

Student Nurse Handbook



2024 - 2025

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Department of Nursing Mission Statement:

The BSN program at Freed-Hardeman University provides graduates with a foundation of Christian values on which nursing knowledge, skills, and attitudes are learned for the purpose of providing holistic care to individuals, groups, and communities in need and for succeeding in the dynamic and challenging discipline of professional nursing.

The mission of the DON supports the University's mission in that it exists to provide an excellent professional nursing education permeated with Christian values whose graduates are morally and spiritually prepared to give safe, quality nursing care and to provide service to the individual, the home, the church, the community, and the world.

Department of Nursing Vision Statement:

Recognition as a Christ centered, student focused community of learners committed to academic excellence, lifelong learning, professionalism, and service to others.

Department of Nursing Philosophy:

The philosophy of the nursing program is consistent with the purpose and aims of Freed-Hardeman University. Curricula are provided to develop nursing knowledge, skills, and values necessary for entry-level employment as registered nurses and for educational mobility to the graduate level. The nursing faculty endorses the following beliefs:

- Individuals are holistic beings comprised of emotional, cognitive, physical, cultural, and spiritual dimensions. The spiritual dimension includes the belief that individuals are created in the image of God; possess a soul; and are, therefore, worthy of respect and dignity. Maslow's hierarchy of needs ranges from basic physiological needs to the complex psychological need for self-actualization. Individuals are members of a family/group and a community and are responsible for their own health, including the right to participate in decisions regarding their healthcare.
- Health is a dynamic process expressed in a continuum from perceived wellness to illness and death. Health exists when the individual adapts to internal and external stressors, needs are met, and the individual is able to function. All activities that interact and influence the individual's health occur within internal and external environments.
- Nursing is an art and a science and views individuals holistically. Nursing utilizes the nursing process to deliver evidence-based care to promote, maintain, and restore health, prevent and detect illness, and when necessary, support the client toward a peaceful death. Nursing is a unique discipline, which blends knowledge and skills in nursing to ensure that nursing care is comprehensive, safe and effective, culturally competent, and within ethical and legal standards.
- Teaching and learning is a dynamic process shared mutually between student and faculty. Faculty are primarily responsible for teaching, for creating a positive learning environment, and for evaluating learning. Faculty guide and facilitate learning based upon an assessment of each learner's needs. Learning is a lifelong pursuit of intellectual and personal growth, including refinement of cultural, moral, and religious values.

Learning requires active participation. The student is primarily responsible for learning, which is measured by changes in attitudes, behavior, knowledge, and skills.

- Nursing education is centered on developing the student academically, morally, and spiritually for the practice of nursing through teachings in the arts, sciences, nursing, and the Bible. The nursing curriculum emphasizes critical thinking and utilizes nursing research to teach and practice evidence-based care. The students' clinical decision-making is fostered through the development of Johnson and Webber's knowledge, skills, values, meanings, and experiences. A baccalaureate nursing degree contributes to meeting the healthcare needs of individuals, communities, and the world, and this level of preparation is essential to the future of the nursing profession. An information-driven society requires life-long learning to maintain and promote the standards of the nursing profession.

Student Nurse Handbook

American Nurses Association Code of Ethics for Nurses

It is expected of each student to adhere to the values and ethics in the ANA Code of Ethics for Nurses. The complete code with interpretive statements can be viewed at <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>.

Provision 1	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
Provision 2	The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
Provision 3	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
Provision 4	The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
Provision 5	The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
Provision 6	The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
Provision 7	The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
Provision 8	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
Provision 9	The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Useful websites:

American Nurses Association (ANA) <http://www.nursingworld.org>

Tennessee Board of Nursing <https://www.tn.gov/health/health-program-areas/health-professional-boards/nursing-board/nursing-board/about.html>

American Association of Colleges of Nursing <https://www.aacnnursing.org/>

Commission on Collegiate Nursing Education <https://www.aacnnursing.org/CCNE>

National League of Nursing (NLN) <http://www.nln.org>

National Student Nurses Association (NSNA) <http://www.nsna.org>

Sigma Theta Tau <http://www.nursingsociety.org>

Individualized Program Outcomes

The guiding standards and philosophy of the program are reflected in the program outcome objectives, which state that Freed-Hardeman University nursing graduates will:

- Interpret appropriately verbal, nonverbal, written and electronic communication in collaboration with the health care team.
- Critique patient centered care to ensure that principles of altruism, integrity, social justice, patient autonomy, and respect for human dignity are evident.
- Evaluate the nursing process to continuously improve the quality and safety of health care.
- Appraise nursing knowledge, skills, and attitudes as they relate to critical thinking and accurate clinical decision making for safe patient centered care.
- Evaluate nursing research to promote clinical expertise with evidence-based practice guidelines.
- Exhibit ethical professional behaviors in the practice of nursing.

Expected Aggregate Student Outcomes

The mission and expected outcomes of the nursing program reflect current trends in nursing education, the nursing profession, and the health care delivery system. The mission and expected outcomes are consistent with professional nursing standards and guidelines. *The Essentials: Core Competencies for Professional Nursing Education* (AACN, 2021) provides the foundation for the preparation of all baccalaureate-nursing students. Additional guidelines used to support the nursing program are: The Commission on Collegiate Nursing Education's *Standards for Accreditation of Baccalaureate and Graduate Degree Nursing Programs* (2018), and the *Rules of the Tennessee State Board of Nursing: Rules and Regulations of Registered Nurses* as authorized by the Tennessee Code Annotated (TCA 63-7).

Expected aggregate student outcomes will be discussed in student orientation. The aggregate student outcomes are indicators of overall program performance and alumni and employer satisfaction with the FHU nursing program.

Expected Aggregate Student Outcomes

Graduation Rate	90% within 6 semesters of admission to nursing program
Employment	100% within 9 months of graduation
1 st Time NCLEX Pass Rate	≥ 85%

Policies and Procedures

POLICIES OF THIS HANDBOOK ARE IN ADDITION TO THE GOVERNING POLICIES AS NOTED IN THE ACADEMIC CATALOG AND THE FHU STUDENT HANDBOOK.

<http://www.fhu.edu/campuslife/studentservices/studenthandbook>
<http://www.fhu.edu/academics/catalog>

Though information in the handbook was current when it was compiled, policies and procedures may change over time, so it is the responsibility of the student to know and follow the most current policies and procedures.

NOTE: Course syllabi and Student Nurse Handbook may be subject to changes necessitated by circumstances during the semester. All changes will be communicated to students.

Declaration as a Nursing major is not the equivalent of acceptance into the Nursing program.

Admission to the Baccalaureate Nursing Program

Students will be admitted to the nursing classes in the Department of Nursing each Fall semester on Henderson. Completed applications for admission will be due by April 1st for Fall admission. Selection letters will be mailed at the conclusion of the Spring semester. It is the student's responsibility to ensure all items for admission selection are on file at FHU.

Traditional admission to the Nursing Program requires:

- College GPA of 2.80 or higher on a 4.0 scale, and
- Science GPA of 2.50 or higher on a 4.0 scale in Human Anatomy & Physiology I, Human Anatomy & Physiology II, Microbiology, and Pathophysiology; no science grade of less than a C, and
 - **NOTE:** College GPA and Science GPA is not rounded for Admission consideration. Example: 2.46 will be a 2.46, not rounded to 2.50.
- TEAS score of 'Proficient' or higher and Science sub-score of 52.1% or higher, and
- Completion of College Algebra, Introductory Statistics, and Principles of Nutrition, and
- admission to Freed-Hardeman University, and
- submission of all documents set forth in the Nursing Application process.

Conditional admission to the Nursing program requires:

- **Overall GPA** must be within 10% of the traditional full admission required GPA of 2.80. That means it **must be at least a 2.52 or greater** (no rounding).

- **NOTE:** Effective January 2022, for the traditional full admission **and** conditional admission, the overall GPA will be calculated only using LAC required courses (excluding Bible and elective courses), required science courses, College Algebra, Introductory Statistics, and Principles of Nutrition grades (42 hrs).
- **Science GPA Requirement:**
 - Required sciences must have been completed within last 5 years to be considered.
 - **Must have at least a 2.25 science GPA, with no science classes repeated.**
 - **NOTE:** Required sciences taken before the 5-year window are not considered at all in regard to this process, whether they passed them or not.
- **TEAS:** No change to this requirement
- **NOTE:** If conditionally admitted, the student will need to meet the “Conditional Admission Progression” requirements (see Progression Requirements, p. 11).

Freed-Hardeman University does not discriminate on the basis of sex, age, handicap, race, color, national or ethnic origin, or religion in administration of its educational policies, admission policies, or scholarship and loan programs.

The items below are required for clinical placement and are due at the official orientation to the nursing program, or the specific date communicated to the students:

- Immunization records reflecting dates for the following: mumps, measles, rubella, tetanus, varicella (or titer), Hepatitis B immunization series or waiver (required for clinical placement),
- Current CPR certification (*see CPR Requirements, page 10*)
- Current TB skin test/x-ray (available at local health department); good for one year, due annually,
- Documentation indicating receipt of the influenza vaccine, or signed informed refusal of the vaccine, due annually,
- Other immunizations as required by hosting clinical institutions (these will be communicated as required),
- Documentation of personal health insurance, and
- Acceptable urine drug screen. Any positive result not explained by lawfully prescribed prescription medication or medical condition may result in removal from the Nursing program, as well as notification to Student Services for University review and discipline. The drug screen will be coordinated by the nursing program.

Background Check

A background check must be done before students go into any clinical areas. In order to complete course work successfully and to graduate with a degree in nursing, all students must attend clinical experiences. Students will be required to provide a satisfactory background check. An unsatisfactory background check may result in the student not being eligible to participate in the clinical experience in our host facilities. If this occurs, the student will need to withdraw from the nursing program. Students are responsible for the cost and it needs to be done no more

than 30 days prior to beginning the nursing program. This should be completed after July 15th and before the first day of class in August. (Note: It can take up to a week to process a background check. It is recommended that you do not wait until the first day of class to submit for the background check.)

Health Insurance Portability and Accountability Act (HIPAA)

A national law, HIPAA, passed in 2003, requires all persons to protect the privacy of people using healthcare facilities and resources. It requires confidentiality in all patient matters. Violation penalties are serious and may result in monetary fines and/or jail sentences. The Department of Nursing signs agreements with each clinical facility, and this topic is discussed at clinical orientation. Students will be required to sign an agreement with each clinical facility.

CPR Requirements

Current certification in cardiopulmonary resuscitation (CPR) is required for participation in clinical courses. The CPR course must be Basic Life Support for Healthcare Providers, and include Automatic External Defibrillator, from the American Heart Association. Online courses for CPR are not acceptable. The basic certification must be acquired from an approved American Heart Association trainer or training site. Students must provide evidence of current certification before they begin clinical courses.

Transfers and Readmissions

Any student who transfers to Freed-Hardeman University from another type of nursing program must meet FHU admissions criteria. Consideration may be given to anyone who failed or was dismissed for any reason from another type of nursing program; however, each situation is evaluated on a case-by-case basis by a panel of at least three (3) Nursing faculty members. Transfer credit for all nursing courses from other nursing programs will be evaluated on an individual basis. Non-nursing courses will be evaluated for credit by the Registrar. Students are encouraged to repeat science credits that are more than five years old. Students will be responsible for new information that has become available in the sciences in recent years and applies to nursing education.

Readmission of a student to the nursing program will be evaluated on an individual basis and will include a plan for success and graduation, as well as successful completion of a required Independent Study course associated with the student's point of return to the program: NSG398A Nsg Basic Review or NSG398B Nsg Advanced Review (See pages 36-39). The minimum GPA for readmission must be at least 2.5. A readmission letter must be sent to the Director of Nursing by mid-term of the semester prior to desired readmission to the nursing program.

Progression

After selection for **Traditional Admission** to the Nursing program, students may progress in the nursing program and to each additional semester by:

- maintaining at least a C in all nursing classes,
- demonstrating safe behavior and practice in the clinical setting, and
- demonstrating professional behavior in the classroom and clinical site.

If selected for **Conditional Admission** to the Nursing program, students may progress to the second semester **if** the following conditions are met:

- **Must achieve at least a 2.50 or greater GPA in NSG301, NSG315, and NSG325.**
- **Must not make a D or F in any NSG course, including lab courses in first semester.**
- **NOTE:** If the above progression conditions are met at the conclusion of the first semester, the student will be considered a full admit moving forward and will only have to meet the stated Traditional progression requirements indicated above in subsequent semesters.
- **NOTE:** If the above conditions are not met at the conclusion of the first semester, the student is ineligible to progress in, **or readmit to**, the program.

Students not meeting progression requirements, regardless of Traditional or Conditional admission, will coordinate with their Advisor on options available to them.

Repeating a nursing course is permitted on a space-available basis only. Students may only reattempt one Nursing (NSG) course if they received a D, F, W, WA, or WF in the course on the first attempt. Any subsequent D, F, W, WA, or WF in a Nursing (NSG) course will result in dismissal from the nursing program. If the student is unsuccessful in an NSG course that has a co-requisite course, such as a clinical course, they must also repeat the co-requisite course upon their return.

If a student withdraws voluntarily (W) from a course with a co-requisite by the last day to withdraw passing from a course, they must also withdraw from the co-requisite course. For the purposes of this policy, this will be viewed as withdrawing from one course; thus, allowing the student to repeat both courses in the future if space is available.

If a student is administratively withdrawn (WA) or withdraws after the end of “withdraw passing” period (WF), they must also be withdrawn from the co-requisite course. This will constitute unsatisfactory attempts in two courses, and therefore, the student will not be eligible to return to the nursing program.

If a student is not successful in NSG441 or NSG470 they will also be required to repeat the co-requisite clinical course and NSG485 upon their return to the program, as this is a course to prepare students for licensure and NCLEX success. If a student is not successful in either NSG441, NSG441L, NSG455, NSG470, or NSG470L, **and** does not meet the required benchmark on the Comprehensive Predictor in NSG485 on the initial attempt, they will not have

the opportunity to remediate the content via Virtual-ATI nor be provided a second attempt of the Comprehensive Predictor in NSG485.

In accordance with university policy, a student may petition to be considered for a medical withdrawal when extraordinary circumstances, such as serious illness or injury, prevent the student from continuing in classes. If a medical withdrawal is approved, the student's readmission to the nursing program will be considered on a case-by-case basis.

ATI Content Mastery Assessment

Standardized achievement tests (ATI assessments) are given in designated core nursing courses as the Final Exam. Each test must be taken as scheduled. The ATI Content Mastery Assessment Policy is as follows:

1. Students are required to take standardized, comprehensive exams every semester. These exams assess a student's current mastery of content.
2. ATI Content Mastery assessments will be administered in the following courses: NSG301, NSG326, NSG332, NSG334, NSG431, NSG432, NSG441, NSG470.
3. The ATI Content Mastery assessment will be administered the week before finals. To demonstrate mastery of the content, the student should score at Level 2 or above.
4. A student will have **one opportunity to retake** the exam if a level 2 or 3 is not achieved on the first attempt.
5. The ATI performance level will be converted to a numeric grade as indicated below. Those points will then be used in the calculation of the course grade. The Final Exam (ATI Content Mastery Assessment) accounts for 20% of the course grade.

• Level 3 on first attempt	=	100pts
• Level 2 on first attempt	=	92pts
• Level 3 on retake	=	86pts
• Level 2 on retake	=	80pts
• Levels below Level 2 on retake	=	0pts
6. The retake exam will be given during Final Exam week on the date scheduled. Students are strongly encouraged to do their individual *Focused Review* created by ATI, which is accessible in your ATI student account prior to the retake.
7. If unsuccessful on the first attempt, a student may not progress into another Nursing course until the ATI retake has been successfully completed and the student has earned an overall course grade of C or better. The student is referred to the Nursing Student Handbook *Progression Policy* for further information regarding policy if grade requirements are not met.
8. An ATI Comprehensive Predictor Assessment will be administered in NSG485. Students are required to pass this at the designated level for course and program completion.
 - a. Students are required to achieve at least a 95% Probability of Passing NCLEX or greater.
 - b. If the designated level is not achieved on the first attempt, students will receive an Incomplete (I) grade and be required to complete remediation

before being allowed to retake the test. **The cost for remediation will be borne by the student.**

- i. If a student is not successful in either NSG441, NSG441L, NSG455, NSG470, or NSG470L, and does not meet the required benchmark on the Comprehensive Predictor in NSG485 on the initial attempt, they will not have the opportunity to remediate the content via Virtual-ATI nor be provided a second attempt of the Comprehensive Predictor in NSG485.
- c. The remediation and retake will be administered after the end of the semester in which NSG485 was taken.
- d. The assessment must be successfully completed at the designated level to meet course and graduation requirements.
- e. Students are referred to the Nursing Student Handbook Progression and Graduation Requirements Policies if grade requirements are not met.

Grading Policy

The following grading scale will be used in the nursing program:

- A 92-100
- B 85-91
- C 80-84
- D 75-79
- F 74 & Below

Final exams account for 20% of the overall grade in each course. Additionally, 80% of the course grade will come from exams, including the final exam. Courses excluded from the 80% rules are as follows: NSG365, any NSG course with an “L” (clinical course), NSG432, and NSG455.

Students are encouraged to familiarize themselves with the University Academic Dishonesty policy found on p. 41 in this Handbook, as well as in each course syllabus.

Nursing Program Make-up Exam Policy

Exams missed due to an unexcused absence will be recorded as a zero. If the student is to miss a scheduled exam due to officially approved school business (i.e. athletics, sponsored trips), it is the student’s responsibility to communicate this to the course instructor in advance of the absence. In this situation, the faculty may have the student take the exam in advance or while they are traveling under the oversight of the trip sponsor, may give a makeup examination on the designated make-up day at the end of the semester, or may average all other exam grades without considering the examination missed.

If a student misses an exam due to illness accompanied by a note from their healthcare provider, or due to the death of an immediate family member, the student will be given a makeup examination on the designated make-up day at the end of the semester. Extenuating circumstances will be considered on a case-by-case basis at the discretion of the instructor.

NOTE: There will be only one make-up test day at the end of the semester. Therefore, if a student has missed tests in more than one course, or multiple tests in one course, they will only have the one designated make-up day to make all of them up.

Nursing Program Grading: Class Absence Policy

Freed-Hardeman University attendance policy stipulates: *Students must attend at least 75 percent of all scheduled class meetings, or they will be dropped from that class and receive a grade of "WA." Every absence, whether excused or unexcused, will count when determining whether students have missed more than 25 percent of all scheduled class meetings.*

Excused absences are defined as: *Absences for officially approved school business, sponsored trips, athletic contests, illness accompanied by a doctor's note, or a death in the student's immediate family are excusable and will not be penalized, provided they are explained within one week of the student's return to class.* Within the nursing program, it is expected that nursing students notify the instructor directly that he/she will be absent prior to class, unless there are circumstances that would prohibit such communication.

The FHU attendance policy further stipulates the following regarding unexcused absences: *Penalties for absences that do not meet the excused absence criteria and tardiness will be left to the discretion of the teacher but must adhere to individual school parameters. Faculty members may assign reasonable and relevant makeup work, extend a deadline, or give a makeup examination for any or all missed assignments for an unexcused absence but are not under obligation to do so.* Given the discretion provided regarding unexcused absences, the FHU Nursing Program has adopted the following policy regarding unexcused absences:

For classes meeting twice a week:

For **every** unexcused absence beyond 4 absences there will be a 2% reduction in the student's final grade for the course.

- Ex. Final grade 92 but student has 5 **unexcused** absences - the student's grade would be reduced by 2% (1.84) and the final grade would be 90.16 or 90.
- Ex. Final grade 92 but student has 6 **unexcused** absence - the student's grade would be reduced by 4% (3.68).

For classes meeting once a week:

For **each** unexcused absence beyond 2 absences there will be a 2% reduction in the student's final grade for the course.

For an explanation of the letter grading system, please see “Grading Policy/ Syllabus” in the current undergraduate catalog. Exams must be made up within one week of the absence. University policy (p. 66) states, “*In case a student misses an examination and has an excused absence, the teacher may give a makeup examination or simply compute the average of the other grades.*” No makeup exam will be given if prior notice is not given before class.

Failure of course:

- violation of professional behavior
- hostility toward faculty, patient, or healthcare team
- ***missing more than 2 days of clinical for any reason will require the student to repeat this course as well as the co-requisites***

Drug and Dosage Exam

The ability to calculate drug dosages accurately is a vital part of nursing. Students must be able to accurately calculate and safely administering medications.

Following NSG300, students will complete a dosage and solution calculation exam (baseline assessment) at the beginning of each semester of clinical coursework before clinical experiences involving client care begin for that semester. ***Student weaknesses identified on the baseline assessment will be addressed throughout the semester in the clinical course(s). In addition to the clinical guidance, each theory course unit exam will include, at a minimum, 1-2 dosage calculation questions to assess the student’s continued dosage calculation competency. Safe medication administration is an essential component of nursing and the client care experience; therefore, it is essential that students are successful in calculating drug dosages correctly.*** Students may use calculators for the drug calculation exam.

Testing Policy

During examinations no items, except laptop as needed, are to be brought into the classroom with you. You will be provided all items needed during your exam.

If you will need your computer during the examination, then instruction will be given by the instructor. Your computer is expected to be in good working condition with required applications up to date (i.e. Respondus). If you are having computer problems, it is your responsibility to have it worked out before the examination begins.

If you leave the classroom during an examination, then your exam is over. Your score will be calculated on what you have completed to that point.

There may be times when the nursing student is asked to take a course exam outside the classroom or class period.

Test Item Protest

A policy has been implemented to provide students the opportunity to request a formal review of a specific test item by the instructor responsible for the test. In order to ensure faculty members have time to analyze the test results prior to any item protests, it is imperative that students not email, call, or otherwise contact the instructor regarding their test grade for 24 hours after completion of the test. For specific details of this policy, see *Test Item Protest Form Guidance* (in this handbook).

Withdrawal and Dismissal

Violations of University policies may cause a student to be dismissed from the University or to have disciplinary sanctions placed on him or her. Professionalism, honesty, and integrity are expected at all times. Breaches of the academic integrity policy may cause the student to be dismissed from the nursing program.

Unprofessional behavior in the classroom or clinical setting will not be tolerated. Acts of unprofessional behavior will be reviewed by the nursing faculty for appropriate disciplinary action. This includes the practice of invasive skills in a clinical or non-clinical setting without the oversight of a faculty member or an officially designated representative. Frequent displays of unprofessional behavior, or severe infractions, may result in dismissal from the nursing program. Any student who is ineligible to do clinical at any of our clinical sites will be withdrawn from the nursing program.

Honor Code

All work submitted for a course or document required for the program is to be the individual's own work and signature. All work may be used for only one course unless prior faculty approval is obtained. The penalty for violation is immediate dismissal from the nursing program. No exceptions will be made. [See also Academic Integrity Policy, p. 42]

Honor Pledge

I will not give or receive aid during examinations; I will not give or receive false or impermissible aid in course work, in preparation of reports, or in any form of academic fraud. Furthermore, I will uphold my responsibility to see to it that others abide by the spirit and letter of the Honor Pledge. [See also Academic Integrity Policy, p. 42]

Grievance

Any grievance concerning grades, competencies, course syllabi, absences from class, or other academic matters should be discussed formally (complaint must be in writing) with faculty

members as appropriate. This discussion must take place within five school days following the alleged incident. If the grievance is not resolved satisfactorily with the instructor, the student will need to follow Freed-Hardeman University's policy number 2.1 and 2.1A on the policy website.

Classroom Attendance

It is expected that students will be present and on time for all required classes and clinical experiences. Students must notify the instructor directly via email that he/she will be absent **prior** to class. All work missed due to an excused absence must be completed by one week from the date of return to class. All course work must be completed in order to pass nursing courses.

NOTE:

- Tardy three (3) times equals one (1) unexcused absence. (A tardy is defined as, once roll is called, and the student is not there, they are tardy.)
- If a student is more than 15 minutes late to a class, it becomes an absence – it is no longer counted as a tardy.
- Accumulation of more than 25% of absences for any reason will result in the removal of the student from class with a grade of "E".

If a student is a "no call, no show" for class, which is an unprofessional behavior, their final course grade will be reduced by 1 point for each "no call, no show" in that course. Students are expected to notify the course instructor via email regarding the absence prior to the class.

Refer to the current University Catalog for a complete description of the Attendance Policy. Also, see the grading consequences associated with unexcused absences in the "Grading Policy" section in this Nursing Student Handbook and in course syllabi.

Clinical Attendance

Your behavior and attendance in the clinical setting should be consistent with the expectations of a professional nurse and a student of Freed-Hardeman University. Attendance is expected for all clinical experiences. Students must notify the instructor directly that he/she will be absent at least one hour **prior** to the start of the clinical day. *Practicums, honors contracts, online courses, or individualized instructions are governed by separately published policies.*

Tardy for clinical:

- Tardy is defined as arriving \leq 15 minutes after the scheduled start time.
- student may receive a zero for the day but must still complete all assignments.
- if you find yourself running late for clinical, contact instructor for that day immediately.

Clinical Absence Policy:

- ***only 2 excused clinical absences per course can be made up***
- all excused absences will be made up at the discretion of the instructor, the hospital unit, and time available

- excused absences include personal illness, death in immediate family, or personal injury
- for personal illnesses a statement from a healthcare provider must be submitted with a detailed reason for doctor's visit that indicates your inability to attend clinical and when you may return to clinical. It must also include time and dates seen in office or hospital
- for an absence to be excused the student must also contact the clinical instructor at least one hour prior to clinical. If the reason for absence occurs within the hour prior to clinical, such as an accident or hospitalization, then the clinical instructor must be notified as soon as is reasonably possible. It is the student's responsibility to have the correct contact information for the clinical instructor.

Transportation

Students must provide their own transportation or make arrangements to share this expense with fellow students in the same course/clinical.

- Tickets and Fines
 - Tickets and/or fines received are the driver's responsibility.
 - Tennessee law requires that seatbelts be worn by drivers and passengers.
 - No texting while driving is a Tennessee law.
- All students owning/driving autos for clinical experiences must have automobile liability insurance.
- Students are not permitted to transport clients or family members of clients in their own or other vehicles at any time. Malpractice liability insurance does not provide coverage should an accident or other untoward event occur while transporting a client. Students are encouraged to assist the client to make transportation arrangements with family, friends, neighbors, volunteer agencies, or public transportation resources.

Inclement Weather

If the university is open and hazardous conditions exist where the student lives, the nursing student is expected to make the judgment as to whether it is safe to travel to campus or to the clinical setting (*see Classroom and Clinical Attendance guidance regarding instructor notification*). This absence can be made up if appropriate communication is made with the clinical instructor. Students should check with course faculty for further instructions. A final decision about clinical cancellation will be up to the Director of the nursing program after consulting with the Vice-President of Academic Affairs.

Professional Liability Insurance

A specially designated student professional liability insurance policy is required of all nursing students who enroll in the professional sequence in the nursing program. The student policy covers work done as students in clinical courses and expires on the date of graduation. The policy does not cover the student while employed in clinical agencies. This policy is paid for by the nursing department.

Health Insurance

Please note that all students are responsible for obtaining their own health insurance and are responsible for the costs of medical/healthcare assessment, treatment, and follow-up, which are not covered by the FHU Health Clinic. Students should be aware of the coverage of their health insurance policies, as most may not cover the full cost of required medical treatment and services in case of a needle stick or hazardous exposure to blood, blood products, injury or accidents.

Substance Abuse

Nursing students are expected to comply with regulations of the healthcare facilities in which they receive supervised clinical training from the faculty of the Department of Nursing. If a student's behavior suggests possible abuse of any substance, whether prescribed or not, the student will be removed immediately from the clinical site by the faculty member. Freed-Hardeman University and all clinical sites reserve the right to ask for a drug screen at any time. Failure to comply with a drug test and/or a positive screen will result in dismissal from the nursing program. Cases of actual abuse will be referred to the Dean of Students. Please see the University Student Handbook for further information.

Dress Code

Clinical attire:

- **Dress code guidance is to be adhered to any time the student is in the Nursing uniform, whether on or off campus.**
- All students should appear clean, well groomed, and in appropriate attire for that particular clinical.
- The uniform must be clean, wrinkle-free, and pressed.
- The only outer garment (i.e. jacket) that may be worn while in the clinical environment over the scrubs is the required lab coat or the approved white scrub jacket. This scrub jacket is an optional purchase and does not replace the required lab coat purchase.
- Shoes must be clean and free of scuffs, completely white, solid leather (no holes on tops or sides), and with enclosed heel and toe.
- White crew (mid-calf), or above the ankle, socks must be worn with the uniform. Support hose are recommended, but optional.
- Undergarments must be worn and must not be visible through the uniform.
- Only solid white shirts (no logos, etc...) may be worn under the uniform.
- Men: Facial hair must create an overall neat, polished, and professional look and must be fully grown in, neatly groomed, and well-maintained at no longer than a quarter of an inch in length, or short enough to accommodate proper fit of N-95 respirator where applicable.
- Men must wear crew-type white t-shirts under their uniforms.
- Hair must be neat, of a natural hair color, present a professional appearance, be pulled back from the face, and **secured**. Only natural hair-colored headbands or hair clips may be worn (see examples on p. 45 of Nursing Student Handbook).

- Women may wear light to moderate make-up. No heavy make-up or unnatural colors, including hair, are authorized. If there are questions on what is acceptable, discuss with the clinical instructor prior to the beginning of the clinical experiences.
- All students must have short fingernails. No fingernail polish or artificial nails may be worn. (*When students hold their hands up with their palms facing them, nails should not be visible above the fingertips.*)
- Students may not wear perfume/aftershave or perfumed lotions or creams.
- No jewelry may be worn while in uniform except a wedding band. Exception – students may wear a single pair of stud earrings in the lobe of their ears. The stud earrings may be gold, silver, clear, or “pearl” in color. If you have any questions on what is acceptable, discuss with the clinical instructor prior to the beginning of the clinical experience.
- Body art (i.e. tattoos, piercings, etc...) and body alterations or modifications must be covered at all time in the clinical setting. While on campus, University policy concerning tattoos applies.
- Name badges must be worn at all times in the clinical environment, at the chest level.
- Students must bring their clinical resources, black ink pen, watch, penlight, scissors, stethoscope, faceshield or goggles, and surgical face mask to all patient care clinical experiences.
 - NOTE: For safety reasons it is recommended that you do not wear your stethoscope around your neck in the clinical environment.
- Students are expected to be appropriately attired, in accordance with the Dress Code, when going to clinical agencies to get their assignments, and for other non-bedside clinical experiences unless otherwise instructed.
- Do not remove any part of your uniform until you are in your vehicle and have left the hospital/clinic grounds completely.
- **SHORTS ARE NOT AUTHORIZED IN ANY CLINICAL ENVIRONMENT.**

Any person in violation of the dress code will be sent home from clinical, and a daily grade of “0” will be given.

Expenses

In addition to regular University fees, tuition, and cost of books or other course requirements, Nursing students should anticipate the following expenses:

- A watch with a second hand (purchase before start of semester),
- School clinical uniforms and lab jacket (purchase in NSG301),
- White leather shoes with enclosed heel and toe (purchase in NSG301),
- White support hose or white crew socks,
- Stethoscope (purchase before the first day of class),
- Goggles (optional),
- Criminal background check (paid by student, purchase between July 15th and first day of Fall semester per Nursing program guidance),
- Immunizations (student’s responsibility),

- Yearly TB skin test/x-ray (student's responsibility),
- CPR recertification, if necessary.
- Department of Nursing pin (student's responsibility -- last semester purchase, approximately \$40-\$70 depending on metal chosen),
- Fees to the State Board of Nursing for licensure (student's responsibility) - fees depend on the state in which the student wishes to obtain licensure (last semester),
- Fees to the NCLEX testing center (student's responsibility) (last semester)

Graduation Requirements for the BSN

Students will be eligible for a Bachelor of Science in Nursing degree and can apply to sit for the national licensure exam (NCLEX-RN) to become professional nurses once they have successfully completed the following requirements:

- FHU liberal arts core requirements for nursing majors,
- Professional support courses: BIO 212, BIO 215, BIO 318, HEA121, MAT 235,
- Professional nursing courses: NSG 300, 301, 303, 315, 315L, 325, 326, 332, 332L, 334, 334L, 365, 431, 431L, 432, 432L, 440, 440L, 441, 441L, 455, 470, 470L, 485,
- Achieving 95% Probability of Passing the NCLEX on the ATI Comprehensive Predictor exam in the Nursing Capstone Course (NSG485),
- NCLEX-RN review course, and
- Attend Pinning Ceremony in Nursing uniform. You are required to wear your Nursing scrubs, lab coat, and white shoes for this event. You are encouraged to take good care of your uniforms during the program to ensure they are not ripped, faded, or ill-fitting.

Student Responsibility

Nursing students should read carefully the policies stated in all nursing syllabi. Each student is responsible for adhering to all the stated policies. If any student has a question about any stated policy, he or she should see the course instructor. If the issue remains unresolved, an appointment should be scheduled with the Chair of the Department of Nursing. If the issue remains unresolved, the next step would be to schedule an appointment with the Dean of the College of Arts & Sciences. If the issue is still unresolved, an appointment should be made with the Vice President for Academics.

Although student participation in Course Evaluations is desired and encouraged by the University, it is not required. However, in the nursing program, there is an expectation that all students participate in this process, particularly for their nursing courses.

Students should turn off cell phones during class. Students should not receive calls, place calls, text, or respond to the phone during class. A student who has his or her cell phone on during class may receive an unexcused absence for that day.

Electronic devices will not be permitted on hospital property, unless otherwise communicated. (In order to use electronic devices for clinical purposes the student must

have signed the ‘Use of Handheld Devices in Clinical Setting’ agreement. Anyone who has an unauthorized cell phone, or other electronic device, in the clinical area will be sent home and will receive a grade of “0” for the day. The faculty member will have a cell phone in case of emergency.

Every nursing student is required to have a university-supported computer (*see course syllabus for computer requirements*). There will be no excuses when taking an exam on a computer. Students must bring their laptops to class along with any appropriate books. Anyone using the computer during class for any reason other than current course work may receive an unexcused absence for that day.

Students who believe that they are, or might be, pregnant must notify instructors before patient assignments are made. This is for the safety of the unborn child and the student.

Nursing students are not authorized to practice invasive skills on anyone without faculty permission. If performing an invasive skill in clinical, a faculty member or designated representative must be present to supervise.

Student Evaluation

For quality assurance in the nursing program, students are expected to complete the following evaluations:

Timetable for Evaluations

Evaluation	Schedule
Faculty- Theory	At course end
Faculty- Clinical Instructor	At course end
Clinical Agency	At course end

Student evaluation of teachers is an integral part of the total evaluation plan at Freed-Hardeman University. The primary purpose of student evaluation of courses is to encourage improvement of instruction and to evaluate the degree to which courses and instruction are supporting the university's mission. The *Student Evaluation of Course and Instructor Questionnaire* will be administered online toward the end of most courses.

Although student participation is desired and encouraged by the University, it is not required. However, in the nursing program, there is an expectation that all students participate in this process, particularly for their nursing courses.

Health Program

The University has a health service policy which allows students to see a medical doctor by appointment, at no charge, Monday through Friday, at the Rogers, Conger, Dodd Health Clinic. A doctor, nurse practitioner, or registered nurse is available at the clinic each Monday &

Wednesday from 8:00 a.m. to 12:00 p.m. and from 8:00 a.m. to 2:00 p.m. on Tuesday & Thursday, or as posted by the clinic (please call for appointments).

Counseling and Guidance Service

Licensed counselors on campus are available to provide assistance in dealing with life's stresses that may affect a student's academic progress or personal effectiveness. Counseling sessions are free and confidential.

University faculty will work with students who have disabilities to arrange appropriate accommodations and modifications when necessary. Students should contact the Director of Disability Services in the Office of Students Services to request an accommodation plan.

A program of peer-tutoring is available for university classes in the Center for Academic Services. Additional tutoring from the nursing faculty will be available to nursing students in need of academic help with specific nursing courses.

Freed-Hardeman University
Department of Nursing
Verification of Student Accountability

The placement of your initials beside each of the following statements indicates you have read and accept accountability for each expectation. Your signature at the bottom of the page indicates your understanding of each policy and transfers accountability for compliance with each policy to you as a student.

- _____ I am aware of the absentee policy and agree to abide by it for the duration of the nursing program (page 14).
- _____ I have read and understand the information regarding HIPPA (page 10).
- _____ The Department of Nursing needs to report to accrediting and regulatory agencies periodically regarding the nursing program. The Department of Nursing would like your permission to keep copies of your work to show reviewers all the hard work that you do.
- _____ Completing the nursing program does not guarantee that I will become a Registered Nurse. State Boards of Nursing make the decision on who can sit for the NCLEX-RN.
- _____ I understand the Progression through the Nursing Program policy including GPA requirement, grading scale, and ATI achievement tests (page 11-12).
- _____ I understand the *Test Item Protest Form and Guidance* (pages 16, 25-26).
- _____ I understand the Student Dress Code policy including identification name badges, general information, body art, and shoes and hose/socks (pages 19-20).
- _____ I understand and will abide by the Student Responsibilities identified (page 21).
- _____ I understand the nursing program expectations regarding course and program evaluations and agree to participate in the process (p. 22)
- _____ I understand the Academic Honesty in Nursing policy (page 16, see Withdrawal/Dismissal) and the University Academic Integrity Policy (p.42).
- _____ I understand the Grievance Procedure (page 16) and FHU policy number 2.1.6 on the website.
- _____ I understand and agree to abide with the Honor Code and Honor Pledge (page 16).
- _____ I understand that I must achieve at least a 95% Probability of Passing the NCLEX on the ATI Comprehensive Predictor assessment to meet graduation requirements (pages 12, 21).
- _____ I have been provided a copy of the Freed-Hardeman University Nursing Student Handbook electronically, and I accept responsibility for knowledge of and compliance with its contents.

 Signature

 Date

**FHU Department of Nursing
Test Item Protest Form
Guidance**

Purpose: Provide students the opportunity to request a formal review of a specific test item by the instructor responsible for the test.

Guidelines:

1. After a test review has been conducted, whether as a class or individually, students who question an item should complete a “*Test Item Protest Form*” and submit it to the responsible instructor.
2. ***Students are not allowed to email, call, or otherwise contact the instructor regarding their test grade for 24 hours after completion of the test.***
 - a. This allows the faculty member opportunity to conduct test analysis and make any adjustments they feel necessary.
 - b. This allows the student the opportunity to think about their question, the manner in which they communicate, and also, time to review their materials.
3. Students must submit one form per question being protested.
 - a. Student should provide at least two references to support their response.
 - b. Examples of references to use:
 - i. Assigned textbook for the class
 - ii. ATI book(s)
 - iii. PowerPoint slides from lecture
 - iv. Audio recording (if available) – may be instructor or student recording
 - v. ***No references allowed that are not course related***
4. The student must submit the protest form to the instructor within 24 hours of the test review. Remember, no communications related to the test in the first 24 hours of test completion.
5. The instructor will review the request.
6. The instructor will have one week to conduct the review and respond to the student.
7. The instructor will award points to students if they complete the form in accordance with the guidelines above and their response on the test item is determined to be appropriate.
8. Students are encouraged to see the faculty member responsible for the test during established office hours or make an appointment to review questions or concerns.

**FHU Department of Nursing
Student Test Item Protest Form**

Name: _____

Class: _____

I am protesting the test item:

Rationale: *(Explain why you believe the test item is incorrect.)*

References: *(Cite at least two published resources to validate your protest.)*

1. _____

2. _____

3. _____

Rounding Rules (Dosage Calculation)

When to Round

Round your answer at the end of the problem except when you are converting weight.

Always convert weight and round to the nearest tenth and then complete the problem.

Rounding to the nearest tenth or hundredth

1. If the answer is less than 1 ml then round to the nearest hundredth.

Ex. $0.367 = 0.37\text{mL}$

2. If the answer is greater than 1 ml then round to the nearest tenth.

Ex. $1.58 = 1.6\text{mL}$

Basic Rounding Rules

1. In rounding off numbers, the last figure kept should be **unchanged** if the first figure dropped is **less than 5**.

Ex. 6.122 becomes 6.1

2. In rounding off numbers, the last figure should be **increased** by 1 if the first figure dropped is **greater than or equal to 5**.

Ex. 6.879 becomes 6.9

Tablets/Capsules Whole or Half

1. Tablets are often given in halves. Round to the nearest half. Except in pediatrics!!

a. Ex. $1.45 \text{ tablet} = 1.5 \text{ tablets}$ or $1.2 \text{ tablet} = 1 \text{ tablet}$

2. Express **capsules** as a **WHOLE** number only

Weight Conversion

Round to the nearest tenth and round at the desired conversion.

Ex. $120\text{lbs} = 54.54\text{kg} = 54.5\text{kg}$

Ex. $43.3\text{kg} = 95.26\text{lbs} = 95.3 \text{ lbs}$

Zero Rules

You **must lead with a zero before the decimal point** when the answer is **less than 1!!!**

Ex. 0.6mL

You **must not use a zero after the decimal point** when the answer is a **whole number!!!**

Ex. 2.0 mL will be 2mL

IV Rounding Rules

All calculations for IV drops per minute should be rounding to the nearest whole number.

NOTE: *Always include the unit of measurement in your answer.*

**Freed-Hardeman University
Department of Nursing**

Governance: Guidelines for Student Participation

Purpose: To outline the process by which nursing students participate in the governance of the nursing program.

The FHU BSN program encourages students to participate in the governance of the department. Student feedback and participation is vital for the nursing program's success. The primary way this can be accomplished is through service as a student representative at the Nursing Faculty meetings.

Guidelines:

1. Classmates shall elect a student representative during the entrance course, NSG301.
2. An alternate representative shall be elected by classmates to serve in this role should the appointed representative be unable to maintain his/her status.
3. Cohorts shall have their own student representative.
4. Student representatives shall maintain appointment by progressing from one course to the next and may continue until graduation from the program or a new senior representative is elected at the beginning of the senior year at the discretion of the individual campus program coordinators. Said representatives shall not be removed except for the following conditions:
 - a. Student voluntarily relinquishes their representative status, or
 - b. Student does not follow the normal progression sequence, or
 - c. Student displays unprofessional actions/behaviors in this role, or
 - d. Student is not re-elected during a duly held election at the beginning of the senior year
5. Student representatives will be responsible to communicate any issues, concerns, or comments from the class to the faculty.
6. The elected student representative will present student items during scheduled faculty meetings.
 - a. Student items for the meeting agenda should be provided to the Nursing Department Chair at least 2 days prior to the scheduled faculty meeting.
 - b. Student matters will be presented in a structured manner.

7. The student representatives are encouraged to stay for the entirety of faculty meetings but are not required to do so.
 - a. Students will be excluded from meetings, or portions of meetings, when matters are presented whereby student participation would present a breach of confidentiality.
8. Nursing faculty will follow up with elected student representatives as appropriate on student matters presented.
9. It is the responsibility of the elected student representative to communicate response or other provided information received during the faculty meetings, or other means of communication, to their respective class.

FREED HARDEMAN UNIVERSITY DEPARTMENT OF NURSING**POLICY: UNSAFE CLINICAL PERFORMANCE AND POST BLOOD BORNE PATHOGEN OR TUBERCULOSIS EXPOSURE**

Any exposure to blood borne pathogens, tuberculosis, or communicable pathogens during clinical laboratory experience should be reported to the person in charge on the unit and the individual(s) must follow that institution's policy regarding blood borne pathogen or communicable disease exposure. The student will pay for any exposure testing requested. If post-exposure procedures are not available the student should go immediately to the nearest emergency room.

The student must immediately notify the supervising faculty of the incident or exposure. Incident reports are to be completed by the faculty member and student(s) involved at the facility, as well as, additional documentation as required by the facility.

The student may receive immediate testing/treatment at the agency if offered OR report to the nearest Emergency Room. Immediate reporting will afford the opportunity for the initiation of the process of appropriate follow-up of possible exposure to blood borne pathogens or tuberculosis as well as provide timely administration of appropriate therapy in the event of known any infectious exposure.

The student and faculty together must complete the Freed Hardeman University Department of Nursing Post Exposure Incident Form for Blood Borne Communicable Diseases or Tuberculosis as soon as possible after the incident or exposure.

The supervising faculty member will assist the student with the above reports and clarify the student's understanding of the treatment recommendations.

If other exposures or incidents not related to blood borne pathogens or tuberculosis occur, the student must:

1. Notify the supervising faculty member promptly
2. Report the incident immediately to the appropriate individuals within the agency and complete any records required by agency policy
3. Receive immediate treatment at the agency if available OR report immediately to the nearest emergency room if necessary
4. Complete the Freed Hardeman University DON Post Incident Form within 24 hours of the incident

In the case of all exposures or incidents, the supervising faculty member will inform the Freed Hardeman University Director of the Department of Nursing immediately of the incident or exposure. The faculty will help the student complete the required reports and forms, clarify information regarding reporting and treatment, and file the appropriate forms in the student's file. The Director of Freed Hardeman College DON will inform the Vice President of the College of Arts and Science of the incident or exposure and follow any guidelines or regulations set forth by Freed Hardeman University or other reporting agencies.

Financial responsibility for treatment relating to exposure to blood borne pathogen, tuberculosis, or other exposures and incidents rest with the student.

FREED HARDEMAN UNIVERSITY DEPARTMENT OF NURSING
UNSAFE CLINICAL PERFORMANCE INCIDENT REPORT FORM (Page 1 of 4)

Date of Occurrence _____ Student _____

Course _____

Clinical Instructor _____ Clinical Site _____

Patient Age _____ Diagnosis _____

Type of incident: (please check or complete all that apply)

Patient injury _____ No injury to patient _____

Injury to student _____ No injury to student _____

Injury to others _____ No injury to others _____

Property damage _____ Confidentiality breach _____

Hazardous material exposure _____ Other (see below) _____

Other Types of Incident: Near miss regarding medication or patient Injury, or actual medication error or injury related to medication or injury, or other.

Student responsibilities:

1. Notified supervising faculty: Date _____ Time _____
 Name of supervising faculty: _____

2. Completed incident report at facility: Date _____ Time _____

3. Completed DON Incident and/or exposure forms:
 Date _____ Time _____

Please check:

_____ obtained _____ refused _____ examination and/or treatment?
 Student name

Student Signature: _____ Date: _____

Not applicable _____

UNSAFE CLINICAL PERFORMANCE INCIDENT REPORT FORM (Page 2 of 4)

Description of occurrence or incident: (Use a separate page to document all aspects of incident to include the following information if applicable: Part of body affected, possible causes, both immediate and long term measures taken to prevent re-occurrence, treatment and follow up care, notification process, and witness(es) name & phone number)

Student describes what happened (attach additional documentation if needed):

Student describes why he/she thinks the error occurred:

What actual harm resulted from the error or incident?

What potential harm could have resulted from the error or incident?

Student's plan to prevent this incident from occurring again:

UNSAFE CLINICAL PERFORMANCE INCIDENT REPORT FORM (Page 3 of 4)

Referral/outcome: (Circle all that apply & comment under selected sections)

1. Immediate dismissal from clinical area after faculty conference
2. Faculty consultation/remedial work assignment (to be determined by faculty)**
3. Referral for outside medical/counseling assistance
4. Immediate dismissal from the nursing program***
5. Conference with faculty member and director
6. Conference with faculty, director, and the Vice President of the College of Arts and Science if applicable

**Return to the clinical area is dependent upon accomplishment of remedial actions recommended by the faculty and director.

***The faculty, Director, and the Vice President of the College of Arts and Science approve immediate dismissal from the program.

UNSAFE CLINICAL PERFORMANCE INCIDENT REPORT FORM (Page 4 of 4)

Faculty notified student: Date_____Time _____
 (Copy of this report given to student & placed in student's file)

Director notified: Date_____Time _____
 (Copy of this report sent to Director's office)

Vice President's office notified: Date_____Time _____
 (Copy of this report sent to the Vice President's office)

Student Signature_____

Instructor's Signature_____

Instructor Comments:

Date of Counseling: _____

Signature of Witness at Counseling: _____

If the student does not seek treatment or follow up care as required by Freed Hardeman University Department of Nursing, the health care provider or clinical agency, and if this places faculty, students, organizations and patients at risk, Freed Hardeman University Department of Nursing has the right to dismiss the student from the nursing program until the required treatment and follow up care is completed. At the conclusion of the required treatment Freed-Hardeman University Department of Nursing retains the right to re-admit or dismiss permanently the student from the nursing program.

Freed Hardeman Department of Nursing must keep a copy of this signed form and other required documents in the student's file for one year after graduation.

FREED HARDEMAN UNIVERSITY DEPARTMENT OF NURSING
POST BLOOD BORNE PATHOGEN OR TUBERCULOSIS EXPOSURE FORM (Page 1 of 2)

Date of Report: _____ Name of Student: _____

Student Phone Number: _____ Student Email Address: _____

Date and Exact Location of Exposure: _____

Description of Exposure (use separate page if needed): _____

[illegible]

Student notification of supervising faculty: _____ Date _____
 _____ Time _____

Student completion of incident report : Date
Time

Completion of all required DON exposure/incident forms: Date_____Time _____

Student reported for initial screening and treatment:

- a. Date_____Location_____Location _____
- b. Name of Provider _____
- c. Treatment Received _____

Student reported for required follow up treatment:

- a. Date_____Location_____
- b. Name of Provider _____ Location _____
- c. Treatment Received _____

**FREED HARDEMAN UNIVERSITY DEPARTMENT OF NURSING
POST BLOOD BORNE PATHOGEN OR TUBERCULOSIS EXPOSURE FORM (Page 2 of 2)**

Student has discussed the treatment and plan of care with supervising faculty and understands that he/she is responsible for obtaining medical care. The student is responsible for all expenses related to medical treatment and follow up care:

Date_____Signature of Student _____

Faculty notifies Director: Date_____Time_____

Faculty places a copy in the student's file: Date_____Time_____

If the student does not seek treatment or follow up care as required by Freed Hardeman University Department of Nursing, the health care provider or clinical agency, and if this places faculty, students, organizations and patients at risk, Freed Hardeman Department of Nursing has the right to dismiss the student from the nursing program until all required treatment and follow up care is completed. At the conclusion of the required treatment and/or follow-up Freed-Hardeman University Department of Nursing retains the right to re-admit or dismiss permanently the student from the nursing program.

Freed Hardeman Department of Nursing must keep a signed copy of this form and other required documentation in the student's file for one year after graduation.

Returning Student: Independent Study (Student Name)

Proposed Title: NSG298A Nsg Basic Review

Course Dates: xx Xxx, xxx

Course Format: Online

The purpose of this course of independent study is to provide the student reentering the nursing program after a lengthy absence with a formal, guided opportunity to review/remediate basic concepts of nursing to facilitate the transition back to the program.

Learning Outcomes:

- Demonstrate understanding of concepts basic to professional nursing practice.
- Practice NCLEX style questions specific to fundamentals of nursing practice.
- Prepare active learning templates associated with standardized assessments related to basic nursing concepts.

Required Materials:

- Berman, Snyder, Kozier, & Erb. (2008). *Kozier & Erb's Fundamentals of Nursing*. (9th ed.). Prentice Hall. ISBN: 978-0-13-80246101 (or currently used edition)
- ATI Fundamentals for Nursing, edition 9.0
- Functional computer/laptop with internet connection

Monitoring:

The supervising teacher and student will determine a specific day of the week to have formal communication to discuss assignments, progress, and performance. The student will need to ensure they have enabled Google Hangouts within their gmail account to ensure this connectivity. Google Hangouts allows communication using video, audio, and/or instant text messages. Other communication and monitoring will be facilitated through email, Blackboard, and ATI Testing website.

Evaluation:

Course grade will be Pass/Fail and will be determined by timely completion of assignments and quality of active learning templates submitted.

Student will be required to do the following to successfully complete the course:

- Complete two ATI Fundamentals of Nursing standardized practice assessments.
- Create Focused Review for each of the above and submit Active Learning Templates (determined by the Supervising Instructor) by the required date. The number of Active Learning Templates to be completed will be determined based on the student's performance on the assessment.

- Complete the following items in the ATI Learning System RN:
 - Fundamentals 1 practice assessment
 - Fundamentals 2 practice assessment
 - Fundamentals Final practice assessment
- Complete a proctored ATI Fundamentals of Nursing assessment with expectation of scoring Level 2 or above. This assessment will be scheduled at a day/time that both student and Supervising Instructor are available.

Returning Student: Independent Study (Student Name)

Proposed Title: NSG398B Nsg Advanced Review

Course Dates: Xxx xx, xxxx

Course Format: Hybrid

The purpose of this course of independent study is to provide the student reentering the nursing program after a lengthy absence with a formal, guided opportunity to review/remediate advanced concepts of nursing to facilitate the transition back to the program.

Learning Outcomes:

- Demonstrate understanding of advanced concepts associated with professional nursing practice.
- Demonstrate clinical competency by completing head-to-toe assessment and selected nursing skills.
- Practice NCLEX style questions specific to advanced concepts of nursing practice.
- Prepare active learning templates associated with standardized assessments related to advanced nursing concepts.

Required Materials:

- LeMone, Priscilla & Burke, Karen. (2011). *Medical Surgical Nursing: Critical Thinking in Patient Care*. (5th ed.). Pearson: Prentice Hall. ISBN-10:0-13-507594-7 (or current edition being used)
- Lilley, L, Collins, S, & Snyder, J., (2014). *Pharmacology & the Nursing Process*, 7th edition, Elsevier. ISBN 978-0323-08789-6 (or current edition being used)
- ATI RN Medical-Surgical Nursing, edition 10.0
- ATI RN Pharmacology for Nursing, edition 7.0
- Functional computer/laptop with internet connection

Monitoring:

The supervising teacher and student will determine a specific day of the week to have formal communication to discuss assignments, progress, and performance. The student will need to ensure they have enabled Google Hangouts within their gmail account to ensure this connectivity. Google Hangouts allows communication using video, audio, and/or instant text messages. Other communication and monitoring will be facilitated through email, Blackboard, and ATI Testing website.

Evaluation:

Course grade will be Pass/Fail and will be determined by timely completion of assignments and quality of active learning templates submitted, and performance on the required proctored assessments. Additionally, the student will have to demonstrate competency by completing a head-to-toe assessment in a timely and accurate manner, as well as successfully demonstrating three selected nursing skills they have previously been checked off on.

Student will be required to do the following to successfully complete the course:

- Complete two ATI RN Medical-Surgical online Practice Assessment A and the ATI RN Pharmacology online Practice Assessment A.
- Create Focused Review for each of the above and submit Active Learning Templates (determined by the Supervising Instructor) by the required date. The number of Active Learning Templates to be completed will be determined based on the student's performance on the assessment.
- Complete a proctored ATI RN Adult Medical-Surgical assessment and the ATI RN proctored Pharmacology assessment with the expectation of scoring Level 2 or above. This proctored assessment will be administered on campus.

FHU Policy 3.2.2.7 Academic Integrity

Academic integrity is an integral part of the University's identity and mission. Academic integrity encompasses the principles of honesty, trust, and respect for intellectual property. Academic integrity is evident when students demonstrate **their** knowledge, critical thinking skills, and originality in the completion of coursework.

Academic dishonesty violates these Christian principles and academic integrity standards. The following are examples of academic dishonesty.

- Plagiarism—adopting or reproducing another person's or source's words or ideas without acknowledgment. Any academic exercise presented as the student's original and authentic work that was generated, either in part or in whole, by another individual or source is a violation of academic integrity. The use of AI technologies or writing tools (e.g., ChatGPT or other similar large language models) to complete any academic exercise is prohibited unless explicitly permitted by the instructor. The term "academic exercise" includes all forms of work submitted for credit.
- Cheating—using or attempting to use unauthorized materials, information, or study aids in an academic exercise.
- Fabrication—falsifying or inventing any material in an academic exercise.
- Facilitating academic dishonesty—helping or attempting to help another to violate academic integrity.

The minimum penalty for an obvious violation of academic integrity is a failing grade on the assignment. In addition, at the discretion of the instructor, the student may receive a failing grade for the course and be dropped from the class.

Academic dishonesty at the **undergraduate level** should be reported to the associate vice president for instruction. Academic dishonesty at the **graduate level** should be reported to the appropriate director or dean of the respective college. No student may avoid receiving a failing grade for academic dishonesty by subsequently withdrawing from the course.

Egregious violations will be reviewed by the vice president for academics, who may prescribe additional penalties, including academic suspension or expulsion. Egregious violations may include, but are not limited to the following examples:

- Any act that compromises the integrity of a quiz, exam, or other class assignment(s), and thereby causes other students' grades to be in question or may cause a faculty member to alter grading plans or repeat a quiz or exam.
- Theft of a copy of an exam before it is given that requires the faculty member to postpone or redo the exam.
- Theft of one or more copies of a completed exam or assignment. Dissemination of information about the contents of an exam to other students.

- Selling, sharing, or otherwise providing copies of a quiz or exam, or wholly or partially completed written assignments to other students.
- Giving false or misleading testimony or performing an action that places blame for an act of academic dishonesty on an innocent student.
- Any act of intimidation intended to cause another to violate expectations of academic integrity.
- Plagiarism is a violation of academic integrity; however, plagiarism of another student's work without that student's permission potentially damages another's reputation and is egregious.
- Electronically or physically obtaining access to or altering faculty or University confidential records, such as a grade book or grade records, violates another students' expectations of confidentiality and provides a potential opportunity for modifying students' grades.
- Electronically manipulating transcripts, University correspondence, or other University documents in an attempt to mislead others.

Multiple violations may also be reviewed by the vice president for academics, who may prescribe additional penalties including academic suspension or expulsion. In instances of egregious or multiple violations, the vice president for academics may determine the length of suspension, but at a minimum shall be for the remainder of the current semester plus one (1) additional semester. If a student is suspended or expelled due to academic dishonesty, the student may appeal to the Freed–Hardeman University Academic Affairs Committee (undergraduate students) or Graduate Council Committee (graduate students).

The role of the Academic Affairs Committee or the Graduate Council Committee in reviewing appeals is to:

- Determine if the facts of the situation would cause a person to conclude academic dishonesty occurred, and
- Determine if the disciplinary action issued falls within stated policy.


The ruling of the FHU Academic Affairs Committee or Graduate Council Committee is final.

Dress Code: Hair and Earring Policy “Do’s & Don’ts”

The following examples are provided to help clarify the expectations regarding how hair and earrings are to be worn in the clinical setting. If you have questions, please communicate with your clinical course instructor prior to going to clinicals.

Acceptable	Not Acceptable
 <p data-bbox="203 829 803 898">Hair is secure and up off the collar.</p>	 <p data-bbox="836 829 1421 898">Hair is down and may interfere with, or contaminate, work space.</p>
 <p data-bbox="203 1302 803 1367">Hair is secure and up off the collar.</p>	 <p data-bbox="836 1302 1421 1367">Hair “wispies” or “baby hair” is down and may interfere with, or contaminate, workspace.</p>
 <p data-bbox="203 1753 803 1818">Hair is secure and up off the collar.</p>	 <p data-bbox="836 1753 1421 1818">Hair “wispies” or “baby hair” is down and may interfere with, or contaminate, the workspace.</p>

Acceptable	Not Acceptable
 <p data-bbox="203 615 808 684">Hair is secure and up off the collar.</p>	 <p data-bbox="833 615 1404 684">Hair “wispies” or “baby hair” is down and may interfere with, or contaminate, workspace.</p>
	 <p data-bbox="833 1060 1404 1129">Hair is acceptable; however, <u>only one pair of stud earrings</u> is allowed in the lobe of the ear.</p>
	 <p data-bbox="833 1522 1404 1619">Hair is not secure and well below the collar. Only one pair of stud earrings is allowed in the lobe of the ear.</p>

Acceptable	Not Acceptable
	 <p data-bbox="797 638 1417 703">Hair is down and may interfere with, or contaminate, workspace.</p>