bringing to life the Big Dreams and BOLD FUTURES of our students and the communities we serve.

### **The University's Core Values**

- *Integrity:* We practice the highest ethical standards.
- *Innovation:* We encourage and embrace innovative teaching and learning inside and outside the classroom.
- *Engagement:* We promote global awareness, service, and leadership.
- *Discovery:* We foster a spirit of discovery, problem solving and critical thinking and incorporate liberal arts with professional preparation in our teaching and learning.
- *Diversity:* We value diversity of thought, cultures, and the uniqueness of all persons.
- *Tradition:* We embrace Averett's Judeo-Christian heritage by honoring the search for truth and spiritual formation.

### **Accreditations and Memberships**

Averett University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA, 30033-4097, 404-679-4501) to award associate, baccalaureate and master's degrees. The University is approved for payment for veterans.

The baccalaureate nursing program at Averett University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

On February 7, 2018 the Virginia Board of Nursing granted full program approval for the Baccalaureate Degree Registered Nurse Program. The next survey visit will be scheduled in 2028.

Averett University's memberships include: the American Council on Education, Association of Virginia Colleges, Council of Independent Colleges and the Virginia Humanities Conference.

The School of Nursing memberships include: the National League of Nursing (NLN), the American Association of Colleges of Nursing and the Virginia Association of Colleges of Nursing.

### **Nursing Program Overview**

#### *Philosophy*

The faculty of the Averett University School of Nursing (AUSON) adopts the mission of Averett University including the core values of integrity, excellence, leadership, diversity, discovery through critical thinking, and collaboration with inter-professional teams.

The philosophy of the AUSON consists of the nursing meta-paradigm of PERSON, HEALTH, NURSING, and ENVIRONMENT. The Faculty beliefs are as follows:

**Persons** include individuals, families, groups, communities, and populations. People have intrinsic value and dignity because of shared and individual physical, emotional, intellectual, social, cultural, and spiritual characteristics. They are self-determining, and each person functions interdependently with other individuals, families, groups, communities, and populations.

**Environment** consists of both internal and external factors that influence and are influenced by a person's health.

**Health** is a dynamic state of optimal physical, social and mental well-being across the lifespan. The health status of an individual is influenced and determined by their background, genetics, lifestyle, economic and social conditions, and spirituality. Health is affected by environmental factors that include choices about personal health practices and by the ability of people to meet their healthcare needs and to have access to healthcare.

**Nursing** is an art that incorporates a caring and holistic approach to patient-centered care. It is a science that is built upon a broad scientific and liberal arts foundation. Nursing is defined by the American Nurses Association (ANA) as "the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and population" (ANA, 2010). The faculty believes that nursing is conducted in accordance with the ANA nursing practice standards and the ANA ethical code of the nursing profession. Nursing is a systematic process that incorporates critical thinking to collect and analyze data, develop nursing diagnoses, plan and implement therapeutic interventions, and evaluate patient outcomes. A nurse functions as a leader, collaborator, and an integral member of the interprofessional team working with information systems and technology to optimize the healthcare of individuals, families, communities and populations.

**Nursing Education** prepares baccalaureate graduates to function as a generalist, leader, and caregiver in a variety of healthcare settings. The AUSON accomplishes this by being a learning community that builds on a foundation of liberal arts, humanities, and sciences. The curriculum is designed to develop the students' clinical skills and clinical judgment required to practice professional nursing. We believe that experiential learning is essential to applying the knowledge and skills learned in the classroom.

Faculty believes that students are responsible for their own learning with faculty to facilitate the learning process. We are committed to providing an environment which assists students to reach their potential, promote intellectual interest, critical thinking, development of professional values, and a commitment to life-long learning. Within a milieu of mutual respect, students and faculty participate collaboratively in a sense of inquiry, scholarship, learning, creativity, and service.

The faculty is responsible for designing and implementing teaching strategies that help facilitate students' learning. Evaluation of student performance is a continuous process and utilizes established criteria. Student success is promoted by supportive faculty advisement, remedial work, and/or referral to counseling services. Faculty enhances the learning process by maintaining current knowledge in the discipline of nursing and integrating research, scholarship, and service into nursing education.

Baccalaureate nursing education provides the foundation for the development of professional knowledge, critical thinking, ethical decision-making, leadership skills, and the independent and interdisciplinary pursuit of quality and safe patient care in the healthcare settings. The AUSON applies

the *Essentials of Baccalaureate Education in Nursing* (2008) as the curriculum framework for both the BSN and the RN to BSN tracks.

### *Mission*

The School of Nursing prepares outstanding baccalaureate nurses who will provide excellent nursing care and leadership and possess a solid foundation for graduate education. This is accomplished by educating students from diverse backgrounds, cultures, and nations in a personal, collegial and interdisciplinary environment.

### *Vision*

The School of Nursing will provide an excellent nursing education that prepares nurses to be catalysts for change in healthcare in Virginia, the United States, and globally.

### *Goals*

The goals of the School of Nursing are to:

- Prepare generalist nurses who provide excellent nursing care for individuals, families and communities at all developmental levels, in illness and wellness, and across all healthcare settings.
- Produce excellent student and faculty scholarship.
- Collaborate with clinical agency partners using evidence-based best practice for the improvement of patient care outcomes.
- Serve communities to improve healthcare in Virginia, the United States and globally.
- Promote a collegial environment that supports lifelong learning, leadership and development of student, staff and faculty.

### *Values*

Averett University pursues its mission based upon specific core values. The School of Nursing embraces and models the following characteristics:

- Integrity in thought, deed, and action;
- Excellence using creative and innovative approaches to teaching, scholarship and service;
- Leadership to promote strategic change in an evolving health care system;
- Diversity of thought, cultures, religions and the uniqueness of the individual;
- Discovery through critical thinking, lifelong learning and a commitment to the application of evidence-based practice;
- Collaboration with all members of the healthcare team in providing quality and safe nursing care;
- Stewardship of all resources with a commitment to fiscal responsibility;

### *Graduate Outcomes*

Upon successful completion of the program, graduates will be able to:

1. Exhibit a broad knowledge of the liberal arts and nursing science in utilizing critical thinking and decision-making to deliver safe, quality, professional care to individuals, families, groups and communities across the continuum of care. (Liberal Education)
2. Use leadership skills to design improved healthcare models of care for individuals, families, groups, organizations and community arenas. (Leadership)

3. Incorporate evidence-based practice in the care of individuals, families, and groups across the lifespan in healthcare settings. (Evidence-Based Practice)
4. Demonstrate excellence in information technology management skills to support delivery of safe, quality care globally. (Information Technology Management)
5. Participate in the improvement of healthcare policy for diverse populations. (Health Care Policy)
6. Apply enhanced communication and collaboration skills when working with interprofessional healthcare teams to produce safe, quality healthcare outcomes. (Interprofessional Team)
7. Apply the nursing process to promote, maintain and restore health for diverse populations and groups. (Health Promotion and Disease Prevention)
8. Apply the principles of ethical self-regulation and accountability for the individual generalist nursing practice grounded in professional engagement and a commitment to life-long learning. (Professionalism)
9. Incorporate the knowledge gained from the art of nursing and nursing science to deliver compassionate nursing care across the healthcare continuum to individuals, families, and communities in Virginia, the United States and globally. (Generalist Patient Care Management)

*The Essentials of Baccalaureate Education for Professional Nursing Practice*

The AUSON curriculum is designed around the framework of The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2013). The broad elements of the Essentials are as follows:

**Liberal Education:** Nursing education grounded in the liberal arts and sciences supports wide-ranging generalist knowledge of cultures and society. It promotes critical thinking, successful communication and collaboration, and a commitment to professional and ethical responsibility for safe and quality nursing care of persons across the life span from wellness to illness.

**Leadership:** Leadership skills implore the understanding of organizations and complex healthcare systems and an awareness of the role power, politics, policy and regulatory guidelines make in designing and monitoring safe quality improvement measures that lead to healthcare outcomes for organizational and community arenas.

**Evidence Based Practice:** Professional generalist practice requires knowledge of the research process, legal and ethical measures used to conduct research, and the importance of continually appraising disseminated findings for integration of best practices in quality models of patient care.

**Information Technology Management:** Excellence in technological information management is imperative in today's healthcare systems. The generalist nurse must demonstrate competence in using patient care records, technical systems for medication delivery and patient care monitoring systems.

**Healthcare Policy:** Healthcare policy, including finance and regulation, set boundaries for generalist nursing practice, equality, access and affordability of healthcare. An awareness of the professional and moral responsibility to participate in policy development and advocacy, particularly for vulnerable populations, within the context of broader society, is imperative in supporting safe, equitable and affordable quality nursing care.

**Inter-professional Communication and Collaboration:** Team is essential in today's complex patient-centered and population care to ensure health promotion and disease prevention through excellent healthcare team management.

**Health Promotion and Disease Prevention:** Population focused health promotion, prevention of disease and injury require knowledge of primary, secondary and tertiary measures to assist patients, families and communities and the public in the prevention of disease and injury across the lifespan.

**Professionalism:** Professionalism based on core professional values is basic to excellence in generalist nursing practice. Professionalism incorporates the concepts of ethics, caring, respect, civility and personal responsibility in the nursing role.

**Generalist Patient Care Management:** Generalist patient care management incorporates all the knowledge and skills identified in the previous core concepts: knowledge of the arts and sciences; best nursing practices and research; population health; technical skills required for communication and care delivery; leadership, interprofessional role behaviors and ethics; policy; and personal accountability. These concepts come together with nursing knowledge across the lifespan, from health to illness, and in a variety of settings to undergird excellence in generalist patient care management.

American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for nursing practice*. Washington, DC: Author.

### **Faculty and Student Rights and Responsibilities**

As members of Averett University School of Nursing, the faculty and students have both rights and responsibilities as individuals and as participants in the educational process. Faculty members and students have the right to basic freedoms accorded any citizen under the law. These individual rights include freedom of speech, freedom of press, freedom from censorship, freedom from discrimination, freedom from personal abuse, and the right to lawful assembly. It is further recognized that faculty and students alike have the responsibility to respect the rights of the individual and to refrain from those actions which can result in the negation of basic freedoms. Due process shall be accorded both faculty and students through a both informal and formal grievance.

Within the framework of the educational process, the faculty recognizes its responsibility to provide a program and curriculum which are educationally sound, of high quality, and in keeping with the philosophy, goals, and objectives of the university. Faculty is responsible for the provision of learning opportunities which will enable the student to meet the program's objectives and to provide mechanisms for student involvement in the development of policies and procedures related to the attainment of those objectives.

Academic freedom shall include the faculty's right to teach and the students' right to learn. The student has the right to expect the institution and the faculty to define the academic requirements for continuance, promotion, and graduation—including specific requirements for each course such as grading, attendance, format for written work, penalties for late work, course content, and objectives. Expected student and professional conduct shall be clearly stated, including policies related to plagiarism and cheating.

Faculty recognizes the students' rights and responsibilities as stated in the NSNA Student Bill of Rights and Responsibilities. In keeping with these rights and responsibilities, the faculty has the right to expect the student to be an active participant in the teaching-learning process. The student is responsible for being informed as to the philosophy, objectives, and policies of the school, for seeking clarification, if necessary, from appropriate faculty members, and for being committed to the principle of continued academic and professional achievement.

Students have a right to expect faculty to be qualified in their respective areas of instruction, to provide opportunity for academic counseling, and to provide for continued information to the student regarding progress within the course of the program. Students are responsible for recognizing and communicating learning needs to faculty and demonstrating responsibility and self-discipline (for further information see Averett University's *Handbook*).

**Plan of Study**

The Nursing Major is a four-year program of study. Students complete 1 1/2 semesters of general education courses, then apply to become a nursing major. A suggested plan of study is shared on the next page. Course descriptions are shared later in this document.

Freshman Year					
Semester I			Semester II		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
BIO 101	Intro to Biology	4	BIO 204	Anatomy/Physiology I	4
NUR 109	Nutrition	3	BIO301	Microbiology	4
ENG 111	Intro to Writing	3	PSY 205	Dev. Psych	3
IDS 101	Student Success	2	CH 103	Chem. Life Sci.	4
MTH 103	Principles of Math	3			
	<b>TOTAL</b>	<b>15</b>		<b>TOTAL</b>	<b>15</b>

Sophomore Year					
Semester III			Semester IV		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
NUR 207	Basics of Nursing	5	NUR 314	Nursing Care Adult I	5
NUR 208	Basics of Nursing: Skills	1	NUR 315	Inter. Nursing Skills	1
NUR 313	Health Assessment	3	BIO 313	Pharmacology	4
BIO 205	Anatomy/Physiology II	4	ENG 112	Intro to Lit.	3
BIO 316	Pathophysiology	3	MTH 160	Intro to Stats	3
BIO 200	Med. Term	1			
	<b>TOTAL</b>	<b>17</b>		<b>TOTAL</b>	<b>16</b>

Junior Year					
Semester V			Semester VI		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
NUR 316	Psych/Mental Health	5	NUR 317	Nursing Care of the Woman	5
NUR 319	Nursing Care Adult II	5	NUR 318	Nursing Issues & Trends	3
NUR 415	Nursing Research	3	NUR 416	Nursing Care of the Child	5
PHL 210	Ethics	3		ART/MUSIC/THEATER/ENG	3
	<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>16</b>

Senior Year					
Semester VII			Semester VIII		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
NUR 418	Nursing Care Older Adult	3	NUR 426	Complex Health Care	5
NUR 419	Nursing Informatics	2	NUR 430	Nursing Leadership	5
NUR 420	Pop. Focused Nursing	5	NUR 497	Nursing Capstone	1
SOC 101	Intro to Soc.	3	PSY 110	Psych as a Soc. Sci.	3
	HIS/ECO/POS	3	ART103	Visual Arts	3
	<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>17</b>
<b>TOTAL NURSING CREDITS: 65</b>			<b>TOTAL PROGRAM CREDITS: 128</b>		



## **ADMINISTRATIVE POLICIES**

### *Nondiscrimination*

Averett University (AU) is committed to equal opportunity in employment and education. Averett admits students and employs individuals of race, sex, color, disability or national or ethnic origin. These have access to all the rights, privileges, programs and activities generally made available to students or employees at the university. AU does not discriminate on the basis of race, sex, color, national or ethnic origin, disability, age or marital status in the administration of its educational policies, scholarship and loan programs, and athletic and other administered programs. Inquiries or complaints should be addressed on the appropriate form to the Office of the Vice President for Academic Affairs, Averett University.

### *Disability Services*

The University is committed to offering equal educational opportunities for persons with disabilities. It is the University's policy that no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination with regard to the programs, activities, or services provided by the University. Services to students with disabilities are coordinated through Academic Support in accordance with applicable provisions of the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Virginians with Disabilities their disabilities and any requested accommodations to the Galesi Family Academic Support Office.

### *Family Education Rights and Privacy Act (FERPA)*

The right to provide written consent before Averett University School of Nursing discloses personally identifiable information from the student's education records (grades, health history, required clinical documents i.e. immunization record, results of background check, results of drug screening) except to the extent that FERPA authorizes disclosure without consent.

AUSON discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by AUSON in an administrative, supervisory, academic, research, or support staff position; a person or company with whom AUSON has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Managers, or assisting another school official in performing his or her tasks; or a student completing an internship or clinical educational experiences in a higher education program of another facility which has a contract/affiliation agreement with Averett University School of Nursing to provide clinical learning experiences.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

In addition to school officials with a legitimate educational interest, FERPA allows schools to disclose educational records, without consent, to the following parties or under the following conditions:

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law

The right to file a complaint with the U.S. Department of Education concerning alleged failure by the school to comply with the requirements of FERPA should contact:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202- 8520

### *Sexual Harassment*

Title IX of the Education Amendments of 1972 prohibits discrimination in any education program or activity receiving federal financial assistance because of an individual's sex. In accordance with Title IX, Averett University School of Nursing has a strict policy prohibiting discrimination based on race, color, religion, national origin, age, disability, marital status, and sex. This policy includes a prohibition against sexual harassment. Each and every incident of discrimination or harassment, including sexual harassment, should be reported in accordance with this policy.

Discrimination or harassment, including sexual harassment, of any member of the Nursing Program's student body by anyone including another member of the Nursing School student body will not be tolerated.

If a member of the student body believes that he or she has been discriminated against or harassed, the student should immediately report such conduct in accordance with this policy.

For your information, sexual harassment is defined generally as including unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (i) submission to such conduct is either an explicit or implicit term or condition of an individual's education;
- (ii) a student's reaction to the conduct is used as a basis for making academic decisions affecting that student; or
- (iii) the conduct has the purpose or effect of substantially interfering with an individuals' academic performance or creating an intimidating, hostile, or offensive educational environment.

If you wish to report an incident of sexual harassment whether carried out by an employee, another student, or any third party, you may report the incident to one of the following persons:

- Instructor
- Dean of Nursing School
- Dean of Undergraduate Programs

If you feel that you cannot report an incident of sexual harassment to one of the persons listed above because that person has caused the incident(s), acquiesced to the incident(s), or you otherwise reasonably believe that the person will not address the incident(s), you should report the incident(s) to

one of the other persons. Each person to whom a report may be made has the responsibility and authority to investigate and act on the report regardless as to who is the accused harasser. AUSON may take action as it deems appropriate in order to prevent the recurrence of any sexual harassment or to correct the effects on the charging party and others. The action taken by the Nursing School may include subjecting the harassing party to disciplinary action up to and including termination of employment or dismissal from the Nursing School.

The Nursing School will not tolerate retaliation against any student who complains of sexual harassment or who provides in good faith information in connection with any complaint or investigation. Any employee who retaliates against any student in violation of this policy will be subject to disciplinary action up to and including termination and any student who retaliates against another student in violation of this policy will be subject to disciplinary action up to and including dismissal from the Nursing Program.

#### *Safety Procedures*

The University has clearly-defined, detailed safety procedures relating to emergency medical situations, hurricanes, fire and tornados; these plans are included in the Averett University *Catalog*. The community emergency "911" system is activated when students, staff, and visitors require emergency medical treatment. Building plans that identify evacuation routes in the event of a fire emergency are posted throughout the building, reviewed during student/faculty/staff orientation and annually thereafter. An emergency electronic phone system is activated for notification in emergency situations such as hurricanes. This system is utilized when necessary. Procedures relating to injuries sustained on campus or in clinical areas are reviewed, including the requirement that students/faculty obtain medical care through their designated provider.

Any event of an unusual nature is documented on an Averett University incident report by faculty/staff for review and follow-up. Incidents involving the actual/potential injury of students or faculty at clinical sites require completion of the agency-specific incident reporting process and the Averett University Nursing Program Clinical Incident Reporting process. Possible exposure to bio-hazardous waste including contaminated needle sticks require similar incident reporting and medical follow-up in accordance with Nursing Program and agency policy/procedure.

### **SCHOOL OF NURSING POLICIES**

#### **Professional Behaviors**

The University has established a set of professional behavior(s) which will help students develop their knowledge and skills for positions in their fields.

- Adhere to University policies and procedures as outlined in the University Catalog.
- Adhere to program policies and procedures as outlined in the program Student Handbook.
- Adhere to policies and procedures of the clinical education site where assigned. (RNBSN students select their own practicum sites.)
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.

- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

The faculty reserve the right to recommend withdrawal of the student to the School of Nursing Assistant Dean Undergraduate Programs at any time for unprofessional behavior.

### *Confidentiality*

Ethics is an integral component of the foundation of nursing. All healthcare team members have an ethical and legal obligation to maintain confidentiality of all patient information and the right to privacy of all records regarding patient care in all clinical settings. The principles of privacy and confidentiality extend to all interpersonal relationships. The ANA's Code of Ethics for Nurses is utilized by the AUSON to help students understand the goals, values, and obligations of the nursing profession. This document can be accessed here: <http://www.nursingworld.org/codeofethics>

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Averett University. Failure to maintain the patient's right to confidentiality may result in the student's receiving a grade of "F" for the course and dismissal from the nursing program.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, always discuss the matter with your immediate supervisor for clarification or direction.

To assist the student in the socialization to the professional role, the AUSON utilizes the following documents:

- The AHA Patient Care Partnership (2003) can be viewed and downloaded here: <http://www.aha.org/advocacy-issues/communicatingpts/pt-care-partnership.shtml> The student will uphold the tenets of the Patient Care Partnership in the clinical setting.
- The student will adhere to Health Insurance Portability and Accountability Act (HIPAA, 1996) in the clinical area.

### *Statement of Essential Attributes*

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. This Statement of Essential Attributes is based on an understanding that practicing nursing as a student involves an agreement to uphold the trust which society has placed in us (ANA Code of Ethics for Nursing Students, 2001). The

following statements are standards that comprise four core essential student nurse competencies. In addition to academic qualifications, the Averett University School of Nursing (AUSON) considers the ability to consistently demonstrate these personal and professional attributes essential for entrance to, continuation in and graduation from its nursing degree programs. Students are expected to sign this statement (Appendix J) at the beginning of each academic year (RNBSN students at the beginning of their nursing courses) to indicate their commitment to consistently demonstrate these attributes.

#### Physical Attributes

Nursing students must possess sufficient motor and sensory skills to provide safe nursing care and participate in the classroom and clinical experiences deemed necessary to meet both professional nursing practice standards and academic nursing program standards. Students must be able to:

- (Motor) Move throughout the classroom/clinical site and stand for periods of time to carry out patient care activities; be physically capable of performing patient care duties for up to 12 hours at a time, day or night; and lift 50 pounds.
- (Vision) See and accurately read print, computer screens and handwriting, including patient care orders and other documents, and demonstrate the ability to differentiate colors.
- (Hearing) Hear and differentiate tonal variances or do so with the assistance of technology such as an amplified stethoscope.
- (Smell) Differentiate smells, such as smoke, bodily fluids and other odors.
- (Tactile) Accurately distinguish texture, temperature, pulsations, and moisture, with or without gloves.
- (Gross/Fine Motor) Manipulate equipment and tools necessary for providing safe nursing care such as medical equipment/devices, syringes/needles, stethoscope and computers.

#### Cognitive Attributes

Nursing students must exhibit sufficient knowledge and clarity of thinking to process information and apply it appropriately to situations in classroom and clinical experiences. Students must be able to:

- Learn effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, group assignments, individual study of materials, preparation and presentation of written and oral reports and use of computer based technology.
- Assimilate knowledge acquired through the modalities above and effectively apply that knowledge in clinical settings for a variety of individual, family or community needs and problems.
- Write and comprehend both spoken and written English.
- Speak English well enough to understand content presented in the program, adequately complete all oral assignments and meet objectives of assigned clinical experiences.
- Accurately apply basic mathematical skills such as ratio/proportion concepts, use of conversion tables and calculations of drug doses and solutions.
- Organize thoughts to communicate effectively through written documents that are correct in style, grammar, spelling, mechanics and American Psychological Association (APA) referencing.
- Gather data, develop a plan of action, establish priorities and monitor treatment plans.
- Utilize appropriate judgment and critical thinking behaviors such as properly incorporating previous knowledge from a wide range of subject areas into current patient care situations.

### Interpersonal Attributes

Nursing students must possess the ability to identify behaviors and attitudes in themselves and others, as well as the ability to self-regulate their own behaviors and attitudes, in order to ensure professional practice and delivery of care. Students must be able to:

- Establish rapport with individuals, families and groups.
- Respect individual differences such as cultural, ethnic, religious, gender, age and sexual orientation.
- Relate effectively to other students, faculty, university/hospital staff and patients/families to fulfill ethical obligations of the nursing profession including altruism, autonomy, human dignity, integrity and social justice.
- Negotiate interpersonal conflicts effectively.
- Maintain sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, maintain objectivity and recognize personal strengths and limitations consistent with safe clinical practice so as to ensure no direct threat to the health or safety of others.
- Sustain safe nursing practice without demonstrated behavior of addiction to, abuse of or dependence on alcohol or other drugs that may impair behavior or judgment.
- Preserve confidentiality in regards to collaboration and patient care.
- Maintain professional relationships and expectations in all areas of student life, including academic, work and personal.
- Critically examine and self-edit social media content posted and hosted with the understanding that they impact both educational and professional opportunities while refraining from posting distasteful, offensive, immoral, unethical or confidential content.
- Accept appropriate ownership of responsibility for their own actions and for the impact of these actions on others.
- Abide by the American Nurses Association Code of Ethics (located at <http://www.nursingworld.org/codeofethics>).

### Performance Attributes

Nursing students must be able to maintain clinical agency, university and nursing program performance standards while upholding and enhancing the reputation of the nursing programs and the university at large. Students must be able to:

- Continuously exhibit a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences.
- Perform multiple assignments/tasks concurrently and in a timely manner.
- Provide patient safety in various stressful situations and settings which may be physically and emotionally demanding.
- Arrange travel to and from academic and clinical sites, both local and distant.
- Tolerate the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads and fatigue.
- Timely submit required medical and certification documents to online database.
- Critically think and concentrate with ability to respond quickly to changes in patient and unit conditions.
- Maintain integrity of the Averett University nursing uniform, which is to be worn only in its entirety in approved clinical and academic settings.

- Comply with all applicable Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) standards.

Averett University does not discriminate; however, the School of Nursing believes that all students enrolled must possess these attributes in order to be successful and achieve the level of competence necessary for safe, professional practice. If an applicant believes that he/she cannot meet one or more of these abilities/skills without accommodations or modifications, determination will be made, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made.

#### *Social Media*

School of Nursing students are required upon admission, and yearly thereafter, to read the National Council State Boards of Nursing White Paper: A Nurse's Guide to the Use of Social Media, August, 2011. You will find the guide at [https://ncsbn.org/Social\\_Media.pdf](https://ncsbn.org/Social_Media.pdf)

A statement (Appendix H) must be signed by each student acknowledging awareness and understanding of appropriate use of social media by nurses/student nurses as related to health care settings.

#### *Student Incivility*

The School of Nursing at Averett University agrees with the American Nurses Association (ANA) position with regard to individual roles and responsibilities of nursing students to create and sustain a culture of respect, free of incivility, bullying and workplace violence. Nursing students have an ethical, moral and legal responsibility to create a healthy and safe work environment for all members of the nursing education team and all healthcare teams, healthcare consumers, families and communities.

ANA's Code of Ethics for Nurses with Interpretive Statements states that nurses are required to "create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect"

The nursing profession – which includes the School of Nursing at Averett University – does not tolerate violence of any kind from any source. All nursing students, all healthcare teams and healthcare workers in all settings must collaborate to create a culture of respect, free of incivility, bullying and workplace violence.

Incivility includes displaying a lack of respect and professionalism when interacting with School of Nursing faculty and staff, and with each other – whether in writing or face to face. Students' opinions and feedback are welcomed, provided they are shared in a professional and courteous manner.

Any student found to be in violation of this policy will be immediately dismissed and not afforded the opportunity to return.

#### *Request for Accommodations Because of a Disability*

Averett University School of Nursing is committed to ensuring all qualified individuals with disabilities have the opportunity to take part in the educational programs and services offered on an equal basis without discrimination. Reasonable and appropriate accommodations are approved by the Assistant Dean Undergraduate Programs of the School of Nursing and made on an individual basis. It is the student's responsibility to initiate and follow-through with a request for accommodations because of a

disability. The student is also responsible to inform faculty of each course regarding the accommodations approved by the AUSON Assistant Dean Undergraduate Programs. This notification is to be done in a timely manner (at the beginning of the course) in order for arrangements to be made. Students who wish to request accommodations must adhere to the process outlined below.

The student must submit the request for accommodations to the AUSON Assistant Dean Undergraduate Programs at the time of enrollment in the program. If the disability is diagnosed after enrollment, the student may submit the request later. However, receiving a request for accommodations *after* class/practicum experiences and/or evaluation(s) of student performance have occurred does not change those experiences or evaluation results. The request for accommodations must include:

- A letter from the student that specifies the accommodation(s) requested.
- If there are multiple disabilities, documentation must be submitted for each disability.
- A note from Academic Support describing the specific student's needs should be distributed to faculty and the original placed in the student's file.

The AUSON Assistant Dean Undergraduate Programs will consider the documents received, consult with appropriate resource person(s), and a decision will be made on the request. The accommodations may not contradict or override the Essential Functions required of a student listed in this Handbook. The decision and any reasonable and appropriate accommodations that can be made will be communicated to the student in writing.

### **Clinical Information and Requirements**

Students entering the Nursing Core curriculum can expect class and/or clinical/skills lab schedules to occur throughout the week. The specific days that are utilized are determined in part by the days the clinical sites are available and by the coordination of campus resources and scheduled learning activities. Additional class time or laboratory time may be scheduled during the week for practice skills sessions, tutoring, and retention and critical thinking exercises.

The scheduling of students' clinical experiences is a complex process involving the needs/requirements of the clinical sites, utilization by competing academic programs and coordination of classroom and skills laboratory assignments amongst all nursing classes at the University. The Nursing Program will continually strive to provide students with advance notice of a clinical schedule change. However, due to external factors students should be prepared to accommodate changes in their clinical affiliation assignments, including days of the week, and times of day.

All clinical experiences held outside Riverview campus will be labeled **Offsite Clinical**. All skills lab and simulation experiences held inside the Riverview campus will be labeled **Onsite Clinical**.

Students must achieve a "Satisfactory" score in all clinical and laboratory learning experiences. If the student does not pass the clinical component of the class, s/he will not pass the course, and therefore cannot advance in the program.

### ***Cardiopulmonary Resuscitation (CPR)***

The student is required to have current CPR certification documentation submitted to the nursing program administrative assistant prior to the beginning of any NUR prefixed course with a clinical component. The required CPR certification is American Heart Association: HealthCare Provider.



### *Clinical Attendance and Make-Up Policy*

Failing to use proper notification procedures (“no call – no show”) for clinical absence/tardiness will be cause for administrative action. A pattern of this unprofessional behavior may result in course failure and/or dismissal from the program.

If a student misses clinical time the student is required to make up all of the specific clinical assignments or clinical experiences deemed necessary for course completion. The student is required to make up – hour for hour – all missed clinical time. Make-up assignments and/or experiences will take place on a date and time when an instructor is available to provide appropriate supervision.

### *Clinical Orientation*

Prior to starting a course with a clinical component, students will be required to attend orientation sessions at the clinical site(s) which may include computer instruction. These sessions are scheduled at the discretion of the clinical site. It is the responsibility of the student to be in attendance for scheduled clinical facility orientation. The student will receive an orientation information packet prior to the start of each clinical rotation which will include the date, time and place of the mandatory orientation. Should the student neglect to attend the mandatory scheduled orientation the student will not be allowed admittance to the medical facility in which they were assigned a clinical rotation. The program will reschedule an orientation time for the student. However, due to the facility’s timeframe between scheduled orientations, several days or weeks could pass.

**Note:** Each clinical facility may have requirements or policies related to student behavior unique to their practice setting. The student is required to obey these policies. Failure to do so may result in dismissal from the nursing major.

The student is required to maintain a safe environment for clients under his or her care. The impaired student may jeopardize the client’s health status. Furthermore, impairment has a negative impact upon the student’s personal health and compromises his or her educational process.

The student is required to provide documentation to meet mandatory clinical requirements. A packet of forms will be provided to the student. All required documentation must be completed and signed prior to entering the first nursing course. It is the responsibility of the student to ensure that all required clinical documentation is kept up-to-date.

### *Clinical Professional Appearance & Attire*

(Exceptions may be made for medical purposes only, and only with faculty approval.)

Each student is a representative of Averett University, the School of Nursing, and the nursing profession. Part of helping students learn their new professional role is teaching them what professionals look like. Research has shown that what we wear affects how we behave and how we are perceived. You are preparing to become BSN-prepared nurses, and we want you to reflect that professionalism.

Clinical setting:

1. The Student Uniform, Shoes & Equipment
  - a. The uniform itself is to be clean and in good repair. If a student chooses to wear a shirt under the uniform, the shirt must be the same color as the uniform.
  - b. In the event a student should gain or lose weight and the uniform does not fit well, the student must purchase appropriately sized AUSON uniforms.
  - c. Shoes and laces are to be clean and in good repair. Only non-porous, non-canvas white nursing shoes or all white athletic shoes may be worn. Open toe shoes or shoes with holes are not permitted. Clogs must have a heel strap and the heel strap must be worn at the heel.
  - d. White hose are to be worn with dress uniforms. Either white hose or white socks are to be worn with pant uniforms.
  - e. A watch with a second hand, bandage scissors, stethoscope and a black pen are to accompany the student at all times.
  - f. The student is required to wear their nametag, or where appropriate, another form of identification.
  - g. Appropriate dress for some clinical experiences may vary from the stated code. Follow the guidelines in the course syllabus.
2. Jewelry
  - a. Students may wear a smooth (no stones) wedding band and a watch with a second hand in the clinical setting.
  - b. Regardless of the number of piercings the student has, no piercing jewelry is allowed in the clinical setting, including earrings.
    - i. If the piercing requires something to maintain patency, the student may wear a clear stud – **with approval from the course faculty**.
  - c. No other jewelry is allowed.
3. Hair
  - a. Hair is to be neat and clean and trimmed, with no extreme styles.
  - b. Hair styles may not interfere with patient care.
  - c. Long hair must be pulled back off the shoulders and contained at all times. It may not fall down toward the face when looking down, and it may not swing freely.
  - d. Hair color should be natural tones (no pink, purple, green, etc.)
  - e. Men – sideburns should be trimmed
  - f. Men – facial hair, mustaches and beards must be well-trimmed and neat
4. Personal Grooming
  - a. Fingernails are not to extend beyond the tip of the finger.
  - b. Fake nails or gel nails are not allowed.
  - c. Colored fingernail polish is not allowed.
  - d. Makeup must be moderate
  - e. No fragrances may be worn.
  - f. All tattoos must be covered; they may not be visible to those around you.
5. Identification
  - a. Wear your AU School of Nursing ID badge.
  - b. Wear any ID badge required by your clinical setting.

Additional requirements specific to a clinical site or course will be described in your course syllabus.

When obtaining patient assignments and/or attending non-uniform clinical assignments:

The authorized AUSON lab coat and name tag serve as student identification for the AU nursing student, authorizing the student's presence in the clinical facility. The clinical facility may require an additional ID badge – this is required any time the student is in the clinical setting. When the student is in the clinical facility to obtain his/her patient assignment and make an initial visit, either the uniform or the lab coat and nametag is appropriate attire. All clothes must be neat, clean and in good repair.

When wearing the lab coat:

1. Men are to wear shirts, long pants and closed toe shoes. No jeans, shorts, T-shirts or sweat suits may be worn.
2. Women are to wear dress slacks or skirts, blouses and closed toe shoes. Jeans, shorts, miniskirts, form fitting pants, leggings, sheer blouses, tank tops, halter tops and sweat suits are not acceptable.
3. The lab coat may also be worn with the student uniform.

Dress code for pregnant students:

Students will purchase well-fitting maternity style uniforms and sew the AUSON emblem on the left upper sleeve of the uniform. Students must wear the AUSON nametag, and all other dress code regulations will apply.

Dress code for simulation and skills lab experiences:

Professional appearance and the Averett ID badge are expected in all learning areas. When the student is scheduled for a Simulation Lab experience, the student should wear full clinical uniform.

When the student has Skills Lab experiences, the student should wear his/her lab coat or scrub uniform, as directed by faculty.

When in the classroom setting, the student may wear the scrub uniform only if all aspects of "full uniform" are followed. In the clinical setting the "full student uniform" is required.

Dress Code - Violations

- First violation: student notified of the violation.
- Second violation:
  - Student dismissed from the academic/clinical setting for the day.
  - The clinical/course evaluation tool will reflect an "Unsatisfactory" for the required clinical objectives for that day.
  - The student must make up the clinical day (see policy below).
  - The student will be charged a \$150.00 clinical make-up fee.
- Third violation: student dismissed from the nursing major.

*Criminal Background Checks*

Clinical institutions may deny access to the clinical practice area based on the results of a criminal background check, and drug screen. Clinical experience is a required component of the majority of nursing courses. A course with a clinical component cannot be completed without a passing grade for the clinical portion of the course.

The student is required to undergo an annual criminal background check and drug screen. If the clinical agency finds the results of the drug screening or criminal background check to be unacceptable, the School of Nursing at Averett University may not be able to provide further educational experiences, which could impede the student's progression and completion of the nursing program.

Students will be subject to criminal background checks and drug screenings at any time throughout the duration of the program as per the request from the program's clinical affiliates. The AUSON requires students to perform clinical rotations for hands-on training. It is at the discretion of each medical facility with which the program has a clinical affiliation agreement, to implement a standard protocol regarding student admittance for educational purposes.

Students should be prepared to abide by set protocols and incur any associated fees that may arise in the safety screening process to which the program's clinical affiliates adhere. Once the student has been accepted into the nursing major it will become the responsibility of the program to assign the student clinical placement. However, should the student become involved in criminal activity after program acceptance, in which the initial criminal background clearance status becomes compromised, the student may be withdrawn from the program. The program and the University will not modify the curriculum for students who have an unsatisfactory criminal background status. The program only guarantees student clinical placement for students who have maintained their originally approved criminal background status upon which core program acceptance was determined.

#### *Dosage & Solutions Exam*

Students will receive initial instruction regarding drugs and solutions (D&S) in NUR 208: Basics of Nursing. Students are required to take a D&S exam for the courses listed below. The D&S exam may combine content from more than one course when relevant.

- NUR 314: Nursing Care of the Adult I
- NUR 317: Nursing Care of the Woman
- NUR 319: Nursing Care of the Adult II
- NUR 416: Nursing Care of the Child
- NUR 426: Complex Health Care Concepts

General policies related to each D&S exam:

- D&S practice problems will be shared at the end of each semester (where relevant) to help students prepare for the D&S exam for their upcoming semester.
- D&S test questions will be worded in such a way that critical thinking is required, and will prepare the student for the NCLEX.
- Each D&S test will be given on the first day of each semester (where relevant).
- Attempts to retake a D&S test will be scheduled prior to the Drop/Add deadline of each semester.

Policies related to student performance on each D&S exam:

- The student is required to pass each D&S exam at a minimum of 90%.
- Each student is allowed one opportunity to retake a D&S exam.
- If a student does not achieve a minimum score of 90% on a first attempt, review and remediation will be provided prior to the second attempt.

**If a student fails to achieve a minimum score of 90% on the second attempt, the student will be dismissed from the major. Students who have been dismissed may reapply after one semester away. Readmission is not guaranteed; however, all applications will be reviewed by the nursing faculty.**

#### *Drug Screening & For Cause Testing*

In the event that a student receives a positive drug screen result, the following actions may occur:

- If it is determined the student has breached the Averett University Drug Policy the student will be immediately dismissed from the program and subsequently from the University.
- The student may request testing at another facility within 24 hours of notification of a positive drug screen result. A second positive drug screen report will result in the student being dismissed from the program and subsequently the University. Medication prescribed to the student by a licensed physician is an exception, in which case supportive documentation must be presented to the Assistant Dean Undergraduate Programs and/or University for review. (Any additional costs incurred in this process are the sole responsibility of the student).
- Refusal to submit to a second drug screen test after an initial positive drug screen result may lead to immediate dismissal from the Program and the University.
- The student may petition for a grievance hearing. The student must initiate the grievance process within two (2) business days of the alleged occurrence.

Each student is required to sign the Criminal Background Check and Drug Screening Waiver (Appendix D).

The NSNA resolution (2009-09) in support of nursing school policies to assist and advocate for nursing students experiencing impaired practice recommends schools of nursing to support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse since the literature reveals nursing students are vulnerable to unsafe or impaired practice due to the student being faced with a great deal of stress, poorly defined coping mechanisms, inadequate prevention, and limited support systems.

In an effort to assist a student with early detection and appropriate intervention, a student exhibiting signs or symptoms related to chemical impairment may be subject to undergo a random drug screening or health assessment.

*For Cause Testing* provides the faculty with a means to identify students affected by drug and/or alcohol who may pose a danger to themselves, others, or patients under their care, in the performance of their responsibilities in the clinical area or affiliating agencies. In addition, the testing may be requested when the student is attending class/clinical or present on the School's campus.

#### **Guidelines:**

- a. If a student exhibits behaviors indicative of the possibility of illegal or unauthorized involvement with drugs or alcohol, the School will conduct the investigation deemed appropriate to determine whether corrective action is needed. The School maintains the discretion to take the corrective action deemed appropriate under the particular circumstances. Instructor(s) will maintain records of observations of student behaviors, which indicate the possibility of illegal or unauthorized involvement with drugs and alcohol. It may be appropriate to meet with the student and discuss

the observations and consider various explanations for the behaviors.

- b. If a pattern of suspicious behavior develops, the student will be confronted with the suspicious behavior and requested to have drug testing at that time. In addition, if a student exhibits behaviors in the clinical or classroom setting indicative of the possibility of substance abuse, the student will be confronted with the behaviors and requested to have immediate testing for drug and alcohol. The student will be counseled as to the seriousness of the observed behaviors and how these behaviors affect performance and patient care.
- c. Drug and alcohol testing will be required of a student if the School is notified internally or externally of the possibility of substance abuse. The student will be confronted with the allegation and requested to undergo immediate drug and alcohol testing.
- d. If a positive test result is received, the student will be dismissed from the program.
- e. If a negative test result is received, the student will be permitted to return to class/clinical.
- f. Post-accident testing: Students involved in a class- or clinical-related accident on or off Averett University property, will be required to undergo a drug test. The SON Assistant Dean Undergraduate Programs (or designee) shall review the circumstances of all class- or clinical-related accidents. Typically, an accident is any event, incident, or judgment resulting in:
  - i. Bodily injury (including a needle stick and a blood splash) to the student or another individual that requires medical attention other than First Aid/one time treatment for minor scratches, cuts, burns, splinters, etc.
  - ii. Death to any person
  - iii. Damage to property
- g. If a student is exhibiting behaviors indicative of currently being under the influence of drugs or alcohol, he/she will be sent home as unfit to participate in educational activities. The student should be dissuaded from driving a motor vehicle and be advised that law enforcement will be notified if driving occurs. If the student insists on driving, a representative of the School shall contact law enforcement.

This Policy does not prohibit the legal (prescription or non-prescription) use of medications containing alcohol, or the legal use of controlled drugs taken under supervision of a licensed healthcare professional. However, all students must disclose to the School, in advance of participating in class or clinical, when taking medication containing alcohol or any drug that poses a significant risk of substantial harm to the health or safety of the individual or others, or when taking any medication containing alcohol or any drug that renders the student unable to safely participate in required educational activities.

It is the student's responsibility to consult with his/her licensed healthcare professional to determine if any medication or drug would adversely affect the student's ability to perform the required educational activities and requires disclosure to the School.

**If a student refuses or fails to be tested at the designated or "for cause" times as requested, or, if a student attempts to tamper with any part of the testing process, or if the student is unable to provide**

**a urine specimen (“shy bladder”), absent a valid medical reason, within a 3 hour period, or does not return the verification sheet of testing, it will be viewed as a positive result and he/she may be dismissed from the school.**

*Signs & Symptoms of Suspected Chemical Substance Abuse in the Nursing Student*

**Absenteeism:** Repeated absences and tardiness, particularly if they follow a pattern; unbelievable or vaguely defined excuses for absences; absences without notice; slurred or disorganized speech when notifying school of absence; frequently absent with reported respiratory problems and gastritis; or leaves class/clinical area without permission.

**Appearance:** Inattention to personal appearance and hygiene; has an odor of alcohol on the breath; marijuana odor; flushed or pale sweaty appearance; droopy or glassy red and/or watery eyes; dilated or very constricted pupils; frequent runny nose; tremors; unsteady gait; swaying; slurred speech; fumbling, jerky or slow movements; weight loss; hyperactivity; hypervigilance; or drowsiness.

**General Behaviors:** Frequent inappropriate responses; elaborate excuses for behaviors; grandiosity; sarcastic; decrease in grades; inconsistent work quality; increased difficulty meeting deadlines and due dates for assignments; sloppy or illegible paperwork; excessive number of mistakes or errors of judgment in patient care; late to class or leaves early; frequent trips to the bathroom during class and clinical times; long breaks or lunch times; frequent or unexplained disappearances during class and clinical; over reaction to real or imagined criticism; avoids contact with faculty/staff; resisting communication; threatening; hostile; use of profanity; lying and blames others for problems; increasing irritability; mood swings; or erratic behavior.

**Mental Status:** Forgetfulness; memory loss; confusion; euphoria; disorientation; has difficulty following directions and instructions; makes repeated mistakes due to inattention; exercises poor judgment; has difficulty remembering one’s own mistakes; diminished alertness; or difficulty in determining/setting priorities.

**Social Changes:** Increased isolation, eat alone; avoids peers; a decreased interest in school and other social activities; unwillingness to cooperate with others; or inability to compromise.

**General Guidelines for Student Protection While in Clinical**

The student is required to self-disclose any conditions which may impact his or her health, including, but not limited to, an immunosuppressed status, seizures, diabetes, or pregnancy. Annually, documentation of selected vaccinations, such as influenza, may be required, and tuberculin sensitivity testing (Appendix J). If the student has any change in his/her health status, they must notify the SON Assistant Dean Undergraduate Programs immediately.

*Immunizations*

Annually, documentation of selected vaccinations, such as influenza, may be required, and tuberculin sensitivity testing (Appendix J). The American Nurses Association (ANA) supports exemptions from immunizations ONLY for the following reasons:

- a. Medical contraindications
- b. Religious beliefs

All requests for exemptions from vaccination should be accompanied by documentation from the appropriate authority to support the request (such as a health care provider or religious leader detailing the reason an exemption is needed).

If the nursing student chooses to be exempted from vaccination, the clinical facility will have the discretion to determine what steps, if any, unvaccinated nursing students must take to reduce the risk of transmitting disease to patients which can include refusing to allow them to participate in the clinical experience.

As stated in the Code of Ethics for Nurses (ANA, 2015, p. 19), RNs have an ethical responsibility to “model the same health maintenance and health promotion measures that they teach and research...”, which include immunization against vaccine-preventable diseases.

Students who are uncertain about appropriate precautions must contact the instructor prior to patient care.

1. If a student has a known open lesion the student must report to the instructor.
2. Gloves must be worn if you anticipate touching blood, body fluids, or feces, as well as any direct contact with mucus membranes.
3. Gloves should be changed between all patient contacts. If a glove is torn, the glove must be changed as promptly as safety permits.
4. After performing any patient care procedures, hands should be washed after removing gowns and gloves prior to leaving the room. Hands should be washed immediately if they become contaminated with blood or other body fluids.
5. Full face protection must be worn if splashing or aerosolization is likely to occur.
6. Gowns must be worn if soiling of the uniform with blood, body fluids, or feces is likely.
7. Trash contaminated with blood, body fluids, or feces is considered regulated medical waste and must be disposed of according to hospital/healthcare settings.
8. Articles contaminated with blood or body fluids that are not washable should be disposed of according to hospital/healthcare settings.
9. All dirty linen is placed in a designated, tied, and placed in a laundry cart on unit.
10. Laboratory specimens must be placed in leak-proof containers. The container is then placed in a transport bag prior to sending to the lab.
11. Used needles should not be placed immediately in a puncture resistant container designated for such disposal. Use safety devices when available.
12. Students will not perform mouth to mouth resuscitation. Mouthpieces, resuscitation bags, or other ventilator devices should be used when necessary.
13. Students will follow transmission based isolation precautions (droplet, airborne, contact) when indicated by signage on the patient’s door.

*Returning to Clinical/Simulation following an illness, injury, hospitalization, surgery, and/or pregnancy:*

If a student has been absent from clinical and/or the simulation area due to an illness, injury, hospitalization, surgery and/or pregnancy, the following criteria must be met before the student may return to clinical and/or simulation:

1. The student must be free of any communicable symptoms for a minimum of 24 hours;
2. If the student was under the care of a health care provider (HCP), medical clearance is required. The AUSON Physical Form is to be completed and marked “without limitations”, and submitted to the Clinical Coordinator prior to returning to school.



3. A pregnant student is required to submit clearance from a HCP in order to continue in clinical experiences **without** limitations. NOTE: Continuation of attendance in clinical experiences will be in accordance with employee policies of affiliated clinical agencies.
4. Students with casts, splints or a condition that inhibits movement are also required to submit clearance from a HCP before returning to the clinical/simulation setting. NOTE: Continuation of attendance in clinical experiences will be in accordance with employee policies of affiliated clinical agencies.
5. The student is required to work with their instructor(s) to make up all missed clinical hours – please refer to the *BSN Student Handbook* for further details.

#### *Incidents While in the Clinical Setting or in Skills Lab*

If an incident occurs while the student is in the clinical setting or in the skills lab, the student must immediately report the incident to the clinical/lab faculty. If the clinical/lab faculty is not immediately available to the student or there is any evidence of immediate danger for the patient or others, the student must report the incident immediately to the appropriate charge nurse or other supervisor of the unit or agency where the incident occurred. The student must notify the clinical/lab faculty as quickly as possible.

The clinical faculty and the student together will complete an agency-specific Incident Report as soon as possible following the incident. They will both sign the form and forward to the appropriate person at the clinical site. Incidents involving patients where there is real or potential injury or untoward effects must be communicated to the attending physician. The decision as to who will communicate with the physician is usually jointly determined by the supervisor in the agency and the clinical faculty.

Should the student be questioned about the incident by the agency staff or any other party after the initial reporting process, the student should decline to respond until clinical faculty is present.

In most situations, agency incident reports cannot be photocopied; therefore, the clinical faculty and the student will need to write a narrative description of the incident, using the AUSON Incident Report Form. A copy of this report will be forwarded to the Clinical Coordinator and to the AU Risk Management Committee.

The report is a confidential document and will be kept in a locked file within the Averett University School of Nursing. It will not become a part of the student's permanent file.

The student may be advised to seek medical attention within 24 hours of the incident. The student should see their healthcare provider and have the necessary testing, evaluation and follow-up performed, if needed. If the student does not have a healthcare provider available, the Clinical Coordinator will direct the student to a medical facility where testing, evaluation and follow-up can be done.

#### *Practice Expectations in the Clinical Setting*

Students are expected to demonstrate growth and improvement as they progress through each course and meet specified clinical objectives.

Students are expected to display professional behavior in the clinical setting at all times, which includes honesty in all aspects of the clinical experience. Dishonesty in the clinical setting includes, but is not

limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, and visitor and/or student property. Students failing to meet these expectations will be dismissed from the nursing major and will not be allowed to apply for readmission.

In the clinical setting, students must perform all nursing skills competently in accordance with facility and AU Nursing Program policy. If a student does not satisfactorily perform a skill in the clinical setting, the student will be required to complete remediation as outlined by the course instructor. The student will not be allowed back into the clinical setting until satisfactory remediation has been achieved.

Unsafe clinical practice is defined as any behavior that places the patient or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm; emotional jeopardy means the student creates an environment of anxiety or distress, which puts the patient or family at risk for emotional or psychosocial harm. Unsafe clinical practice is an occurrence, or pattern of behavior involving unacceptable risk. Scalan, Care, & Gessler, (2001), *Dealing with unsafe student in clinical practice*, p. 25.

The first time a student is deemed unprepared in the clinical setting, he or she will be dismissed from clinical and will forfeit the clinical day. The student will be required to complete remediation as outlined by the course instructor. The student will not be allowed back into the clinical setting until satisfactory remediation has been achieved.

The second time a student is deemed unprepared in the clinical setting, he or she will be dismissed from the nursing major.

#### *Medication Administration in the Clinical Setting*

The AUSON requires students to perform nursing skills safely and competently and to demonstrate accountability for their own behavior. If there are any doubts/questions related to any aspect of providing patient care, students should seek clarification from the clinical instructor. In addition, each course may have specific clinical guidelines that must be followed.

In accordance with 54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct patient care tasks to which he has been assigned.

Faculty shall be responsible for ensuring that students perform only skills or services in direct client care for which they have received instruction and have been found proficient by the instructor. Skills checklists shall be maintained for each student.

Faculty members or preceptors providing supervision in the clinical care of patients shall be responsible and accountable for the assignment of patients and tasks based on their assessment and evaluation of the student's clinical knowledge and skills. Supervisors shall also monitor clinical performance and intervene if necessary for the safety and protection of the clients. Virginia Board of Nursing, (2017, February 24). *Regulations for nursing education programs*.

The following AUSON guidelines are based on the above information.

Overview of Medication Administration:

- Students and instructors must complete all clinical orientation requirements before they can participate in the clinical experience.
- Students must verify and clarify all patient information with the instructor
- Students must be approved by the instructor **before** providing any skills/medications to assigned patients
- Students will **never** provide skills to patients without instructor approval.

Medication Administration:

- Students must achieve a score of 90% on the written Drugs & Solutions Test each semester in order to be allowed to administer patient medications in the clinical setting
- Students must demonstrate to the instructor a knowledge of their assigned patient's medications which includes, but may not be limited to, actions, side effects, contraindications, and nursing implications.
- Students must verify all medications with the physician's order **prior to administration**.
- Students must clarify with instructor any questions related to medication administration.
- The instructor must supervise the nursing student in the calculation and preparation of all medications.
- Medication administration requires direct supervision by a licensed RN (either the instructor or instructor approved assigned RN). Students will **never** administer medication(s) without the instructor's approval for any/ their assigned patient.

"High Alert" medicines are safe and effective when taken properly; however, they can cause injury or death if a mistake happens with administration. "High Alert" medications require a minimum of an independent double-check verification. This includes a second nurse verifying the patient, drug, dosage, and route are a correct match to the physician order. Students **may** administer "High Alert" medications **after** the double-check process has been completed. Other students **cannot** be the second person in the verification process.

According to the Institute for Safe Medication Practices (ISMP), "High Alert" Meds include:

- Anti-infectives (e. g. Gentamycin; Vancomycin)
- Dextrose IV solutions greater than 10%
- Heparin/Lovenox
- Insulin
- IV Potassium chloride
- IV Sodium Chloride solutions greater than 0.9%
- Narcotics (e. g. Fentanyl; Oxycodone)
- Total Parental Nutrition
- Warfarin

"High Risk" medicines are those that have a high risk of causing devastating patient consequences or death when used in error. Students **will not** administer the following "High Risk" medications:

- Adenosine

- Anesthetic agents (e.g. propofol)
- Chemotherapeutic agents
- Dialysis Solutions (e. g. peritoneal/hemodialysis)
- Dopamine/Dobutamine
- Epinephrine
- IV Amiodarone
- IV Nitroprusside
- Magnesium sulfate
- Moderate sedation agents
- Neuromuscular Blocking agents (e. g. succinylcholine)
- PCA narcotics
- Pitocin
- Thrombolytics /Fibrolytics (e.g. TPA)

**In cases of identified differences in medication policy, students will adhere to the institution's policy related to "High Alert/High Risk" medications.**

#### *Student Nurse Liability Insurance*

Students enrolled in the nursing major are covered by Averett's liability insurance while participating in planned program activities.

#### *Use of Cell Phones and Cameras*

Cell phones are permitted for reference use only. Personal calls and texts are not allowed while at a clinical site. NO use of cameras is permitted on the clinical site.

### **Academic Policies**

#### *Academic and Administrative Dismissal*

A student may be dismissed from Averett University for disregarding administrative policies. Causes for dismissal include, but are not limited to, the following:

- Failure to meet minimum educational standards established by the program in which the student is enrolled.
- Failure to meet student responsibilities including, but not limited to:
  - meeting of deadlines for academic work and tuition payments;
  - provision of documentation, corrections and/or new information as requested;
  - notification of any information that has changed since the student's initial application;
  - purchasing or otherwise furnishing required supplies;
  - maintenance of University property in a manner that does not destroy or harm it;
  - obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
  - continued inappropriate personal appearance;
  - continued unsatisfactory attendance;
  - non-payment for services provided by the University;
  - failure to comply with policies and procedures listed in the current University catalog and student handbook; or

- conduct prejudicial to the class, program or University.
- Specific behaviors that may be cause for dismissal include, but are not limited to:
  - willful destruction or defacement of University or student property;
  - theft of student or University property;
  - improper or illegal conduct, including hazing, sexual harassment, etc.;
  - use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
  - being under the influence of alcoholic beverages or illegal drugs while on campus;
  - cheating, plagiarism, and/or infractions of the University's Student Conduct Policies;
  - any behavior which distracts other students and disrupts routine classroom activities;
  - use of abusive language, including verbalization or gestures of an obscene nature; or threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences

#### *Academic Probation*

A student whose cumulative and/or major GPA falls below 2.75 will be placed on academic probation. Assuming the student meets all other progression requirements, the student may continue in the nursing major, and his/her academic performance will be evaluated after one semester of academic probation.

If the student's GPA is 2.75 or above at the end of the probation semester, the student will be removed from academic probation. If the student's GPA remains below 2.75, the student will be dismissed from the nursing major.

A student may be placed on academic probation only twice during one enrollment in the nursing major.

#### *Admission*

Students wishing to be admitted to the nursing major must be admitted to the university as a degree-seeking student. Admission to Averett University does not guarantee acceptance into the School of Nursing. The following criteria must be met to be considered for admission to the nursing major:

Application forms for admission to the nursing major may be obtained from the office of the School of Nursing at the Riverview campus. Students desiring to enroll in a fall semester must submit a completed application by March 1<sup>st</sup> of that same year. The School of Nursing faculty approves admission to the nursing major. The review of the pre-licensure applicant is based on the following criteria:

- I. Grades from high school Biology and Chemistry
  - a. A minimum grade of "C" in these courses is strongly preferred.
- II. GPA from your prerequisite courses
  - a. GPA is determined by your highest grades earned in these **prerequisite** courses:
    - i. Introduction to Writing (ENG111) – 3 credits
    - ii. Principles of Math (MTH103) – 3 credits
    - iii. Anatomy & Physiology (BIO204 or BIO205) – 4 credits
    - iv. Microbiology (BIO301) – 4 credits
    - v. Developmental Psychology (PSY205) – 3 credits

- b. To be eligible for admission, applicants must have completed all of the above courses at the time of application. A GPA of 2.75 or higher out of these 5 prerequisite courses is required.

- III. Admission to the University
  - a. Admission to Averett University does not guarantee acceptance into the School of Nursing. BSN students must be admitted to the university as a degree-seeking student and to the School of Nursing.
- IV. Pre-admissions aptitude testing (TEAS)
  - a. Preference is given to students with a minimal score of 65. Applicants may repeat the test twice within a 12-month period.
- V. A certified criminal background check
  - a. The School of Nursing uses a specific company to complete the criminal background checks. You will be given information on how to purchase this at the time of application.

Upon acceptance into the nursing major, the following admission requirements **must be completed by August 1st**:

1. Completion of health appraisal form
2. CPR certification
3. PPD skin test or x-ray
4. Flu vaccination
5. MMR vaccine or immunity
6. Varicella vaccine or demonstration of immunity
7. Hepatitis B vaccination series or waiver
8. 12-panel drug screen urine
9. Proof of current health insurance

#### *ATI Testing*

The AUSON has chosen to utilize the ATI (Assessment Technologies Institute) testing platform and materials to help students prepare for the National Council Licensure Exam (NCLEX). The cost of ATI is included in nursing student fees.

Students are expected to utilize the printed materials, the practice tests/quizzes and the remediation activities to assist in their learning as well as their NLCEX preparation. ATI requirements will be included in relevant nursing courses.

#### *Attendance*

- Punctuality is required.
- Attendance patterns may affect your course grade – positively or negatively.
- Tardiness is defined as arriving after the instructor begins the class, or leaving before the instructor ends the class.
- Two tardies = one absence.
- A student is counted absent if s/he misses 30 minutes or more of class.
- For every two absences, the course grade will be lowered one grade point.
- The student is required to notify the course instructor before the start of class or clinical if s/he is not able to attend, or if s/he will be late.
- Asking a classmate to inform the instructor that the student will be late/absent **does not** constitute proper notification, and will not be accepted.

- If the absence is from the clinical area, the instructor must receive the notification at least 60 minutes prior to the start of clinical, unless otherwise specified by the instructor.
- Students missing more than 10% of the total clinical hours in a semester may be referred by the instructor to the Assistant Dean Undergraduate Programs to review the student's ability to progress in the course.
- The course faculty reserve the right to remove any student from the clinical area who – in their judgment – fails to satisfy the requirements of safety, responsibility and accountability.
- Attendance issues will be reflected in the students' Course Performance Evaluation Tool.

### *Continuous Student Development*

Continuous student development (CSD), also known as remediation, is essential to success within the nursing major. Every student is encouraged to fully all available resources for academic success in the School of Nursing.

At a minimum, CSD tools include:

1. Smarthinking tutorials and tutors;
2. Averett University Student Success Center Counseling and/or Study times;
3. Assessment Technologies Institute (ATI) for content-specific mastery;
4. ATI non-proctored testing resources to develop test-taking skills;
5. Student attendance and participation at test reviews with analysis of rationales for answers chosen on course specific exams;
6. ATI non-proctored assessments;
7. Answering a specific number of content related NCLEX RN Review questions every week as required by instructor;
8. Any other learning tools selected by faculty to assist a student's development.

Individualized Growth Plans (IGPs) are developed for any student requiring more intensive development (see Appendix I). The document developed by the student and approved by faculty serves as a remedial plan providing specific, individualized strategies for student development. IGPs are considered supportive of and not punitive to student learning with the goal being student progression in the nursing major.

**It is the responsibility of the student to apply IGP strategies and seek clarification from nursing faculty as needed.** It is the nursing faculty's responsibility to assist the student in developing the IGP as well as approve the developed IGP and monitor student's progress.

IGPs are used in didactic and clinical courses. Criteria for IGP development include, but **are not limited to**, the following:

1. Student scores less than 82% on a didactic unit test or quiz.
2. Student earns a "C" in nursing course.
3. Student commits a medication management error in the clinical setting.
4. Student does not demonstrate satisfactory skills competency as evaluated in the Averett University School of Nursing laboratory skills/simulation evaluation.
5. Student receives a midterm clinical evaluation of unsatisfactory.
6. Student demonstrates difficulty in application of the nursing process that if not addressed will result in unsatisfactory clinical evaluation or unsafe practice.



### *Drop/Add*

Averett University maintains an add-drop period during which students may add a class or withdraw from a class without financial and/or academic penalty. Students withdrawing from a class but not replacing it with another must still be aware of how that may affect full-time status, financial aid eligibility, tuition charges, and satisfactory academic progress.

### *Grade Appeal*

Grades assigned by the faculty are routinely viewed as final. However, if a student is able to demonstrate unfairness in the grading system, the following appeal system is in place. Students may appeal a grade based on one of the following criteria:

- The faculty did not apply the grading criteria equitably among all students.
- The faculty changed the grading criteria, without written notification, after the course began.
- If changes to the grading criteria were necessary, they were not communicated to all students and were punitive to many students.
- The instructor did not grade according to the plan outlined in the syllabus.
- Calculation errors were made in computing a grade.

Any student who believes an appropriate grade has not been assigned must use the following process for questioning or appealing a course grade:

- Student makes appeal of grade through discussions with the faculty member.
- If the student does not receive satisfaction after discussion with the faculty member, then a written grade appeal must be submitted to the SON Assistant Dean Undergraduate Programs within 30 days of the end of the course.
- The SON Assistant Dean Undergraduate Programs will initiate action within 3 days of receipt of the appeal.
- At his or her discretion, the SON Assistant Dean Undergraduate Programs may establish a review committee to study the issue and make recommendations for action.
- The review committee shall be composed of two or three faculty members who have not taught the student and who teach in the same discipline as the faculty member who issued the grade in question.
- The review committee will provide a non-binding recommendation to the SON Assistant Dean Undergraduate Programs within 14 days of appointment.
- The SON Assistant Dean Undergraduate Programs may choose to rule on the issue without such advice.

The SON Assistant Dean Undergraduate Programs or the student may request to have the SON Dean review the appeal. The ruling of the SON Dean is considered final.

### *Grading Scale*

In accordance with Averett regulations, each student will receive a grade of A, B, C, D, or F. Grading for the Averett University School of Nursing is as follows:

A= 100-91

B= 90-82

C=81-77

D=76-67

F=67 or less

### *Progression in the Nursing Major*

Progression is monitored by the Assistant Dean Undergraduate Programs and the AUSON faculty. Students must meet the following requirements to maintain continuous progression/enrollment in the nursing major:

1. Maintain a cumulative GPA of 2.75 in their current degree program;
  - a. This means that transfer credit hours and/or courses from previous Averett degree(s) will not be included when computing your GPA as a nursing major.
2. Criminal background check remains satisfactory per VBON regulations;
3. Satisfactorily meet both didactic and clinical elements of each clinical course
  - a. If a student fails a nursing clinical course during the semester, s/he will be removed from that course and any other nursing course in which s/he is enrolled. The student will be allowed to remain enrolled in non-clinical nursing courses for the remainder of the semester.
4. Satisfactory skills lab performance;
5. Continued health clearance;
6. Current CPR certification.

Failure to meet any of these requirements may result in dismissal from the nursing major.

If a student earns a grade below a “C” for any course required for the nursing major, she/he will be dismissed from the nursing major. Students who have been dismissed may reapply after one semester away – either the Fall or Spring semester. (Summer sessions do not count toward the one semester away.) Readmission is not guaranteed; however, all applications will be reviewed by the nursing faculty.

When a student is dismissed from the nursing major, s/he is required to meet with their faculty advisor before leaving. The purpose of the meeting is to advise the student how to best prepare for applying for readmission.

**Note:** Any interruption in matriculation through the major (i.e. withdrawal, leave of absence, dismissal, etc.), may impact a student’s eligibility for financial aid. Each student is responsible for contacting the Office of Financial Aid with regard to his/her eligibility.

### *Readmission to the Nursing Major*

A student may apply for readmission to the nursing major one time.

A student must apply for readmission to the nursing major if any of the following situation(s) apply:

- If the student chose to take a Withdrawal or a Leave of Absence from the nursing major;
- If the student was dismissed or administratively withdrawn from the nursing major for any reason;
- If the student has not been enrolled in any nursing course for 90 days or more.

In order to be considered for readmission a student must do the following:

- Complete the Application for Readmission (Appendix C) and return it to the AUSON office as follows:
  - To enroll in the spring semester: application is due by December 31.
  - To enroll in the falls semester: application is due by January 30.

- Submit a letter of request to the AUSON Assistant Dean Undergraduate Programs by mid-term of the semester preceding the requested re-enrollment, addressing the following:
  - Reason(s) why the student was not successful during his/her initial enrollment;
  - Details of the student's meeting with their advisor upon dismissal, and how the student has followed the advisor's advice;
  - Action(s) the student has taken in the time away to ensure the student's success, if readmitted;
  - Reason(s) why the student believes she/he should be readmitted;
  - Action(s) the student will take to ensure academic success if readmitted.
  - Letter must be written in Times New Roman, 12 pt. font, single spaced, and free of spelling and grammatical errors.
  - Letter must be submitted with the Application for Readmission.
- Pass a Dosage & Solutions (D&S) test at 90% by the end of the semester preceding the requested re-enrollment.
  - The student is allowed one opportunity to retake the D&S exam;
  - If the student fails to achieve a minimum score of 90% on the D&S exam on the second attempt, the student will not be readmitted to the nursing major.
- If the student has not been enrolled in any nursing course for 90 days or more, she/he must successfully pass the Skills Proficiency Exam (SPE) by the end of the semester preceding the requested re-enrollment.
  - The student is allowed one opportunity to retake the SPE.
  - If the student fails to pass the SPE on the second attempt, the student will not be readmitted to the nursing major.
- Each of these elements is required. If one or more elements is not addressed/included, the application will be considered incomplete.

**Note:** If a student has earned a grade below a "C" for any course required for the nursing major, that course must be repeated.

Readmission is not guaranteed; however, all complete applications will be reviewed by the Admissions Committee. Incomplete applications will not be reviewed by the Admissions Committee.

If a student is readmitted to the nursing major for any reason, he or she will fall under the AU *Catalog* and AU School of Nursing *Student Handbook* that are current upon his/her readmission, and must comply with any recommendations made by the faculty.

#### *Repeating A Nursing Course*

If a student who is a nursing major wishes to retake an Averett nursing course, even though it is not required, s/he may do so in accordance with Averett University policy. However, the student may not progress in the nursing major until the course is completed.

The grade earned when the course is repeated is the final grade for the course – whether it is higher or lower than the previous course grade.

### *Safety Issues*

Because of safety issues, a student who is unable to satisfactorily perform all essential nursing functions is not permitted to be in the clinical setting, the lab or the classroom until a decision regarding student status is made. Consequences may result in the student's dismissal from the course and/or the nursing major. The course faculty reserve the right to remove any student from the clinical area who – in their judgment – fails to satisfy the requirements of safety, responsibility and accountability.

### *Procedures for taking tests, exams and quizzes*

The didactic and clinical learning experiences in the BSN program are designed to develop the students' ability to think critically, apply knowledge, and to approach patient situations like a nurse – all crucial to NCLEX-RN success.

Replicating the circumstances under which the NCLEX-RN is taken is another element designed to increase student success. Accordingly, the AUSON is adopting the following procedures which are based on the National Council of State Boards of Nursing (NCSBN) rules for NCLEX which can be found at <https://www.ncsbn.org/1268.htm>

### Procedures

#### *Personal Items*

- Basically, you are not allowed to have anything with you during the exam/test/quiz except what is given you by the faculty member.
- You will be provided a pencil. You will be provided a calculator, when appropriate.
- All personal items must be placed in the front of the classroom when you enter, including the following:
  - Bags/purses/wallets/non-smart watches
  - Coats/hats/scarves/gloves
  - Medical aids/devices
  - Food or drink, gum/candy
  - Lip balm
- No studying is allowed in the classroom prior to the exam/test/quiz
- All electronic devices (cell phones, smart watches, MP3 players, fitness bands, etc.) must be placed in the receptacle (basket, box, etc.) provided by the faculty member.
- The AUSON is not responsible for lost, stolen or misplaced items. The following items may not be accessed at all during your exam, test or quiz, including breaks:
  - Any educational, test preparation or study materials;
  - Cell/mobile/smart phones, smart watches, MP3 players, fitness bands, pagers, jump drives, cameras or any other electronic devices;
  - Earplugs;
  - Weapons of any kind. When you enter your classroom for your exam/test/quiz you are required to store your electronic devices (cell/mobile/smart phones, tablets, smart watches or other electronic devices) in the receptacle provided by the faculty member. If you refuse to store your electronic devices in the bag and/or receptacle, you will not be allowed to test, and will not be allowed to reschedule/retake the exam/test/quiz. After everyone has finished the exam, you may retrieve your personal items.

For questions regarding what you can and cannot access outside the testing room, ask your faculty member.

### *Confidentiality*

- You may not disclose or discuss with anyone information about the items or answers seen on your exam/test/quiz unless it is during a formal test review with the course faculty. This includes not posting or discussing questions on the Internet and social media websites,
- You may not reconstruct exam/test/quiz items using your memory of your exam or the memory of others.
- You may not seek help from any other party in answering items (in person, by phone, text or by email) during your exam/test/quiz (including breaks).
- You may not remove exam/test/quiz items and/or responses (in any format) or notes about the exam/test/quiz from the testing room.
- You may not copy or reconstruct exam items during or following your exam for any reason.
- You will comply with any investigation that needs to be conducted.
- Note: If you witness any of the above behavior, or any irregular behavior that is in violation of the exam/test/quiz rules, you are required to report it to an AUSON faculty member or the AUSON Assistant Dean Undergraduate Programs, and comply with any follow up investigation.

### *Test Administration*

- You may not take the exam/test/quiz for somebody else.
- You may not tamper with the computer or use it for any function other than taking the exam/test/quiz.
- You may not engage in disruptive behavior at any time while taking the exam/test/quiz.
- The faculty member will provide you with a pencil when you enter the classroom.
- If you experience hardware or software problems during the exam/test/quiz, notify the faculty member immediately by raising your hand.

### *Break Procedures*

- Most exams/test/quizzes will not take more than two hours. Therefore, each student will be expected to take care of all personal needs immediately prior to the exam/test/quiz, and will not be allowed to take a break until she/he has turned in his/her exam/test/quiz, barring an emergency.

### *Emergency Notification*

- If someone outside the School of Nursing needs to notify a student about an emergency while the student is taking an exam/test/quiz, that person should call Mrs. Pike at 434-791-7111. If Mrs. Pike is unable to answer her phone, you may call 336-327-4069.
- The message will be relayed to the student.
- The student is not allowed to keep her/his cell phone during an exam/test/quiz even if she/he is expecting an emergent call.
- The student's cell phone will be returned to her/him once the completed exam/test/quiz is turned in.

### *Grounds for Dismissal or Cancellation of Results*

A student who violates these procedures, or engages in irregular behavior, misconduct, and/or does not follow the faculty member's warning to discontinue inappropriate behavior will be dismissed from the room. Additionally, the results of the exam/test/quiz may be withheld or canceled, and the student may be dismissed from the program. Behaviors that are considered to constitute irregular behavior or misconduct include but are not limited to:

- Giving or receiving exam/test/quiz assistance of any kind.
- Using, accessing, or attempting to access any prohibited aids. Prohibited aids are any devices or materials that will be helpful in taking the exam/test/quiz. Examples of aids that are prohibited are electronic devices (e.g. cell/mobile/smart phones, tablets, smart watches, etc.), conversion tables, dictionaries, etc.
- Attempting to take the exam/test/quiz for someone else.
- Bringing any study aids (textbooks, notebooks, classroom notes, etc.) to the classroom or accessing or attempting to access such study materials at any time after the start of the exam/test/quiz, including emergency breaks.
- Failing to follow procedures or the instructions of the faculty member.
- Creating a disturbance of any kind.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the exam/test/quiz.

### *Scheduling Make-Up Tests*

Any student who needs to make up a test will need to make arrangements with the Galesi Student Center.

### *Planned Test Absence*

In the case of a planned absence, the student must make arrangements to take the test **prior to** the regularly scheduled exam.

### *Unplanned Test Absence*

If a student misses one test in a course due to an unplanned absence, there is no penalty. The test make-up policy still applies.

If the student misses a second test in a course due to an unplanned absence, five (5) points will be deducted from the test score. The test make-up policy still applies.

If the student misses three or more tests in a course due to unplanned absences, ten (10) points will be deducted from each test score. The test make-up policy still applies to each circumstance.

Please see examination guidelines in the course syllabus.

### *Time Allowed for Degree Completion*

Once a student is admitted to the nursing major, he or she must complete all coursework within 4 ½ years (9 semesters). If coursework cannot be completed within this timeframe, the student must petition to remain enrolled in the nursing major.

### *Time Allowed for Degree Completion After Readmission*

If a student is readmitted to the nursing major, he or she must complete all relevant coursework within 3 ½ years (7 semesters). If coursework cannot be completed within this timeframe, the student must petition to remain enrolled in the nursing major.

### *Visitors in the School of Nursing*

Due to the legalities and safety factors, all visitors must report to the SON Administrative Assistant's office. All visitors must be accompanied by a student or other AU employee. Only persons enrolled in the Nursing School can attend class or other school functions unless they are invited by administration or faculty. Children may accompany parents for business transactions only in the SON.

### **Course/Program Evaluation**

Students are provided opportunities to evaluate the quality and appropriateness of classroom, skills laboratory, and clinical instruction. Averett University requests students' completion of course and University evaluation forms every term. These evaluations are scheduled in advance. Additionally, students are asked to complete Nursing Program specific course and program evaluations upon the completion of each course, as well as clinical site evaluations. The results of such evaluations are compiled, analyzed, and utilized to improve the quality of academics and services provided to the student.

### **Licensure to Practice as a Professional Nurse**

The Averett University Nursing Program is designed to prepare students to practice as professional licensed nurses in a variety of clinical settings. Upon successful completion of the nursing program, the graduate may submit an application for licensure to the board of nursing where they wish to be licensed/registered.

The State of Virginia professional nursing license (RN/Registered Nurse) is granted through the Board of Nursing at the following location:

Commonwealth of Virginia, Department of Health Professions, Board of Nursing  
Perimeter Center, 9960 Mayland Drive, Suite 300  
Henrico, Virginia, 23233-1463  
(804) 367-4515  
Website: [www.dhp.virginia.gov](http://www.dhp.virginia.gov)

Students who live outside of the State of Virginia will need to apply to the Board of Nursing for their state of residence for approval to take the NCLEX-RN examination.

### *Impact of Criminal Convictions on Board of Nursing Licensure and Certification*

Criminal convictions can affect an individual during the licensure or certification application process and may affect an individual's employment options after licensure or certification by the Board.

Until an individual applies for licensure or certification, the Board of Nursing is unable to review, or consider for approval, an individual with a criminal conviction, history of action taken in another jurisdiction, or history of possible impairment. The Board has no jurisdiction until an application has been filed.

Applications for licensure and certification include questions about the applicant's history, specifically:

- Any and all criminal convictions ever received;
- Any past action taken against the applicant in another state or jurisdiction, including denial of licensure or certification in another state or jurisdiction; and
- Any mental or physical illness, or chemical dependency condition that could interfere with the applicant's ability to practice.

Indicating "yes" to any questions about convictions, past actions, or possible impairment does not mean the application will be denied. It means more information must be gathered and considered before a decision can be made, which delays the usual application and testing process. Sometimes an administrative proceeding is required before a decision regarding the application can be made. The Board of Nursing has the ultimate authority to approve an applicant for testing and subsequent licensure or certification, or to deny approval.

The following information will be requested from an applicant with a criminal conviction:

- A certified copy of all conviction orders (obtained from the courthouse of record);
- Evidence that all court ordered requirements were met (i.e., letter from the probation officer if on supervised probation, paid fines and restitution, etc.);
- A letter from the applicant explaining the factual circumstances leading to the criminal offense(s); and
- Letters from employers concerning work performance (specifically from nursing related employers, if possible).

NOTE: Some applicants may be eligible for the Health Practitioner's Monitoring Program (HPMP), which is a monitoring program for persons with impairments due to chemical dependency, mental health or physical disabilities. Willingness to participate in the HPMP is information the Board of Nursing will consider during the review process for applicants with a criminal conviction history related to impairment or a history of impairment alone. Information about the Virginia HPMP may be obtained directly from the DHP homepage at <https://www.dhp.virginia.gov/hmp/>

Once the Board of Nursing has received the necessary and relevant additional information, the application will be considered. Some applicants may be approved based on review of the documentation provided. Other applicants may be required to meet with Board of Nursing representative(s) for an informal fact finding conference to consider the application. After the informal fact-finding conference, the application may be: i) approved, ii) approved with conditions or terms, or iii) denied. The Board will notify the testing company directly of all applicants approved so that testing may be scheduled. Upon notification of successful completion of the licensure or certification exam, the Board of Nursing will license or certify the individual based on the Board's Order, including any terms imposed for practice.

NOTE: Failure to reveal criminal convictions, past disciplinary actions, and/or possible impairment issues on any application for licensure or certification are all grounds for disciplinary action by the Board of Nursing, even after the license or certificate has been issued. It is considered to be "fraud or deceit in procuring or attempting to procure a license," and a basis for disciplinary action that is separate from the underlying conviction, past action, or impairment issue once discovered. Possible disciplinary actions that may be taken range from reprimand to revocation of a license or certificate.



## **Student Conduct Policies**

### *Acquiring or Providing Information Dishonestly*

Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

### *Abuse or Denying Others Access to Information or Resource Materials*

Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the refusal to return reserve readings to the library; or obstructing or interfering with another student's academic work. All of these acts are dishonest and harmful to the community.

### *Conflict Resolution*

Students are encouraged to resolve problems through normal administrative channels. Prior to filing a grievance, the student is encouraged to contact his/her instructor first, then the academic advisor, then the Assistant Dean Undergraduate Programs, and finally the Nursing Program Dean to determine if resolution can be achieved within the department. A petition for a grievance hearing must be made in writing and submitted to the Dean of Student Affairs. Grievance is then scheduled to be heard before the Committee.

### *Informal Student Complaint*

Students are required to resolve problems through normal administrative channels, as detailed below. The student must first follow the Informal Chain of Command to resolve any complaints. If the chain of command is not followed, then the complaint will not be recognized.

The informal written complaint process is as follows:

1. The student contacts his/her instructor directly involved with the complaint.
2. If unresolved, the student contacts the Assistant Dean Undergraduate Programs to resolve the complaint.
3. If still no resolution, the student contacts the AUSON Dean to resolve the complaint.
  - a. The Dean may make a decision independent of, or in consultation with, faculty members.
  - b. The Dean's decision will be communicated to all involved parties.
  - c. The Dean's decision will be final.
4. If the student is not satisfied with the outcome of the informal complaint, a formal complaint may be filed by following the procedures as listed in the *Student Handbook*.

If the Assistant Dean Undergraduate Programs is the involved party, the student contacts the AUSON Dean to resolve the complaint. If the AUSON Dean is the involved party, the student contacts the Dean of Students to resolve the complaint.

### *Formal Student Complaint*

The major functions of the complaint process are to accept and investigate all formal complaints of students who have been through the informal process without satisfactory resolution, and to render decisions of all formal complaints.

- Students have the right to file a complaint if the complaint cannot be resolved through the informal chain of command.
- Any student who elects to pursue the complaint process must sequentially follow the steps of the process or the complaint will become invalid.
- Confidential information will be disclosed on a need to know basis, which will be determined by the Assistant Dean Undergraduate Programs of AUSON.
- Faculty committee members who are involved in the incident in which a complaint is filed must disqualify themselves.

Student complaints are defined as a formal claim, in writing, by a student or a group of students regarding alleged improper, unfair, arbitrary or discriminatory treatment. Claims that are classified as complaints include, but are not limited to academic grievances, conduct issues, and harassment. These complaints may include a grievance with a member of the faculty, staff, administration, or student body. Please note that the grade appeal process is separate, and is outlined in the undergraduate academic catalog and in the School of Nursing Student Handbook.

Averett University believes that problems should be solved as close to the source as possible. This means, first, that individuals should make every reasonable effort to resolve disagreements with the person involved before invoking the complaints procedure outlined below. If a student feels that the issue can only be resolved by initiating a formal complaint, all efforts will be made to ensure the utmost confidentiality as the appropriate staff work to resolve the complaint.

The formal written complaint process is as follows:

1. To file a formal complaint and to generate a university response, the complaint must be dated and made in writing. A written complaint should name the specific nature of the complaint, cite relevant facts, and propose a solution that would be satisfactory to the student.
2. A student shall submit a complaint to the Vice President for Academic Affairs or the Dean of Students within 30 days from the act causing the complaint. The Vice President for Academic Affairs and Dean of Students will work together to ensure the complaint is handled in the appropriate office.
3. Within 30 business days after acknowledging receipt of the complaint, the appropriate administrative office of the University will inform the complainant regarding the institutional response to the complaint. Students have an option for one (1) appeal, which will be heard by an ad hoc committee assembled to hear the appeal.

**A student will not be subject to unfair actions as a result of initiating a complaint proceeding at Averett University School of Nursing.**

### **Student Grievances**

If a student violates Averett University's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the Assistant Dean Undergraduate Programs of Nursing is responsible, then the Dean of Nursing and then the VP of Academic Affairs

(VPAA). In the absence of the VPAA, the Campus President determines disciplinary action. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the Averett University catalog.

If Averett University is forced to take action against a student, it still believes strongly that every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the university Grievance Committee.

#### *Conspiracy*

Agreeing with one or more persons to commit any act of academic dishonesty.

#### *Fabrication of Information*

Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the University; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the University's reputation or that of the members of its academic community of students and scholars.

#### *Facilitating Academic Dishonesty*

Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or University academic honesty policies; providing false information in connection with any academic honesty inquiry.

#### *Falsifying Records and Official Documents*

This is defined as forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official University document.

#### *Harassment*

Harassment is defined as actions that may be offensive toward, or create an offensive environment for, another group or individual including, but not limited to, use of obscene, vulgar, profane, lewd language or the making of a proposal of an indecent nature, or the threatening of any person. Also, included in this definition is any action or situation that may produce mental or physical discomfort, embarrassment, or ridicule to or for any group or individual.

#### *Multiple Submissions*

Occurs when the student submits the same work for credit in two different courses without the instructor's permission.

#### *Plagiarism*

Plagiarism is the deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Averett University that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and

dishonesty that interferes with the goals of education, must carry severe penalties. Please refer to the Averett University Hand book and Catalog for more information.

*Sanctions for Violating the Academic Honesty Policy*

All progressive disciplinary measures will follow the Averett University Catalog. Averett University believes strongly that each student, against whom the University is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Averett University catalog.

*Violation of the Honor Code*

Any individual who feels that a violation of administrative policy has occurred may file a complaint with the Assistant Dean Undergraduate Programs. All allegations of disorderly conduct, fraud, harassment, alcohol violation, or other issues related to safety and good order of Averett University will be investigated according to University policy.

The University can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the University expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the University.

The Averett University honor code states:

The Averett University community believes that ideals of honor and trust are essential to an atmosphere that promotes academic excellence and social responsibility.

Dishonest conduct violates the trust that exists at the university. While members of this community, students pledge to uphold the principles of honesty, fairness, integrity, and respect and to abide by university rules and regulations in all areas of academic and social life.

Each student is expected to interpret the requirements of academic honesty broadly and in good faith. If student has a question as to whether a particular act constitutes academic dishonesty the student will seek advice from a faculty member. If a student suspects another student of dishonesty he or she will bring the concern to a faculty member. The faculty member will direct any evidence or documented suspicion to the nursing program Assistant Dean Undergraduate Programs to initiate verification of facts concerning the incidence or suspicion.

Academic dishonesty is a serious violation of the trust upon which an academic community depends. There are different forms of academic dishonesty including, but not limited to, the following:

**Technology – Acceptable Use**

Averett University (AU) provides technology systems for the purposes of educating university students, promoting academic research, communicating with university constituents, and administering the daily business of AU. It is the desire of AU that technology systems provided by the university be used in a manner that reflects the goals and mission of Averett. These policies have been established to promote

an environment that is safe and secure for all constituents and encourage students to act in a professional and responsible manner.

#### *Accessing email*

Email access is achieved via a university supported Web browser. These include MS Explorer, Firefox, and Safari. Only users for which an email account has been created are approved to use the Averett University email system.

Students are required to protect their user name and password and NEVER share this confidential information. Students should never allow someone else to use their email account for sending or receiving email unless under direct supervision of them. By granting access, the student assumes responsibility of any and all activities of the guest user.

#### *Appropriate Content*

At any time and without prior notice, Averett University administration reserves the right to examine email, personal file directories and other information stored on Averett University computers. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations and assists with the management of Averett University information systems. As such, the Vice President for Information Technology or any of his/her assigned representatives may monitor the content of email. Use of the email system constitutes acceptance of such monitoring.

This policy should be read and interpreted in conjunction with all other Averett University policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Students are expressly prohibited from using email for any unethical purposes, including but not limited to pornography, violence, gambling, racism, harassment or any illegal activity. Further, transmitting any message that may be perceived as containing derogatory, obscene, profane, lewd, harassing or inflammatory images or remarks about an individual or group's race, color religion, national origin, age, disability, gender or other protected class status is strictly prohibited, and is subject to corrective action.

Averett University reserves the right to use email filtering/spam blocking technologies in an effort to minimize unsolicited bulk email. As a result, there may be instances where legitimate email may be inadvertently blocked or quarantined. In such cases, the office of Information Technology will make every effort to correct those situations.

Email messages cannot be considered private and may be monitored by university personnel. Such messages may be subject to disclosure to outside third parties, including the court system and law enforcement agencies, under certain circumstances. Please be aware that email messages are not encrypted and can be viewed by anyone with the intention, ability, and equipment to do so.

#### *Computer and Network Access/Computer Requirements*

Students are expected to possess a computer throughout the duration of their program. Student computers must be able to run a supported browser for Moodle and handle additional plug-ins as identified by the Learning Management System (LMS). Students should be able to produce, send, and receive documents that are compatible within the two most recent offerings of Microsoft Office to complete most of their assignments. AU will offer support to students on only these two offerings of Microsoft Office software. Computer and Internet connection may need to be fast enough in some

courses to watch streaming videos, participate in live meetings, upload large files, install software, and listen to audio lectures.

### *Copyright*

Students are responsible to comply with copyright laws and applicable licenses that apply to software, files, documents, messages and other material they wish to download or copy. Proprietary materials belonging to entities other than the student should not be transmitted on the university's email system or via the university's Internet connection. All students obtaining access to any material prepared or created by another company or individual must respect any attached copyrights and may not copy, retrieve, modify or forward such copyrighted materials, except with written permission of the lawful owner. Students receiving electronic files via the Averett University's email system or Internet connection should ensure the sender is the lawful owner or has obtained the necessary license.

### *Email account creation / account termination*

Email accounts are created when a student enrolls for classes at AU. The accounts are maintained while the student is actively taking classes. Accounts will be terminated for inappropriate use, after graduation, or termination of their enrollment.

### *Exclusive Property*

All equipment, services and technologies provided to students as part of Averett University's computer system constitute the exclusive property of Averett University. Similarly, all information composed, transmitted, received or stored via the AU computer system is also considered the property of Averett University. As such, all stored information is subject to disclosure to management, law enforcement and other third parties, with or without notice to the student.

### *Netiquette*

Some of your student learning experiences may take place online. The AUSON also communicates with students primarily via email.

Keep in mind those receiving communication from you perceive communication through your writing only. They do not have an opportunity to see the expression on your face, or your body language, which are all important parts of communication. Please be careful that what you write is what you truly want to convey.

- Review what you've written before submitting it so that it is an accurate reflection of your intent.
- It is OK to disagree but please do so in a manner that is constructive, rather than destructive, encouraging rather than denigrating.
- USING ALL CAPITAL LETTERS IS THE SAME AS SHOUTING!!!! Use capitals only to emphasize a point, do not type full posts in capital letters.
- Respect other's opinions, as you would have yours respected.
- Please respect the religious beliefs of those around you.

If you have an issue with a fellow student, please share your concerns with your faculty. If there is a problem with faculty, please contact the Assistant Dean Undergraduate Programs.

### *Proper and Ethical Use of Email*

The email system exists to enhance the communication abilities of the Averett University community. It should be used for purposes that enhance communication and reflect our desire to be ethical citizens.

### *Use of Averett University Identity*

The Averett University name, seal, logo, telephone numbers or address are reserved for official university business and may not be used for any other purpose including electronically (fax, Internet, etc.) in advertising or for non-university sponsored events without explicit written permission.

## **Student Success & Support Services**

### *Academic Advising*

During the freshman year, students will be assigned a nursing faculty advisor who will meet with the student at least once a semester to track their progress thru the curriculum. During advisement sessions, the faculty advisor will review overall academic performance and make administrative information changes as necessary. With regard to academic performance, prior to a nursing student's failure to meet academic and clinical requirements, wherever possible, faculty and the student's advisor will work with the student to identify why the student is not succeeding and to offer assistance to address this issue. Assistance may take the form of remedial assistance, recommendations for work outside class, referrals to counselors, etc. A Student Action Plan will be implemented and reviewed weekly until no longer necessary. The nursing faculty advisor is dedicated to meeting the student's needs and will assist with each student's academic needs in a professional and caring manner.

### *Academic Support*

114 Galesi Family Student Success Center

Holly Kilby / [hkilby@averett.edu](mailto:hkilby@averett.edu) / 434-791-5788

- assists students with general learning skills, including study skills, time management, and research,
- provides tutoring assistance for most of Averett's academic classes,
- aids students in learning subjects and in completing special projects,
- coordinates accommodations for students with special needs.

### *Center for Community Engagement and Career Competitiveness*

204 Woodland Drive | Danville, VA | 24541 | 434-791-7214

Angie McAdams / [amcadams@averett.edu](mailto:amcadams@averett.edu) / 434-791-5629

- provides résumé reviews and development,
- assists with cover letters and portfolios,
- aids in identifying career interests,
- provides interview training, mock interview, and business etiquette training,
- posts internships, job listings, and graduate school opportunities.

### *Financial Assistance*

Financial assistance is available. Information may be obtained from the Web at <http://www.averett.edu/student-services/financial-services/index.php>, by writing Averett's Financial Aid Office, 420 West Main Street, Danville, VA 24541 or by calling 1-800-AVERETT.

### *Honors Students*

Davenport Hall 105B

Dr. Andrew Canady / [acanady@averett.edu](mailto:acanady@averett.edu)

- provides in-depth exploration into many areas of academics,
- offers opportunities for international travel and conferences,
- provides social activities and cultural performances.

### *Mary B. Blount Library*

The Mary B. Blount Library advances the curriculum, research, and reading interests of Averett students with scholarly and professional sources, reference consultations and instruction. The library is located at 344 West Main Street, next to the Averett University Admissions Office. The library building is open seven days a week during the fall and spring semesters. During summer sessions and semester breaks it is open every day except Saturday.

Averett students can access the library's electronic resources and ask questions at any time, from any location on the Internet: <http://www.discover.averett.edu/library>. The library enables students to discover and retrieve information from multiple sources, including research reports, primary sources and holdings of other libraries.

Averett collections include 100,000 print and 100,000 electronic books, more than 30,000 electronic and print journals, 100 research databases, media, and media equipment. Students have access to group and quiet study areas, a computer classroom and lab, self-service digital scanner, printers, and color print and fax services.

Library faculty encourage Averett students to develop information fluency skills, which are the ability to:

- define and articulate a topic or problem,
- locate and retrieve credible information from a variety of sources,
- evaluate this literature or data in the context of the topic,
- modify research strategy to seek additional sources,
- organize, synthesize and use knowledge gained to accomplish a specific purpose, and
- communicate results effectively and ethically in an academic or professional setting.

Librarians offer orientation and research classes throughout the year. Students may consult with librarians at the reference desk, toll free at 800-543-9440, locally at 791-5692, by e-mail at [aclib@averett.edu](mailto:aclib@averett.edu), and by FAX at 434-791-5637.

### *Office of Student Success & Academic Support*

Galesi Family Student Success Center

Erin Schlauch / [eschlauch@averett.edu](mailto:eschlauch@averett.edu) / 434-791-5754

- enhances student academic performance,
- helps increase student satisfaction with scholarly and co-curricular experiences,
- assists students as they persist through their college careers,
- works to increase Averett's retention and graduation rates.



### *Study Abroad Office*

115 Galesi Family Student Success Center

Dr. Catherine Clark / [coclark@averett.edu](mailto:coclark@averett.edu)

- makes study abroad possible for Averett students,
- assists students with preparation for studying in another country,
- helps students with the application, financial aid packages, and other materials, as needed

### *Student ID and Replacement*

Upon admission to the program, you will be issued an AU student ID. If replacement is necessary, a fee of \$5 will be charged.

### *Student Nurses Association*

All nursing students are encouraged to participate in the National Student Nurses Association.

<http://www.nsna.org> In particular, students are advised to be aware of the Bill of Rights and Responsibilities for Students of Nursing, as these are followed within the AUSA. This document can be accessed at <https://orgsync.com/91783/forms/134062>

### *Tuition Refund Policy*

Information may be obtained from the Web at:

<https://www.averett.edu/?s=tuition+refund+policy>

### *Writing Support*

112 Galesi Family Student Success Center

Holly Kilby / [hkilby.averett.edu](mailto:hkilby.averett.edu) / 434-791-5761

- provides one-on-one writing support with trained consultants,
- aids in making composition more vibrant, clear, and effective,
- assists in all stages of the writing process from generating ideas, proofreading, to production of the final draft.

## **Traditional Ceremonies**

### *Pinning Ceremony*

The Nursing Pinning Ceremony marks the senior student's completion of the Nursing Program and entry into the profession of Nursing. Pinning is a tradition steeped in nursing history including the lighting of the Florence Nightingale Lamp and recitation of the Florence Nightingale Pledge. The Pinning Ceremony is usually held in May.

### *Graduation Ceremony*

Averett University graduation ceremonies are attended by faculty and graduates from all academic programs. Graduates with special academic honors are recognized at this time. This occasion marks the graduate's official graduation from Averett University. Nursing students are strongly encouraged to participate in this event sharing their accomplishment with fellow graduates, nursing and general education faculty and staff who have been a part of the graduates' lives during their academic experience, and their families and friends who have supported them throughout their student careers.

*Averett University Graduation Requirements*

- Students must satisfactorily complete all Core General Education requirements.
- Students must achieve satisfactory completion of a specified major area of study.
- Transfer students must complete a minimum of 60 semester hours at a senior college or university, at least 25% of which must be from Averett University
- Students who are first admitted to Averett University as special students must earn a minimum 25% of their credit hours at Averett University after obtaining degree-seeking status.
- Students must complete a minimum of 120 credit hours.
- Student must have a cumulative GPA of 2.75 or higher.
- Student must meet all financial obligations to the University. All tuition, fees, bookstore charges, and other bills must be paid in full prior to participating in graduation.
- Students must file an application for graduation with the Registrar's Office by designated date in the semester in which graduation is planned. Go to:  
<https://www.averett.edu/academics/registrars-office/senior-year/>
- If the student exits from the University the student must graduate under the catalog that is current upon his/her readmission.
- Students must complete all requirements for graduation in order to participate in commencement exercises.

## Course Descriptions

### **NUR 109 Concepts of Nutrition in Healthcare 3**

A course that examines the science of nutrition while identifying nutrition principles and their application as they affect one's health and well-being. The course is designed to personalize information, calculate the student's current level of health, and lead the student to devise a plan for adopting healthy food choices and changing one's diet as needed. Appropriate dietary interventions to address disease processes will also be addressed. This course is a prerequisite for all Nursing courses.

### **NUR 207 Basics of Nursing: Principles, Concepts, and Application 5**

This course introduces the student to theory, principles and practice of professional nursing. Focus is on basic human needs, nursing process and roles of the professional nurse including the history of nursing, nursing ethics and regulations related to nursing practice. The theory from the behavioral, social, and biological sciences and humanities provide the foundation for nursing knowledge, skills, and practice. **90 hours of clinical. Prerequisites: Admission to the nursing major.**

### **NUR 208 Basics of Nursing: Skills 1**

This course introduces the student to basic clinical nursing skills required to provide safe and effective nursing care. Focuses on opportunities to practice and demonstrate competency of skills in the simulated lab. **45 hours of clinical. Prerequisites: Admission to the nursing major.**

### **NUR 313 Health Assessment 3**

This course focuses on the knowledge and skills needed to conduct a health assessment including a health history and physical examination. Includes interpretations of normal findings and identification of deviations from normal. **45 hours of clinical. Prerequisites: Admission to the nursing major.**

### **NUR 314 Nursing Care of the Adult and Family I 5**

The course focuses on the theory and principles of common medical-surgical problems related to the cardiovascular, respiratory, renal, reproductive, and hematological systems. Clinical experience allows students to apply critical-thinking skills, to develop problem-solving skills, and to use clinical judgment in nursing practice while managing the care of adults and their families in healthcare settings. **90 hours of clinical. Prerequisites: NUR 207, NUR 208, NUR 313**

### **NUR 315 Intermediate Nursing Skills 1**

This course focuses on students acquiring advanced nursing skills related to the medical-surgical systems. Students utilize the simulation lab to demonstrate competency. **45 hours of clinical. Prerequisites: NUR 207, NUR 208, NUR 313**

### **NUR 316 Psychiatric/Mental Health Nursing 5**

This course focuses on basic psychopathology of common psychiatric/mental health issues and the theories and principles underlying nursing care of patients with changes in mental health status. Emphasis is on communication, critical thinking and legal/ethical issues in psychiatric/mental health. Contemporary concerns of the impact of mental illness, stress, substance abuse, and violence in families are covered. **45 hours of clinical. Prerequisites: NUR 319, NUR 415, NUR 416**

**NUR 317                      Nursing Care of the Woman and Family                      5**

This course focuses on nursing care of obstetrical and gynecological clients and their families. The nursing process is used in care delivery of the mother and her newborn during the ante-partum, intra-partum and post-partum phases of childbearing. Nursing care for common health care complications of ante-partum, intra-partum, post-partum and newborns are addressed. **45 hours of clinical.**

**Prerequisites:** NUR 319, NUR 415, NUR 416

**NUR 318                      Nursing Issues and Trends                      3**

This course explores the role of the nurse and emerging practice-related issues within the profession. Examination of ethical, political, economic and legal trends impacting nursing practice is included. The course integrates evolving issues regarding civic engagement within the profession and the role of health policy to promote social justice, assure quality care, and diminish health disparities across the United States. **Prerequisites:** NUR 319, NUR 415, NUR 416

**NUR 319                      Nursing Care of the Adult and Family II                      5**

This course explores the adult and family's common medical-surgical problems involving the endocrine, neuromuscular, orthopedic and gastro intestinal systems. Clinical experience allows students to apply critical-thinking skills, to develop problem-solving skills, to use clinical judgment in nursing practice while managing the care of adults and their families in healthcare settings. **90 hours of clinical. Prerequisites:** NUR 207, NUR 208, NUR 313, NUR 314, NUR 315.

**NUR 415                      Nursing Research                      3**

This course assists the student to understanding the importance of using nursing research as a component of evidence-based nursing practice. The course focuses on fundamental research concepts and methodologies to improve and enhance patient care outcomes. Ethical and legal implications related to research design and the application of research evidence will also be explored. **Prerequisites:** NUR 207, NUR 208, NUR 313, NUR 314, NUR 315.

**NUR 416                      Nursing Care of the Child and Family                      5**

This course focuses on normal growth and development from infancy through adolescence and common problems that influence the pediatric patient and their families. Concepts of family, basic human needs, communication, legal-ethical issues, fluid-electrolytes, teaching-learning, social, cultural and spiritual aspects are integrated throughout the course. Nursing process is used as a framework for providing nursing care for the pediatric patient and families in a variety of pediatric health care settings. **45 hours of clinical. Prerequisites:** NUR 207, NUR 208, NUR 313, NUR 314, NUR 315.

**NUR 418                      Nursing Care of the Older Adult and Family                      3**

This course addresses holistically problems of older adults, the developmental tasks of aging and patient responses to changes in health status and end of life care. Topics included are medications, abuse, community services, and health policies, safe and quality care. In the ever-changing health care setting nursing process is applied to the care of diverse older adult patients and their families.

**Prerequisites:** NUR 316, NUR 317, NUR 318

<b>NUR 419</b>	<b>Nursing Informatics</b>	<b>2</b>
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This course explores basic computer skills, information literacy and technology relevant to healthcare settings. Focus is on databases, electronic health record (EHR) and includes current knowledge and principles related to legal, ethical, and policy concerns in information management related to healthcare settings. **Prerequisites:** NUR 316, NUR 317, NUR 318

<b>NUR 420</b>	<b>Population Focused Nursing Care</b>	<b>5</b>
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This course explores the nurse's role in health assessment and health promotion for families and vulnerable groups in communities. Focus will be on the evaluation of public health issues, epidemiology, bioterrorism, disasters, and services available in the community health care and disease prevention across the lifespan. Healthy People 2020 will be discussed. Clinical experiences in a variety of settings in the community will be incorporated including both indirect and direct care. Preceptors may be used for clinical in this course. **90 hours of clinical. Prerequisites: NUR 316, NUR 317, NUR 318**

<b>NUR 426</b>	<b>Complex Health Care Concepts</b>	<b>5</b>
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This course addresses advanced theoretical concepts of nursing care for patients experiencing complex health problems occurring across the lifespan. Emphasis will be on the theories, principles and applications of complex clinical decision making, determination of therapeutic nursing interventions and critical thinking in multi-organ system problems in a variety of healthcare settings. **90 hours of clinical.**  
**Prerequisites:** NUR 418, NUR 419, NUR 420

<b>NUR 430</b>	<b>Nursing Leadership</b>	<b>5</b>
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This course focuses on the nurses' role as a leader using theory, skills and attitudes required for professional decision-making in organizations. Emphasis will be on conflict management, the delegation and setting of priorities in complex health care organizations working collaboratively with interprofessional teams. Concepts and principles of management and leadership will be addressed as they relate to information technology **90 hours of clinical. Prerequisites: NUR 418, NUR 419, NUR 420**

<b>NUR 497</b>	<b>Nursing Capstone</b>	<b>1</b>
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This course reviews the theory and skills presented in all previous nursing courses to help prepare students to take the NCLEX-RN licensure examination. This course will include lecturers from outside NCLEX Reviewers and School of Nursing Faculty. **Prerequisites:** NUR 418, NUR 419, NUR 420

## APPENDICES

*Appendix A: Averett University School of Nursing (SON) Honor Code Acknowledgement Form*

By signing below, I acknowledge that I have been informed of the Averett University SON honor code during the nursing department orientation.

The Averett University SON honor code states:

“The Averett University community believes that ideals of honor and trust are essential to an atmosphere that promotes academic excellence and social responsibility. Dishonest conduct violates the trust that exists at the university. While members of this community, students pledge to uphold the principles of honesty, fairness, integrity, and respect, and to abide by university rules and regulations in all areas of academic and social life”

I pledge to uphold the principles of honesty, fairness, integrity, and respect, and I will fulfill my responsibilities as a part of the Averett University Community.

I also understand that it is my responsibility to review and become familiar with the SON BSN *Student Handbook* as well as the code of conduct and information pertaining to conduct proceedings as stated in the Averett University *Handbook*.

Name: (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_ Student ID# 000 \_\_\_\_\_

*Appendix B: School of Nursing Student Handbook Acknowledgement Form*

By signing below, I acknowledge that I have been oriented to and have read the AU School of Nursing *Student Handbook*. I was also given the opportunity to ask questions or to clarify any material contained within the AUSON *Student Handbook*. I understand my rights and responsibilities contained in the AUSON *Student Handbook*.

Name: (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_ Student ID# 000\_\_\_\_\_



*Appendix C: School of Nursing Pre-Licensure Application for Readmission to Clinical Nursing Courses*

**NOTE:** This form and all its requirements must be completed and submitted to the AUSON office by mid-term of the semester preceding the requested re-enrollment. The Averett University Academic Calendar can be accessed here: <https://www.averett.edu/academics/academic-calendars/>

In order to be considered for readmission a student must do the following:

- Complete the Application for Readmission (Appendix C) and return it to the AUSON office as follows:
  - To enroll in the spring semester: application is due by December 31.
  - To enroll in the fall semester: application is due by January 30.
- Submit a letter of request to the AUSON Assistant Dean Undergraduate Programs by mid-term of the semester preceding the requested re-enrollment, addressing the following:
  - Reason(s) why the student was not successful during his/her initial enrollment;
  - Details of the student's meeting with their advisor upon dismissal, and how the student has followed the advisor's advice;
  - Action(s) the student has taken in the time away to ensure the student's success, if readmitted;
  - Reason(s) why the student believes she/he should be readmitted;
  - Action(s) the student will take to ensure academic success if readmitted.
  - Letter must be written in Times New Roman, 12 pt. font, single spaced, and free of spelling and grammatical errors.
  - Letter must be submitted with the Application for Readmission.
- Pass a Dosage & Solutions (D&S) test at 90% by the end of the semester preceding the requested re-enrollment.
  - The student is allowed one opportunity to retake the D&S exam;
  - If the student fails to achieve a minimum score of 90% on the D&S exam on the second attempt, the student will not be readmitted to the nursing major.
- If the student has not been enrolled in any nursing course for 90 days or more, she/he must successfully pass the Skills Proficiency Exam (SPE) by the end of the semester preceding the requested re-enrollment.
  - The student is allowed one opportunity to retake the SPE.
  - If the student fails to pass the SPE on the second attempt, the student will not be readmitted to the nursing major.
- Each of these elements is required. If one or more elements is not addressed/included, the application will be considered incomplete.

**Note:** If a student has earned a grade below a "C" for any course in the nursing major, that course must be repeated.

Readmission is not guaranteed; however, all complete applications will be reviewed by the nursing faculty. Incomplete applications will not be reviewed.

If a student is readmitted to the nursing major for any reason, he or she will fall under the AU *Catalog* and AU School of Nursing *Student Handbook* that are current upon his/her readmission, and must comply with any recommendations made by the nursing faculty.

**This is to declare my intent to reenter the nursing major at Averett University in the \_\_\_\_\_ semester of 20\_\_\_\_\_. By signing this, I indicate that I have read and understand the requirements to apply for readmission.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Student signature/Date

\_\_\_\_\_  
Advisor signature/Date

*Appendix D: Criminal Background Check & Drug Screening Waiver*

I have read the Averett University School of Nursing Criminal Background Check & Drug Screening policies and understand my responsibility in the criminal background and drug screening process. By my signature I agree to the terms of program acceptance and/or program continuation based on the results of both the criminal background check and drug screen test.

---

Date

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Student's Printed Name

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Student's Signature

*Appendix E: Pre-Licensure Release Agreement*

This release is effective as of the day it is signed.

WHEREAS, I understand and acknowledge that there are certain risks inherent in clinical experiences, including, but not limited to, catastrophic injury, disease, HIV exposure, hepatitis exposure, invasion of privacy, emotional unrest, and even disability or death.

In considering of Averett University allowing me to participate in clinical experiences for its School of Nursing pre-licensure track, I agree as follows:

I release and forever discharge Averett University and its agent's employees, officers, directors, contractors, consultants, successors, and assigns from any and all claims, demands, actions, or causes of action that arise from or are in any way connected with:

1. My participation in the School of Nursing pre-licensure track's clinical experience.
2. Travel to and from clinical sites.

It is my understanding that this Release Agreement also applies to medical expenses that I incur, and I acknowledge that any medical expenses I incur during my participation in clinical experiences are my responsibility, and not the responsibility of Averett University.

This Release Agreement shall be binding on my successors and assigns.

**READ BEFORE SIGNING**

Date\_\_\_\_\_ Participant Signature\_\_\_\_\_

DOB\_\_\_\_\_ Participant Name (print)\_\_\_\_\_

Address\_\_\_\_\_

**Person to contact in case of emergency:**

Name\_\_\_\_\_ Relationship\_\_\_\_\_

Phone\_\_\_\_\_ Fax (if available)\_\_\_\_\_

Address\_\_\_\_\_

Email (if available)\_\_\_\_\_

*Appendix F: Social Media/Confidentiality Policy*

I have read and understand the National Council of State Boards of Nursing's White Paper: A Nurse's Guide to the Use of Social Media (August, 2011), which can be accessed at [https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

I promise to conduct my use of social media in adherence to these guidelines and realize inappropriate use of social media is subject to disciplinary actions up to and including dismissal from the School of Nursing.

---

Student Signature

---

Date

*Appendix G: Hepatitis C Vaccine Waiver*

I understand that during my clinical learning experiences I may be exposed to blood or other potentially infectious materials, and I may be at risk of acquiring a Hepatitis B Virus (HBV) infection, a potentially serious disease. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine.

Please check the appropriate statement:

- ☐ I decline the Hepatitis B vaccination at this time. I have been informed and understand the possible risks of acquiring a Hepatitis B Virus (HBV) infection.\*\*
- ☐ I am currently in the process of receiving the 3-dose series of Hepatitis B vaccine at 0-, 1- and 6-month intervals. I will obtain anti-HB serologic testing 1-2 months after does #3. Until this process is completed, I have been informed and understand that I continue to be at risk of acquiring a Hepatitis B Virus (HBV) infection.

People ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

\*Female students who believe they are pregnant must provide a letter from their health care provider indicating their expected delivery date and the lab result for Anti-Hepatitis B. Although the Hepatitis B vaccine is not contraindicated during pregnancy, the decision to receive their vaccination should be made in consultation with their health care provider.

\*\*Students are advised that some health care clinical agencies will not allow anyone who has not received the Hepatitis B vaccination and/or demonstrated immunity to Hepatitis B to participate in a clinical rotation at their site.

### *Appendix H: Student Expectations and Guidelines for the Skills Lab & Simulation Area*

Simulation is an important tool that can be used to supplement theory courses, clinical courses, skills lab, and remediation/tutoring. As much realism must be maintained as possible in the simulation lab. Simulation may be used for demonstration, practice, and/or evaluation. It is not recommended to use simulations for evaluation with students who have not utilized the simulation lab before. All students must have attended an orientation prior to using the simulation lab. In addition, all students must sign a video release and confidentiality form prior to using the simulation lab.

#### **Scheduling**

- Use of the simulation lab will be scheduled through the simulation team and faculty.

#### **Supplies**

- A supply cart and medication cart with all basic supplies for all general scenarios are located in the simulation lab
- Supplies from the supply cart must be opened carefully so they can be repackaged and used again if possible.

#### **Attendance**

- Lab experiences are scheduled by the faculty and skills lab staff.
- Cell phones and pagers may not be used in the skills lab. Leave them at home or turned off during your time in the lab.

#### **Dress Code**

- The skills lab adheres to the School of Nursing clinical dress code
- Please do not wear any bracelets or rings with the exception of a wedding band as this may damage the manikins. A watch may be worn.

#### **Required Equipment**

- You are expected to bring the supplies or equipment as required by your clinical lab educator.
- Reference books are available in the debriefing area, and some books are available for check out. Check out instructions are posted on the following pages.

#### **Personal Items**

- Please store your personal items in either the student break room or student study lounge. Do not bring personal items into the skills lab or simulation area.

#### **Consent to Video and Photography**

- You are hereby informed that practice in the skills lab may be videotaped or photographed. Signing this document authorizes the AU SON staff to use the video recordings and photographs for purposes including debriefing, faculty review, educational, public relations, promotional, and/or research activities.
- It is your responsibility to notify your instructor or program facilitator if you object to video recording, photography or use of photographs.

### **Confidentiality**

- **The** AU SON lab provides a safe clinical learning environment in which mistakes are viewed as learning opportunities. It is expected that discussion of individual or group performance will not take place outside of the SON facilities.
- Also, in order to maintain the integrity of AU SON clinical simulation, participants agree not to discuss scenario details outside of the lab.

### **Housekeeping**

- Do not attempt clinical practice or operation of simulation equipment without permission and guidance from AU SON faculty/staff.
- Food and drink are not allowed in rooms with manikins.
- Water bottles or containers with a lid are allowed in the classrooms and debriefing areas.
- Pens, markers, and skin preps such as betadine and KY Jelly cannot be used on manikins, and may cause permanent damage. Do not use pens or markers near the manikins.
- Report immediately to your instructor and AU SON staff if any equipment is damaged or lost during your lab experience.
- Wear gloves at all times when touching the manikins unless specifically told otherwise.

### **Debriefing**

- For simulation to be effective, debriefing must occur after the simulation is complete.

By signing below, I acknowledge that I have been informed of the Averett University SON student expectations and guidelines for the skills lab & simulation area. I was also given the opportunity to ask questions or to clarify any material contained therein. I understand my rights and responsibilities contained in this document.

Name: (Printed) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID#: 000\_\_\_\_\_



*Appendix I: Individualized Growth Plan*

Student Name:

Course:

Problem(s) identified:

Plan to resolve problem(s):

Follow-up time frame with instructor:

Student comments:

Student signature/date: \_\_\_\_\_

Instructor comments:

Instructor signature/date: \_\_\_\_\_

### *Appendix J: Statement of Essential Attributes*

(To be completed at the beginning of each academic year of enrollment.)

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. This Statement of Essential Attributes is based on an understanding that practicing nursing as a student involves an agreement to uphold the trust which society has placed in us (ANA Code of Ethics for Nursing Students, 2001). The following statements are standards that comprise four core essential student nurse competencies. In addition to academic qualifications, the Averett University School of Nursing considers the ability to consistently demonstrate these personal and professional attributes essential for entrance to, continuation in and graduation from its nursing degree programs.

#### **Physical Attributes**

Nursing students must possess sufficient motor and sensory skills to provide safe nursing care and participate in the classroom and clinical experiences deemed necessary to meet both professional nursing practice standards and academic nursing program standards. Students must be able to:

- (Motor) Move throughout the classroom/clinical site and stand for periods of time to carry out patient care activities; be physically capable of performing patient care duties for up to 12 hours at a time, day or night; and lift 50 pounds.
- (Vision) See and accurately read print, computer screens and handwriting, including patient care orders and other documents, and demonstrate the ability to differentiate colors.
- (Hearing) Hear and differentiate tonal variances or do so with the assistance of technology such as an amplified stethoscope.
- (Smell) Differentiate smells, such as smoke, bodily fluids and other odors.
- (Tactile) Accurately distinguish texture, temperature, pulsations, and moisture, with or without gloves.
- (Gross/Fine Motor) Manipulate equipment and tools necessary for providing safe nursing care such as medical equipment/devices, syringes/needles, stethoscope and computers.

#### **Cognitive Attributes**

Nursing students must exhibit sufficient knowledge and clarity of thinking to process information and apply it appropriately to situations in classroom and clinical experiences. Students must be able to:

- Learn effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, group assignments, individual study of materials, preparation and presentation of written and oral reports and use of computer based technology.
- Assimilate knowledge acquired through the modalities above and effectively apply that knowledge in clinical settings for a variety of individual, family or community needs and problems.
- Write and comprehend both spoken and written English.
- Speak English well enough to understand content presented in the program, adequately complete all oral assignments and meet objectives of assigned clinical experiences.
- Accurately apply basic mathematical skills such as ratio/proportion concepts, use of conversion tables and calculations of drug doses and solutions.

- Organize thoughts to communicate effectively through written documents that are correct in style, grammar, spelling, mechanics and American Psychological Association (APA) referencing.
- Gather data, develop a plan of action, establish priorities and monitor treatment plans.
- Utilize appropriate judgment and critical thinking behaviors such as properly incorporating previous knowledge from a wide range of subject areas into current patient care situations.

### **Interpersonal Attributes**

Nursing students must possess the ability to identify behaviors and attitudes in themselves and others, as well as the ability to self-regulate their own behaviors and attitudes, in order to ensure professional practice and delivery of care. Students must be able to:

- Establish rapport with individuals, families and groups.
- Respect individual differences such as cultural, ethnic, religious, gender, age and sexual orientation.
- Relate effectively to other students, faculty, university/hospital staff and patients/families to fulfill ethical obligations of the nursing profession including altruism, autonomy, human dignity, integrity and social justice.
- Negotiate interpersonal conflicts effectively.
- Maintain sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, maintain objectivity and recognize personal strengths and limitations consistent with safe clinical practice so as to ensure no direct threat to the health or safety of others.
- Sustain safe nursing practice without demonstrated behavior of addiction to, abuse of or dependence on alcohol or other drugs that may impair behavior or judgment.
- Preserve confidentiality in regards to collaboration and patient care.
- Maintain professional relationships and expectations in all areas of student life, including academic, work and personal.
- Critically examine and self-edit social media content posted and hosted with the understanding that they impact both educational and professional opportunities while refraining from posting distasteful, offensive, immoral, unethical or confidential content.
- Accept appropriate ownership of responsibility for their own actions and for the impact of these actions on others.
- Abide by the American Nurses Association Code of Ethics (located at <http://www.nursingworld.org/codeofethics>).

### **Performance Attributes**

Nursing students must be able to maintain clinical agency, university and nursing program performance standards while upholding and enhancing the reputation of the nursing programs and the university at large. Students must be able to:

- Continuously exhibit a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences.
- Perform multiple assignments/tasks concurrently and in a timely manner.
- Provide patient safety in various stressful situations and settings which may be physically and emotionally demanding.
- Arrange travel to and from academic and clinical sites, both local and distant.
- Tolerate the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads and fatigue.

- Timely submit required medical and certification documents to online database.
  - Critically think and concentrate with ability to respond quickly to changes in patient and unit conditions.
  - Maintain integrity of the Averett University nursing uniform, which is to be worn only in its entirety in approved clinical and academic settings.
  - Comply with all applicable Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) standards.
- 

I have read the Averett University School of Nursing **Statement of Essential Attributes**, and understand my responsibilities as outlined therein. By my signature below I agree that:

- I am able to satisfactorily demonstrate all of these attributes
  - If there are attributes I am not able to satisfactorily demonstrate, I will notify the AUSON Clinical Coordinator immediately.
- I will faithfully demonstrate all of these attributes while a student in the AUSON
- If I fail to faithfully demonstrate any of these attributes while a student in the AUSON, I understand there will be consequences.

People ID #: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Appendix K: AUSON Incident Report*

**AVERETT UNIVERSITY SCHOOL OF NURSING  
INCIDENT REPORT**

**Date of report:**

**Name of person exposed/injured:**

**Check:** ☐ **Faculty**                      ☐ **Student**                      ☐ **Other (list):**

**Details of procedure being performed when incident occurred** (include where and how, if incident was related to sharp device, type of device, how and when during use of device incident occurred):

**Details of incident** (include type and amount of fluid/material and severity of incident; depth of injury; amount of fluid injected if applicable; duration of contact and condition of skin):

**Action taken** (include whether or not the student was requesting to go for testing; if testing was refused by the student, did he/she sign a form acknowledging that decision):

**Follow-up:**

---

**Signature of Faculty**

**Date**

---

**Signature of Student**

**Date**

Copy to Clinical Coordinator ☐

Copy to AU Risk Management ☐