



# SCHOOL OF NURSING & HEALTH SCIENCES

A.A.S. and B.S.N. STUDENT HANDBOOK 2018-2020

Revised May 2018

Registration at Kentucky State University assumes the student's acceptance of all published regulations, including those which appear in this and all other publications. It is the student's responsibility to read and adhere to all University, College and School of Nursing & Health Sciences & Health Sciences (SON) policies and procedures. Please note that: The SON reserves the right to make program changes as necessary.

## Table of Contents

GENERAL.....	5
Introduction.....	5
History .....	6
Mission Statement.....	6
Vision Statement .....	6
Core Values.....	6
Philosophy .....	6
Organizing Framework .....	7
Terminal Learning Outcomes .....	10
Accreditation and Approval.....	11
PLANS OF STUDY.....	12
ASSOCIATE DEGREE IN NURSING.....	12
BACHELOR OF SCIENCE IN NURSING PRE-LICENSURE [TRADITIONAL] TRACK.....	13
RN-B.S.N. POST-LICENSURE COMPLETION CURRICULUM .....	15
ACADEMICS & EVALUATION OF STUDENT PERFORMANCE.....	16
Grading .....	16
Rounding of Grades .....	16
Practicum Evaluation.....	17
Evaluation of Written Assignments .....	17
Testing Guidelines .....	18
On-Ground (Campus).....	18
Web Proctoring.....	18
Make-up Tests .....	19
Standardized Exams.....	19
Grade Reporting .....	20
Test Reviews .....	20
Test Security .....	20
STUDENT RESOURCES.....	20
Family Educational Rights and Privacy Act (FERPA).....	20
Library Resources .....	21
Support Services .....	21
Clinical & Simulation Skills Laboratory .....	21
Technology Laboratory.....	21
Academic Advisement... ..	21
Coordinator, Academic Support .....	21
The Betty White Health Clinic.....	22
Computer and Technology Requirements and Policies.....	22
Information Technology Services (ITS) .....	22
IT Help Desk .....	22
E-mail Accounts .....	22
Email Etiquette .....	22
Computing Requirements.....	23
Blackboard.....	23
Additional Technology Requirements .....	24
Technology Etiquette.....	24
Netiquette .....	24
Social networking .....	25
Civility .....	26
Academic Standards and Policies .....	27
Adding and Dropping Courses .....	27
Conflict Resolution for Student Academic Grievance.....	28
Informal grievance.....	28
Formal grievance .....	28
Academic Admission, Progression and Retention .....	29

A.A.S. Admission.....	29
Pre-licensure [traditional] Admission .....	29
RN-B.S.N. Post-licensure Admission .....	29
Competitive Selection .....	30
Core Performance Standards.....	30
Disability Support .....	30
Applicants with Foreign Education .....	31
Essential Eligibility Requirements.....	32
Progression and Retention .....	33
Dismissal .....	33
Withdrawal Policy and Procedure .....	33
Readmission .....	33
Communication .....	34
Internet and E-mail.....	35
Course Attendance .....	35
Course Preparation.....	36
Course-Practicum Variation.....	36
Electronic Devices.....	36
Graduation .....	37
Honesty .....	38
Honor Code.....	38
Practicum Policies and Procedures.....	39
Affiliate Placements.....	39
A.A.S.....	39
Prelicensure B.S.N .....	39
RN-B.S.N. Required Placements .....	39
Affiliate Site Requirements (Off-Campus) .....	40
COMPLIANCE REQUIREMENTS .....	40
Mandatory Student Compliance.....	40
Exemption from Compliance Requirements .....	40
Penalty for Non-Compliance.....	40
Requirements .....	41
Drug/Background Results.....	41
Vaccines, Immunizations, TB .....	42
CastleBranch Medical Document Manager (Online Compliance System).....	42
PRACTICUM GUIDELINES .....	43
Practicum Attendance .....	43
Practicum Preparation Requirements .....	44
Client Safety.....	44
Reportable Events .....	45
Medication Error .....	45
Occupational Exposures .....	46
Payment for post-exposure care .....	46
HIPAA.....	46
Maternity Policy .....	47
Physical and Mental Requirements.....	47
Return to Course .....	48
Alcohol and Controlled Substances .....	48
UNIFORM POLICY .....	48
The Official SON Uniform .....	48
Uniform Appearance .....	49
Laboratory Coat.....	49
Personal Appearance.....	50
Uniform Utilization .....	50

Uniform Infractions .....	50
Practicum Transportation.....	51
Liability Insurance.....	51
COMMUNITY SERVICE HOURS.....	51
POLICY CHANGES.....	53
APPENDICES.....	54
Integrity Policy.....	55
Professional Role Expectations and Standards of Conduct .....	57
Drug and Alcohol Policy & Procedure.....	60
Uniform Infraction Form.....	64
Request to Make-up Missed Work .....	65
Critical Incident Report .....	66
Approval/Documentation Form .....	67
Agency Letter of Agreement.....	68

## GENERAL

### *INTRODUCTION*

Welcome to the nursing program at Kentucky State University (KySU). The nursing faculty would like to congratulate each student for choosing one of the most honorable and rewarding professions that exists today. Career opportunities remain numerous. Qualified nurses are needed in all specialty areas within the field of nursing.

The information in this Student Handbook is intended to provide students with current policies and guidelines important to their success as an undergraduate student in the Department of Undergraduate Nursing Programs. The policies, procedures and other information contained within this handbook are in compliance with, and are supplements to, other KySU policies and procedures as specified.

The School of Nursing & Health Sciences and Health Sciences (SON) policies are principally congruent with University policies. In order to maintain standards of professionalism and client care that are unique to the nursing profession, in some instances, School of Nursing & Health Sciences policies may differ from those put forth by the University. It is critical that students in the Bachelor of Science program becomes familiar with the standards and expectations of the KySU community and the SON policies and procedures.

A policy is a settled course of action adopted by the University, SON, and/or the Undergraduate Nursing Programs. A procedure is a particular method prescribed by the University, the SON, and/or the Undergraduate Nursing Programs for pursuing a course of action. University policies and procedures are located within the KySU Catalog and the KySU Student Handbook. In addition to University regulations and procedures, nursing students are expected to adhere to SON Policies and Procedures. This Student Handbook includes specific professional expectations for each student matriculating the Bachelor of Science of Applied Science plan of study within the SON.

The Student Handbook is available on the SON website. New students are required to review the handbook and submit the signature form to the CastleBranch Compliance Tracker; thereby acknowledging receipt of the handbook and your accountability to its policies and guidelines. The Student Handbook undergoes regular review and revision. Notice to students regarding updates to the handbook will be issued as addendum and placed on the website. Questions or clarifications about the content of this handbook should be directed to faculty in the Department of Undergraduate Nursing Programs.

Every reasonable effort has been made to ensure the accuracy, reliability and completeness of the policies and guidelines found in this handbook. However, if any discrepancies exist between the information in this handbook and official University policies, the information in the SON policies shall take precedence.

## *HISTORY*

The School of Nursing & Health Sciences was started in 1967, and admitted its first students in the Fall of 1967. Of the 10 students admitted, four graduated in the spring of 1969. The program was accredited by National League of Nursing in 1973 and has maintained accreditation since that time. In 2018, the school became a part of the College of Natural, Applied & Health Sciences. Graduates from the School of Nursing & Health Sciences nursing programs are eligible to write the National Council Licensure Examination Registered Nurses (NCLEX-RN®).

## *Mission Statement*

The mission of the School of Nursing & Health Sciences is to promote the health and well-being of all people through committed excellence to high-quality nursing education in the preparation of diverse, well-rounded, clinically competent, responsible and caring nurse experts -- who will become -- integral members of the nursing profession, active contributors to the global health agenda and improvement of the human condition, effective managers and leaders for healthcare, and consumers of nursing research.

## *Vision Statement*

Lead advancements in healthcare and nursing that transform the health sciences landscape within Kentucky, the nation and the world through our innovative contributions to and sustained engagement in nursing education, practice, scholarship, and service.

## *Core Values*

Caring, Integrity, Human Dignity, Autonomy, [acceptance] Diversity and Inclusion, Excellence, Altruism, Communication and Collaboration, [responsibility] Life-Long Learning, Student-Centered Learning – are critical to fostering a culture of excellence in practice.

## *Philosophy*

Every human being is a diverse, unique, dynamic, sentient, autonomous, multidimensional, and adaptive system with universal and distinctive needs, the capacity to adapt and self-care, and who requires nursing services.

Health is a dynamic and relative continuum of experiences impacting one's sense of well-being. Health is focused on all aspects of the multidimensional human across the life span. Advancing the practice and science of nursing positively influences the health of individuals, families, groups, communities, and populations within the commonwealth, the nation and the world.

The environment is the setting or context of everyday life. Dimensions of the environment include but are not limited to: relationships, beliefs, customs, political, economic, psychological and developmental aspects of ones' world, they may be manipulated by the nurse to enhance health.

Nursing is the informed and holistic caring of human beings through the creative use of knowledge and therapeutic intervention activities that enable the attainment of optimal levels of well-being in diverse nursing settings and contexts.

Nursing education is a dynamic, student-centered process that when successfully implemented provides a nurturing environment that fosters cognitive, psychomotor and affective development; a deference for professional collegiality and life-long learning; and an understanding of the intractable importance that the nursing profession holds within our society.

### *Organizing Framework*

The organizing framework for the School of Nursing & Health Sciences is derived from the faculty determined values and philosophy and is comprised of five elemental components. These components are professional identity, values, capacity, process, and sustainability. The components are dynamic, reciprocal, and strengthen each other toward the goal of system homeostasis. These elements underpin every program and provide a basis for the development of program outcomes.

The conceptual model is a graphic representation of the organizing framework -- a system that guides the development and implementation of curricula that are reflective of the mission, vision, values, and philosophy of the SON. The model demonstrates how each of the elements is operationalized for each program; and how each element increases in complexity and is incorporated as a foundational instructional element relative to the Bachelor of Science, baccalaureate and doctoral levels of education.

1. The first component of professional identity involves the internalization of values, perspectives and practice roles in the delivery of care. Professional identity includes the assessment, management, and coordination of healthcare for individuals, families, groups, communities, and/or populations. Care delivery occurs within the context of dynamic roles with consideration for biological, psychological, sociocultural, developmental, and spiritual contexts.
  - a. At the associate degree level emphasis is placed on providing and managing direct care to individuals and families with commonly occurring healthcare disorders. The Bachelor of Science degree graduate functions as a team member using nursing diagnoses and established protocols for individuals in acute care and long-term settings. Individuals educated at this level are able to participate as members of the profession via selected organizations.
  - b. At the baccalaureate level emphasis is placed on providing direct and indirect nursing care to individuals, families, groups, and populations with an array of healthcare problems. The

- baccalaureate graduate functions as a team member who demonstrates an ability to individualize nursing diagnoses and protocols to improve outcomes by enhancing the design and coordination of primary, secondary and tertiary interventions. As a member of professional organizations baccalaureate graduates have the capacity to assume leadership and advocacy roles.
- c. The Doctorate of Nursing Practice graduate should function independently as an expert practitioner in the provision of direct and indirect, systems-focused care. The doctorally prepared practice expert competently evaluates micro and macro health care systems to effect change in meeting the needs of individuals, families, groups and populations. Independence facilitates the opportunity to work in an unlimited array of healthcare settings. Graduates serve as mentors and leaders on the global stage.
2. The second component is values. Values are identified as a set of beliefs that guide behaviors, attitudes and moral judgement. Values may be expressed as either personal or professional. Personal values are beliefs cultivated from subjective and objective environmental interactions with familial, group, community, and population sources. Professional values are those beliefs cultivated through reasoning, observation, and experience with nurses and other healthcare members.
    - a. The associate of applied science graduate possesses an understanding of the potential impact of their personal values on care delivery. The incorporation of professional values in practice may assist individuals and families increase their mindfulness of any values that may influence lifestyle or healthcare decisions.
    - b. The baccalaureate graduate has a broader, and more complex value perspective that individuals, families, groups, and populations can use to facilitate the re-prioritization of their value conflicts that would ultimately enable a reconciliation between said values and health care behaviors.
    - c. The doctorate graduate is prepared as the nursing terminal degree that encompasses all professional role expectations in nursing. Personal values are applied when evaluating and designing health care systems, as well as leading the change of health care systems in response to research translation, population health, and needed policy development.
  3. The third component is capacity. Capacity is identified as the acquisition of personal, procedural and propositional knowledge; whereby, personal knowledge parallels personal experience, personal preferences, and autobiographical facts. Procedural knowledge refers to skills learning. Propositional knowledge refers to general truth claims about the world and how we know it. To aide knowledge generation our curriculum provides a foundation of liberal arts and sciences for the Bachelor of Science and baccalaureate students that facilitates developing an appreciation of each person's interaction with the environment [internal, external or created] while enhancing the student's ability to think critically, reason logically, and communicate effectively:



- a. The associate of applied science degree core focuses on liberal arts and sciences, which include courses in English, algebra, anatomy & physiology, chemistry, and psychology. Content provides basic knowledge that is applied to the care of individuals in acute care and long-term settings.
  - b. The baccalaureate general education core is expanded to provide a more in-depth science basis and global view of society. These courses include physical sciences, sociology, world civilization, and humanities. The support courses of pathophysiology and statistics are incorporated into the nursing curriculum as the student progresses into complex nursing theory and application.
  - c. The doctoral curriculum builds on the baccalaureate curriculum by incorporating education courses in evidenced based practice, advanced clinical, organizational, economic, and leadership skills to design and implement programs of care delivery. Translation of research into practice will significantly impact health care outcomes and have the potential to transform health care delivery.
4. The fourth component, systematic process, is the utilization of an organized method to evaluate the needs of diverse individuals, families, groups, communities, and populations. The process involves assessment, diagnosis, planning, implementation, and evaluation on a continual basis. Elements such as communication, problem solving, planning, inquiry, and appraisal are used to develop and evaluate the interventions developed.
- a. The associate of applied science degree graduate uses a systematic process in nursing care to implement and modify known nursing interventions.
  - b. The baccalaureate prepared graduate has the capability of anticipating, individualizing, implementing and evaluating various interventions according to unique situations and cultural responses.
  - c. The doctoral graduate leads and collaborates change for improved healthcare systems and designs systems for improved population health based on research translation. At all levels relevant research literature is utilized in the application of the nursing process
5. The fifth component is sustainability. Defined as the development of one's self and one's craft that yields an ability to thrive, and remain productive long-term.
- a. The associate of applied science graduate learns to contribute their personal and professional time to humanitarian service; provide culturally conscious, evidence-based care to individuals from diverse backgrounds; and seek to stay abreast of current topics in their nursing specialty.
  - b. With experience the baccalaureate graduate advances the capacity to engage in self-reflective and collegial dialogue that facilitates and cultivates self-judgement, a sense of professional identity, and a commitment to the importance of professional development and practice change as a function of inquiry and evidenced-based reflection.

- c. The doctoral graduate appreciates the benefits of learning and continual professional growth while recognizing its importance in functioning as an expert clinician, leader and scholar, positively effecting health outcomes in a transforming healthcare system.

## *Terminal Learning Outcomes*

### Associate Degree

The associate degree terminal learning outcomes provide clear statements of expected results, derived directly from the nursing framework, and reflect the school's mission and core values. Using core knowledge graduates from the Associate degree program are able to:

1. Utilize the nursing process as the framework for critical thinking in providing safe and effective client-centered care for diverse individuals, families and communities across the life span.
2. Integrate best practice evidence as a basis for providing safe and effective patient-centered care.
3. Exhibit attitudes and behaviors that demonstrate an appreciation for professional advancement, and service.
4. Engage in nursing practice that incorporates values, ethics, morals, and legal aspects of the profession.
5. Contribute to humanitarian services in a culturally diverse society.
6. Demonstrate effective communication with individuals, families and significant others, and members of the interdisciplinary health care team.
7. Utilize health information technology tools to augment and improve health care delivery.
8. Incorporate principles of delegation when tasking members of the healthcare team while considering patient safety, organizational policy, ethics, and scope of practice criteria.

### Baccalaureate Degree

The Bachelor of Science terminal learning outcomes provide clear statements of expected results, derived directly from the nursing framework, and reflect the school's mission and core values. Using core knowledge graduates from the Bachelor of Science degree program are able to:

1. Integrate knowledge from liberal arts and sciences in the application of health promotion, disease prevention, and disease and *care* management concepts for individuals, families, communities, and populations throughout the world.
2. Critically evaluate, apply and communicate research findings to improve professional practice and patient care outcomes.
3. Express a commitment to personal and professional development through continuing education and participation in professional organizations
4. Formulate a personal and professional framework integrating professional, ethical and legal standards to guide conduct and decision making in professional nursing.

5. Serve as an effective member of the healthcare team through collaboration, advocacy and a synthesis of communication principles that facilitate the management of quality care outcomes among diverse populations.
6. Integrate the concepts of nursing informatics and technology in the retrieval, and application of relevant and reliable data from multiple disciplines as the basis for evidence-based client-centered care.
7. Analyze, evaluate and integrate leadership and management theories into professional nursing practice.

## Accreditation and Approval

The A.A.S. and Baccalaureate program are accredited and approved by:

The Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
Phone: (404) 975-5000  
Fax: (404) 975-5020  
Email: [info@acenursing.org](mailto:info@acenursing.org)  
Web: [www.acenursing.org](http://www.acenursing.org)

The Kentucky Board of Nursing  
312 Whittington Pkwy #300  
Louisville, KY 40222  
Phone: (502) 429-3300 or (800) 305-2042  
Fax: (502) 429-3311  
Web: [www.kbn.ky.gov](http://www.kbn.ky.gov)

## PLANS OF STUDY

### ASSOCIATE DEGREE NURSING PROGRAM

#### Prerequisites

ENG	101	English Composition I	3
CHE	209	Survey General, Organic & Biochemistry	4
BIO	107	Anatomy & Physiology I	4
MAT	115	College Algebra	3
PSY	200	General Psychology	3
ALH	105	Dimensional Analysis for Pharmaceutical Calculations*	1
ALH	110	Terminology for Health Care Professionals*	2

20 credit hours

#### Semester 1

Bio	109	Anatomy and Physiology II	4
NURA	100A	Basic Pharmacotherapeutics*	2
NURA	104A	Health Assessment	3
NURA	105A	Introduction to Nursing Practice*	3
NURA	105AP	Introduction to Nursing Practicum*	1

13 Credit hours

#### Semester 2

Bio	204	Fundamentals of Microbiology	3
NUR	114A	Adult Health 1	4
NUR	114AP	Adult Health 1 Practicum	3
NUR	115A	Behavioral Health	3
NUR	115AP	Behavioral Health Practicum	2

15 Credit hours

#### Semester 3

PSY	303	Developmental Psychology	3
NUR	204A	Maternal Newborn Health	3
NUR	204AP	Maternal Newborn Health Practicum	2
NUR	205A	Pediatric Health	3
NUR	205AP	Pediatric Health Practicum	2

13 Credit hours

#### Semester 4

NUR	214A	Adult Health 2	4
NUR	214AP	Adult Health 2 Integrative Practicum	3
NUR	215A	Synthesis Concepts	2
NUR	216A	Professionalism in Nursing	2
****		Art, Music, Theatre <sup>€</sup>	3

14 Credit Hours

TOTAL 75 Credit Hours

\* - LPNs may earn course credit through testing

€ - ART 130, MUS 130, THE 130, ENG 211

## BACHELOR OF SCIENCE IN NURSING - PRE-LICENSURE TRADITIONAL TRACK

Semester 1				
KSU	101	University Orientation I	1	
ENG	101	English Composition I	3	
SPE	103	Interpersonal Communication	3	
BIO	107	Anatomy & Physiology I	4	
MAT	115	College Algebra	3	
PSY	200	General Psychology	3	
				17 credit hours
Semester 2				
KSU	102	University Orientation II	1	
ENG	102	English Composition II	3	
FNU	104	Basic Nutrition	3	
BIO	108	Anatomy & Physiology II	4	
IGS	200	Ancient World	3	
*****		Literary, Visual, Performing Arts <sup>€</sup>	3	
				17 credit hours
Semester 3				
SOC	203	Principles Sociology	3	
CHE	209	Survey General, Organic & Biochemistry	4	
ALH	205	Dimensional Analysis - Pharm. Calculations	2	
PSY	300	Statistics for Behavioral & Social Sciences	3	
****		Foreign Language I <sup>∑</sup>	3	
				15 credit hours
Semester 4				
		* Apply by March 1 <sup>st</sup> for Program Entry		
NUR	200B	Introduction to Genetics & Molecular Therapeutics	3	
BIO	204	Fundamentals Microbiology	4	
ALH	210	Medical Terminology for Health Professionals	1	
NUR	205B	Pharmacological Concepts in Nursing	3	
PSY	303	Human Development	3	
****		Foreign Language II <sup>∑</sup>	3	
				17 credit hours
Semester 5				
NUR	325B	Introduction to Nursing Informatics	3	
NUR	330B	Health Assessment & Communication Across the Lifespan	4	
NUR	340B	Nursing Care of Adults with Acute-Chronic Health Disorders	5	
NUR	340BP	Nursing Care of Adults with Acute-Chronic Health Disorders Practicum	3	
NUR	341B	Professional Role 1: Professionalism and Patient Safety	2	
				17 credit hours
Semester 6				
NUR	345B	Nursing Care in Behavioral Health	3	
NUR	345BP	Nursing Care in Behavioral Health Practicum	2	
NUR	405B	Nursing Care of Women, Children and Families	3	
NUR	405BP	Nursing Care of Women, Children and Families Practicum	2	
NUR	421B	Professional Role 2: Improving Health Systems	2	

				12 credit hours
Semester 7				
NUR	440B	Nursing Care of Adults with Complex Health Disorders	5	
NUR	440BP	Nursing Care of Adults with Complex Health Disorders Practicum	3	
NUR	450B	Nursing Care of Older Adults	2	
NUR	450BP	Nursing Care of Older Adults Practicum	2	
NUR	451B	Professional Role 3: Nursing Research	2	
				14 Credit hours
Semester 8				
NUR	460B	Community and Public Health Nursing	3	
NUR	465BP	Professional Nursing Internship	3	
NUR	461B	Professional Role 4: Leadership & Professional Engagement	2	
NUR	462B	Intensive Review & Assessment	2	
*****		Elective	3	
				13 Credit hours
				TOTAL 122 Credit Hours

€ - ART 130, MUS 130, THE 130, ENG 211

Σ - ASL 171, ASL, 172 (or); FRE 101, FRE 102 (or); SPA 101, SPA 102 (or); SPA 201

\*Submit application for admission to Upper Division Nursing no later than March 1<sup>st</sup>.

Adopted 01/16; Revised 03/18

## RN-B.S.N. POST-LICENSURE COMPLETION CURRICULUM

### Prerequisites

ENG	101	English Composition I	3
ENG	102	English Composition II	3
SPE	103	Interpersonal Communications	3
BIO	107	Anatomy & Physiology I	4
BIO	108	Anatomy & Physiology II	4
BIO	204	Fundamentals of Microbiology	3
PSY	200	General Psychology	3
MAT	115	College Algebra	3
CHE	209	Survey General, Organic & Biochemistry	4
FNU	104	Basic Nutrition	3
PSY	303	Developmental Psychology	3
SOC	203	Principles of Sociology	3
PSY	300	Statistics for Behavioral & Social Sciences	3
IGS	200	Ancient World	3
-----	-----	Foreign Language I	3
-----	-----	Foreign Language II	3
-----	-----	Advanced Placement in Nursing	38
Credits			89

Semester 1	NUR 308R	Introduction Human Genetics	3
	NUR 309R	Health Disparities & Cultural Competence	3
	NUR 325R	Public Health Nursing <sup>€</sup>	3
	NUR 425R	Gerontological Nursing <sup>€</sup>	3
			12 credits
Semester 2	NUR 430R	Topics in Clinical Nursing	3
	NUR 431R	Information Management & Patient Care Technology	3
	NUR 432R	Nursing Research & Evidence Based Practice	3
	-----	Arts, Music, Theatre	3
			12 credits
Semester 3	NUR 434R	Nursing Leadership	3
	NUR 435R	Nursing in Global Healthcare Systems	3
	NUR 436R	Senior Capstone Seminar	3
			9 credits
Total Credits			122

The RN-BSN curriculum includes 38 nursing credit hours for holding an active license in the student's state of residence. Fifty-four (54) liberal-general studies credit hours may be transferred from a regionally accredited associate or diploma nursing program<sup>¥</sup>. The remaining 30 hours of nursing must be completed at Kentucky State University. Students must complete the RN-BSN program of study within a five (5) year period beginning with the first semester of admission.

\*Both courses are required to be the same language. Two semesters of sign language may be acceptable.

<sup>¥</sup>Liberal-general studies credits earned at institutions of higher learning outside of the U.S. must be evaluated to determine transferability prior to submitting an application for admission to the RN-BSN program.

<sup>€</sup>Courses held in two 8-week sessions.

Revised: 04/13, 03/18

## EVALUATION OF STUDENT PERFORMANCE

### *Grading*

The following grading scale is used in all liberal arts and general studies courses:

A = 90 - 100% = Excellent

B = 80 - 89% = Good

C = 70 - 79% = Satisfactory

D = 60 - 69% = Poor

F = Below 60 = Failure

P = Pass

I = Incomplete

W = Withdraw

AU = Audit

P/F = Pass or Proficient – Fail or Not Proficient

The following grading scale is used in all NUR plan of study major courses:

A = 90 - 100% = Excellent

B = 80 - 89% = Good

C = 70 - 79% = Failure

D = 60 - 69% = Failure

F = Below 60 = Failure

P = Pass

I = Incomplete

W = Withdraw

AU = Audit

P/F = Pass or Proficient – Fail or Not Proficient

**Students must note that any grade less than a “B” (80%) in a NUR-prefix course is a failing grade in the SON.**

Students earning failing grades in either liberal arts, general studies, or NUR-prefix courses shall not progress to subsequently sequenced Plan of Study courses.

### *Rounding of Grades*

Only final course grades are rounded. Final course grades will be rounded to the nearest whole number.

Grades below five-tenths will be rounded downward, while grades at or above five-tenths will be rounded upward. For example: 76.4 will round to 76; 76.5 will round to 77. Other course grades (e.g., unit examinations) including the test average required for progression will not be rounded.



### *Grades in Practicum Courses*

Several courses in the SON have a complementary practicum course as denoted by a (P) in the course identifier (e.g., NUR XXXP). A student must receive a grade of “Pass” in the practicum component of the course as determined using the evaluation tool, and earn a didactic course (final) grade of 80%. A Fail or Not Proficient in the practicum component of a course results in an automatic failure, regardless of grade, in the didactic portion of the course. Subsequently, a grade of “F” will be recorded for the didactic component and a grade of "F" will be recorded for the practicum component.

### Practicum Evaluation

1. Evaluation of clinical performance may take place in the laboratory, the assigned affiliate clinical areas, and/or by clinical performance examination.
2. Students are expected to progress toward competence in clinical nursing skills in an orderly fashion. The skills checklist is to be used throughout the program to document skills performance competency.
3. It is the student's responsibility to be prepared to demonstrate performance of specified skills.
4. Formative (mid-course) and summative (end-of-course) clinical evaluations are completed and disseminated by the Faculty for each clinical course using the clinical course objectives as guidelines and recorded on the program’s clinical evaluation instrument. If a student fails the formative evaluation, he/she will be required to document compliance with prescribed remedial actions. If the student fails the summative evaluation, the student will fail both the theory and clinical components of the course.
5. Students are expected to prepare a written self-evaluation of their practicum performance using the Bachelor of Science course objectives as guidelines and to record their self-evaluation on the program’s evaluation instrument.
6. At least two (2) practicum evaluation conferences will be scheduled each semester (mid-course and end-of-course). Additional practicum evaluation conferences may be scheduled at the discretion of the clinical Faculty.
7. Students’ return demonstrations of skills are recorded as Pass/Fail. A student who fails the same skill on the second check-off must have practice supervised by the course faculty member prior to the third check-off. Failure of a third check-off of the same skill will result in failure of the course.

### *Grades for Written Course Assignment*

Specific instructions for completion of all graded assignments will be included on the assignment forms or in the course syllabus. Assignments are due as specified by the Faculty. A grade of ZERO will be given for all assignments not submitted by the published due date. The SON reserves the right to maintain, on file, all written work submitted by students. Evaluation of such work is made available to students.

## Testing Guidelines

### On-Ground (Campus)

1. Backpacks, textbooks, notes, purses, jackets, coats, hats, soft drinks, electronic devices, etc. will not be allowed in the testing area during the exam. After the exam is complete, students will be allowed ample time to retrieve personal belongings. Students are required to take examinations on the designated dates and at the scheduled time.
2. When testing is administered using a manual platform, Scantron or Scantron-type answer sheets will be used to document answers to test items; only the answers marked on the Scantron sheet will be accepted for test scoring. Alternate format test items will be scored based on the instructions provided on the designated alternate format answer sheet.
3. The time allowed for completion of each test will be communicated at the beginning of each semester and will also be included in the test directions. At the end of each test, faculty members will announce that the testing period has ended, and students will be required to stop any test taking activities. Students are encouraged to wear a watch (no smart watches) to monitor time as there is no guarantee there will be a working clock in each classroom.
4. Students may not ask questions regarding the test during the testing period. If there is a technical issue (e.g., computer stops working), raise your hand for faculty assistance.
5. Admission of students who are tardy for scheduled examinations will be at the discretion of the course or testing Faculty. The student will not be given additional time to complete the exam.

### Web Proctoring

1. The SON allows students to locate a proctor center or examination site for taking online examinations that require proctoring.
  - a. Students who live near campus may schedule proctored testing sessions with course faculty. It is important to note that on-campus test taking will be at the discretion of the course faculty.
  - b. The exam site you choose cannot be a residential or private (e.g., a church, public library) location. You must arrange a public location such as the following: University or college testing center, National testing center (e.g., Sylvan, Prometric), High school guidance counselor, public or academic library, or Other (contingent upon faculty approval).

- c. The student will need to complete the proctor selection form and return to the course faculty at least 2 weeks prior to an examination.
2. If a remote proctoring system is used students are responsible for testing their equipment, to ensure that it functions with proctoring platform used. This must happen well in advance of taking any remotely proctored exams, in order to troubleshoot for possible problems.
3. Testing environment requirements and support information are vendor specific and shall be provided in advance.
4. Students are responsible for all costs incurred for off-campus proctoring.
5. Students are not permitted use of the following items during the exam session, unless otherwise noted by your instructor: Excel, Word, PowerPoint, Pen and Paper (no notes should be taken during the exam) or other websites.
6. Course faculty will inform students of any materials/items that are allowable during testing.
7. Cheating is a serious breach of academic integrity. If evidence is shown that there has been cheating occurring on any exam, the student(s) involved will be dealt with immediately and all involved will receive a score of zero (0) for the exam and may be removed from the course.

### *Make-up Tests*

1. Make-up tests will be given at the discretion of the Faculty for excused absences as outlined in the University catalogue only. The make-up test format will be at the discretion of the course Faculty (e.g., oral, essay, multiple-choice, and/or fill-in-the-blank).
2. A request for all make-up tests must be made on the day the student returns to course following the absence. The student must complete the form found in the Appendix of this document and submit it to the Faculty member responsible for the course in which the test was missed.
3. A student is allowed only one (1) make-up test per course. Any test missed thereafter will be graded as "zero".
4. The highest score that can be recorded for a make-up test is 80%, even if the actual score is higher.
5. Make-up tests that are not taken by one week past the date of the request, or as determined by the faculty, will not be given.
6. An unexcused absence on the day of a scheduled make-up examination will result in a grade of "ZERO (0)" being recorded for that exam.
7. There are no make-up examinations given for final examinations or end-of-course/program standardized examinations. Failure to take a final examination or an end-of-course/program standardized examination will result in a grade of "ZERO (0)" being recorded for that exam.

### *Standardized Exams*

Standardized exams may be administered during selected nursing courses and/or at the end of the program.

The writing of standardized exams is mandatory. Each student is required to write the standardized exams when scheduled. If the standardized exam is not taken when scheduled, the procedure delineated in “make-up tests” will be followed.

### *Grade Reporting*

To protect student confidentiality, grades are NOT given out by telephone or e-mail. Test grades will be reported on the course Blackboard web site within five course days of taking an examination or submitting an assignment.

### *Test Reviews*

Test reviews by course faculty shall be provided for all students. The format for the test review is at the discretion of the faculty. Students enrolled in nursing courses will be counseled on the occasion of every failing grade. Students will have a two-week time period after the day the test was administered to schedule an individual test review (if an individual review was not previously provided). If there is less than two weeks until the end of the semester, the student will have until the end of the semester to review the test.

### *Test Security*

Tests and test items are considered the property of the nursing program. Only answers marked as directed will be scored. Test items are analyzed by faculty to provide students with valid, reliable tests. Students are strictly prohibited from disclosing test items or response choices to anyone, including using language that is substantially similar to the test item or response choice.

The disclosure of any information about the nature or content of test items, before, during, or after a test is considered cheating and will result in a grade of “F” in the course. This includes but is not limited to possession of test questions outside of a testing situation unless supervised or approved by a faculty member, any oral or written disclosure, or any paper or electronic distribution. Additional penalties could occur if the student is referred for disciplinary action.

## STUDENT RESOURCES

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

FERPA is a Federal law that protects the privacy of student education records and information. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. Therefore, faculty members must secure written permission from a student before they can speak to a parent regarding their

child's education record or academic progress [see [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html)].

### *Library Resources*

The mission of the Paul G. Blazer library at KySU is to support the information and research needs of the KySU community. Included in this goal is a commitment to promote student success by enhancing information access and retrieval through technology, strengthening collections in support of the curricula for the University's programs, and assisting faculty in their quest for excellence in teaching, scholarship and service. The library catalog is available for on-campus and off-campus access. Library information and links to pertinent library resources may be found at <https://kysu.edu/academics/library/>.

### *Support Services*

In keeping with our Mission and Philosophy, the SON has available to students the following support services:

**Clinical & Simulation Skills Laboratory.** Each area is equipped with hospital beds, bedside and over bed tables for each bed. Supplies and equipment for demonstrating, learning, practicing and testing specific nursing skills are available. There is also a Sim Man lab utilized by faculty to assist students in the development of assessment and clinical decision-making skills. A clinical and simulation lab coordinator is available according to a posted schedule to assist students with skills.

**Technology Laboratory.** This area is equipped with computer hardware and software for student use.

**Academic Advisement.** Faculty provide academic counseling to facilitate retention, progression and graduation from a chosen plan of study:

1. Each nursing student is assigned a Nursing Advisor upon admission.
2. Each student will be able to access their degree plan and transcripts via the WIRED portal which is accessed via the intranet using the student's email address and password.
3. The Advisor/Advisee list is posted on the 2<sup>nd</sup> floor of Betty White and on faculty office doors.
4. The role of the Nursing Advisor is to guide the student in planning a program of study, providing career guidance, academic counseling, and referring students desiring personal counseling to appropriate resources.
5. It is the student's responsibility to make an appointment with his/her assigned Advisor. Pre-nursing students should meet with their assigned Nursing Advisor at least once per academic year. Nursing (Major) students should meet with their assigned Nursing Advisor prior to registering for courses each semester.
6. The Nursing Advisor is responsible for documenting any and all advisement sessions with a student. A notation of each of each advising session should be placed in the student's file.

*Coordinator, Academic Support.* Reports directly to the Chair of the School of Nursing & Health Sciences and provides academic advising for students, participates in resolution of school-related issues and makes the appropriate referral; and assists students with registration.

*The Betty White Health Clinic.* Student health services are available in the Family Health Clinic located on the first floor of the Betty White building. Services such as pre-admission physicals and immunizations, including Hepatitis B, are available by appointment through the Family Clinic. Professional counseling services supportive of students' successful matriculation and completion of curriculum are also available at the Family Health Clinic. Students may self-refer or be referred by peers, faculty or staff to counseling support services.

## Computer and Technology Requirements and Policies

### Information Technology Services (ITS)

Information Technology provides technology-based services that support and enhance the mission of Kentucky State University. ITS play a leadership role in assisting our students, faculty and staff achieve excellence in their teaching, learning and administration experience. Additionally, the department provides training and consulting concerning technology used or proposed to the campus community [see <http://kysu.edu/administration-governance/information-technology/>].

### IT Help Desk

The first point of contact for all technical assistance must be made to the IT Help Desk. To contact the IT Help Desk, submit a service request at [www.kysu.edu/helpdesk](http://www.kysu.edu/helpdesk), call the Help Desk at extension 7000 or send an email to [helpdesk@kysu.edu](mailto:helpdesk@kysu.edu).

### *E-mail Accounts*

The primary method of communication at the SON is e-mail, you are expected to use your university email account for all school-related communications and it is important that you check this account on a regular basis. The SON (faculty, advisors, staff) will only send messages to a student's KySU e-mail address. It is important that students check their e-mail on a consistent basis to stay informed. Information regarding email set-up and access may be found at <https://kysu.edu/administration-governance/information-technology/email/>. Please include your first and last names and KySU ID in all email communications with SON faculty and staff.

### *Email Etiquette*

When you are writing a message to a staff or faculty member, it is important to present a professional image and effectively communicate your message. Following these basic tips will help you accomplish this goal.

1. Use proper spelling, grammar & punctuation. This is not only important because careless spelling, grammar, and punctuation give a bad impression of you as a student, it is also important for conveying the message properly. Please also limit the use of abbreviations such as BTW (by the way) and LOL (laugh out loud). The recipient may not be aware of the meanings and abbreviations and in professional emails, they are not generally appropriate.
2. Do not write in CAPITALS. IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING OR CREATING EMPHASIS. This can be seen as annoying or rude and may impact the quality of the response you receive.
3. Keep the message thread. When you reply to an email, please include the original mail in your reply. Faculty and staff receive many emails a day from current and prospective students, as well as other staff and faculty, and an individual discussion might be lost in the shuffle. Keeping the message thread intact will allow the responder to give your email context and respond appropriately.
4. Be concise. Do not make an e-mail longer than it needs to be. Remember that reading an e-mail is harder than reading printed communications and a long e-mail can be very discouraging to read.

### *Computing Requirements*

All students admitted to the SON must have ongoing access to a personal computer meeting the following minimum specifications:

- Windows 7 operating system or higher
- Java-compatible Web browser: Firefox 4.0 or higher, or Internet Explorer 8.0
- 2.0 GHz or faster processor (Pentium IV and above)
- At least 3 GB of RAM is required; 4 GB or above recommended
- 40 GB free hard-disk space
- High Speed Internet Access
- Sound card and speakers and microphone OR Sound card with headset including microphone
- DVD-ROM drive
- 2 USB ports
- MS Office (available from the UIC Bookstore) – check <http://webstore.illinois.edu> for student discounts
- Adobe Reader (available at <http://get.adobe.com/reader/>)
- Adobe Shockwave Player (available at <http://get.adobe.com/shockwave/>)
- Adobe Flash Player (available at <http://get.adobe.com/flashplayer/>)

### *Blackboard*

Courses at the SON utilize the Blackboard learning platform. Students who have not taken an online course before or who need to become familiar with the Blackboard platform are strongly encouraged to take the

Blackboard tutorial, which is available online and can be accessed at any time at

<https://kysu.edu/academics/distance-education/online-resource-portal/videos-for-students-2/blackboard-videos-for-students/>.

### *Additional Technology Requirements*

Some programs may require the purchase and use of additional technology such as on-line textbooks and resources, point-of-care software for mobile devices, and laptops for use in the classroom. Further information on these requirements will be provided at student orientation or by course faculty as appropriate.

### *Technology Etiquette*

- During practicum experiences and class time, cell phones may not be used at any time for personal phone calls or checking personal email/text messages and must be turned off or silenced.
- Text messaging during class is inappropriate. It is distracting to other students and faculty and interferes with learning.
- Students who bring laptops to class are expected to use them for educational purposes. The sound should be turned off prior to the beginning of class. Playing games, checking email, accessing social media and other similar uses of laptops and/or smart phones is unacceptable as they are barriers to learning.
- Students may only access a patient's health information that pertains to nursing care. Students may not store protected identifiable patient data into personal digital devices nor copy paper or electronic patient health records.
- Students may not take photos at any clinical site, including photos of clients, preceptors, or fellow students.

### *Netiquette*

"Netiquette" refers to Internet etiquette. This simply means the use of good manners in online communication such as e-mail, forums, blogs, and social networking sites to name a few. Netiquette is important to define because the cyberspace environment is stripped of gestures, facial expressions, voice tone, body language and other non-verbal communication cues. These cues allow for more informed interaction between the sender and receiver of a message in a traditional setting. A simple set of Netiquette rules below is offered to ensure a polite and safe online environment within the SON academic setting and beyond. *Behavior or action determined to be a breach of this contract may result in my being subject to immediate dismissal from the program/School of Nursing.* Rules to follow include:

- Never give away personal User ID or password to another individual (in person or online). When assisting students, KySU IT Helpdesk can access login and password based on first and last names. IT



staff will never ask for this information in emails.

- Typing in ALL CAPS Online is considered SHOUTING.
- Use normal capitalization, grammar, and spelling for professional communication. Avoid texting jargon or abbreviations without explanation - DYKWIM ("Do you know what I mean?").
- Remember tone of voice cannot be heard online. Sarcasm and humor are hard to convey. Be mindful of this. Use of emoticons is helpful - i.e: ) = happy face.
- Online dialogues, blogs, wikis, journals, and emails are for the internal academic use only, do not forward or quote them to outside parties.
- Use the KySU e-mail for all communications.
- Refrain from sending emails unnecessary to the course participants or college business. This includes forwarding emails that you may find inspiring or humorous, but may clog up communications for others.
- Pay attention to "Reply" vs. "Reply All." Only use "Reply All" if needed for the entire group to receive the email.
- Be respectful when communicating in online discussions and emails: address the person by name at the beginning of an email or post and sign it at the end.
- Remember, you are communicating with a real person and not merely a computer screen. Act as though you are across the dinner table.

### *Social networking*

A student's online presence reflects the University, College and School of Nursing & Health Sciences. Be aware that actions captured via images, posts, or comments can reflect that of the University, College and SON. In a professional role as a health care provider, students are not to mention any information related to clinical experiences or agencies, client care, or the personal health information of any individual, on any internet social media site (Facebook, Twitter, emails, MySpace, LinkedIn, Yik Yak, etc.).

Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, type of treatment, or clinical agency may still allow the reader to recognize the identity of specific individuals. Future employers often review these network sites when considering potential candidates for employment. Information can "live" beyond its removal from the original website and continue to circulate. Therefore, students should think very carefully before posting any information on a website or any other social networking site. Inappropriate behaviors related to confidentiality of client and/or other information is of a very serious nature and will result in program dismissal.

The University, College and SON logos and trademarks may not be used without prior written consent. This includes photographs showing any SON or University equipment and supplies.

Other general social media considerations include the following:

- Internet social media networks promote connections with friends and family. However, students have responsibilities when posting in social networks, even if they are personal and private. Postings by students on their profiles, groups, chat rooms, and communications with others are in the public domain and accessible to reporters, parents, faculty members, law enforcement, predators, potential employers, and graduate school admissions officers. Postings are immediately searchable and may be forwarded, copied and archived. Anonymous comments may be traced back to your IP address. Search engines may detect deleted and cached posts years after publication.
- University email addresses should not be used in conjunction with unofficial or personal social media accounts and profiles.
- Students must present a professional and positive image of the profession, the SON, and themselves. Students have rights of freedom of speech, expression and association, including their right to use internet social networks. However, students must also respect the rights of patients, faculty members, and other students. Students are expected to monitor their own internet use and only post statements and images that appropriately represent to the public themselves, the SON, and the profession.
- Students should not initiate or accept “friend” requests from patients or faculty.
- The SON reserves the right to investigate and take disciplinary action against any student whose posting of material on an internet site violates University policies, SON policies or the Honor Code, HIPAA, or state or federal statutes.
- Students are prohibited from posting any patient information including patient images on any Social Media Site. Internet postings that violate these principles include, but are not limited to, sharing patient information or images, confidential information, images or language that represent partial or total nudity, sexual activity or misconduct, underage alcohol consumption, illegal acts, use of illegal drugs or other controlled substances, hazing activities, tobacco use, obscene gestures, or cheating. Also prohibited is posting any information about peers, faculty or other professionals, or clinical agencies that may be interpreted as insulting, derogatory, negative, or construed as “bullying.”
- Students have a responsibility to review and monitor internet sites where they have posted to prevent personal or professional damage to themselves, other students, the SON, and the profession of nursing.
- For reasons of safety and privacy, students are advised to refrain from posting personally identifiable information such as telephone number, address, course schedule, and places frequented. Students should check tagged photos and monitor electronic photo albums to avoid posted photos that would be considered inappropriate.

## *Civility*

CIVILITY IS BEHAVIOR THAT: 1) shows respect toward another, 2) causes another to feel valued, and 3) contributes to mutual respect, effective communication and team collaboration.

Disruptive Behavior and inappropriate behaviors will be broken down into two of its elements of performance:

1) the profession and the SON has a code of conduct that defines acceptable and disruptive and inappropriate behaviors (i.e., professional role expectations and conduct; 2) As future nurses and leaders you must manage disruptive and inappropriate behaviors within yourself, among your peers, and others. Examples of uncivil behavior are below but not inclusive:

- Demeaning, belittling or harassing others
- Rumoring, gossiping about or damaging a classmate/professors reputation;
- Habitually interrupting as others speak;
- Not paying attention or listening to others who address you; not responding to email, letters or voice mail that requires a reply;
- Sending emails that are inflammatory in nature;
- Speaking with a condescending attitude;
- Yelling or screaming at instructors, peers, or clinical staff.
- Habitually arriving late to class;
- Knowingly withholding information needed by a peer, instructor, or clinical staff.;
- Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct.
- Overruling decision without direct discussion and rationale;
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned;
- Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats.
- Displays of temper, tantrums;
- Using up supplies or breaking equipment without notifying appropriate staff/faculty.
- Rudeness that ultimately escalates into threatened or actual violence.

## Academic Standards and Policies

### *Adding and Dropping Courses*

1. Courses may be added or dropped in accordance with the deadline dates published in the University Academic Calendar [see <http://kysu.edu/administration-governance/academic-affairs/registrar/academic-calendars/>]. Students may obtain add/drop forms or assistance with the on-

line add/drop process from the Office of the Registrar.

2. When needed, a student should see their assigned Nursing Advisor for assistance completing forms and signatures. When the student's advisor is not available, the Director for Undergraduate Programs may sign the add/drop form.
3. The registrar's office processes all add/drop forms.

### *Conflict Resolution for Student Academic Grievance*

A grievance is a student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, rules, and regulations that affect their progression within the enrolled program of study. The formal expression of a complaint is a grievance. The SON defines a grievance as a formal allegation against a party or program expressed in a written, signed statement. The student has the right to express grievances without prejudice, penalty, or recrimination.

### *Conflict Resolution for Student Grievances*

A grievance is a student's claim of unfair and/or non-equitable treatment regarding established policies, procedures, rules, and regulations. The formal expression of a complaint is a grievance. The SON defines a grievance as a formal allegation against a party or program expressed in a written, signed statement. The student has the right to express grievances without prejudice, penalty, or recrimination.

### *Academic grievance*

Students must consult and comply with the academic grade appeal policy located in the KSU Course Catalog.

### *Non-Academic grievance*

Students must consult and comply with the non-academic grievance policy located in the *K-Book*, Kentucky State University's student handbook.

## Academic Admission, Progression and Retention

### *A.A.S. Admission*

Students are admitted in the fall of each year.

Licensed practical/vocational nurses may qualify to test-out of selected courses in the A.A.S. curriculum. Licensed practical/vocational nurses interested in the test-out by examination process should contact the School of Nursing & Health Sciences for details and guidance.

Minimally, the following criteria must be met for admissions consideration:

- Admission to Kentucky State University.
- Official transcripts from all schools attended.
- Overall GPA of at least 2.8 on a 4.0 scale for all college coursework attempted; and
- GPA of at least 2.8 and a grade of C or better for all prerequisite courses.
- Official report of Assessment Technologies Institute Test of Essentials Academic Skills (ATITEAS).
- Letter of academic standing on official letterhead from any nursing program in which the prospective nursing student was previously enrolled.
- Science courses less than five (5) years old.
- Completed School of Nursing & Health Sciences application.

### *Pre-licensure Traditional Track Admission*

Students are admitted in the fall of each year.

Licensed practical/vocational nurses may qualify to test-out of selected courses in the Bachelor of Science curriculum. Licensed practical or vocational nurses interested in the test-out by examination process should contact the School of Nursing & Health Sciences for details and guidance.

Minimally, the following criteria must be met for admissions consideration:

- Admission to Kentucky State University.
- Official transcripts from all schools attended.
- Overall GPA of at least 2.8 on a 4.0 scale for all college coursework attempted; and
- GPA of at least 2.8 and a grade of C or better for all prerequisite courses.
- Official report of Assessment Technologies Institute Test of Essentials Academic Skills (ATITEAS).
- Letter of academic standing on official letterhead from any nursing program in which the prospective nursing student was previously enrolled.
- Science courses less than five (5) years old.
- Completed School of Nursing & Health Sciences application.

### *RN-B.S.N. Post-licensure Admission*

Students are admitted in the fall and spring of each year.

Minimally, the following criteria must be met for RN-B.S.N. admission consideration:

- Admission to Kentucky State University.
- An earned diploma or associate degree in nursing from a nationally accredited nursing program.
- Official transcripts from all schools attended.
- Pre-requisite education courses completed and on the official transcript before beginning the nursing program at Kentucky State University.
- Overall GPA of at least 2.8 on a 4.0 scale on associate degree or diploma coursework.
- Verification of a current unencumbered license to practice nursing in the prospective student's state of residence prior to enrollment in the first major course.
- Personal essay.
- One academic reference and one professional reference.
- Completed School of Nursing application.

### *Competitive Selection*

Selection for admission into the Undergraduate nursing programs is competitive. Please note that meeting the minimum requirements does not guarantee admission. Each application is holistically reviewed by faculty who recommend to the administrative corpus the student applicants who appear to be best qualified. The committee may require personal interviews. Admission may be offered conditionally pending completion of all requirements. Applicants are in writing of the admissions decision.

### *Core Performance Standards*

To complete most of the nursing programs at the SON, a student must complete a practicum component which involves caring for actual patients. By accepting admission and enrolling in an Undergraduate nursing program, the student certifies that s(he) understands the essential eligibility requirements of the program. KYSU SON does not discriminate on the basis of disability. If reasonable accommodations will allow an otherwise qualified student with a disability to meet the essential eligibility requirements for participation in its nursing programs, the School will assist the student in making the reasonable accommodations. Students who would like to receive accommodations on the basis of disability must self-identify, must provide documentation of the disability, and must request accommodation.

### *Disability Support*

Students who need disability accommodations should submit an application packet with supporting documentation from a qualified professional to the Office of Educational Support – Disability Resources Center (DRC). Upon careful review of the documentation and discussion with the student, the Coordinator of the Disability Resource Center will arrange reasonable physical and academic accommodations. The Disability Resource Center is located in Hathaway Hall Room 107. Students with disabilities are invited to contact Dr. Phillip Clay ([Phillip.clay@kysu.edu](mailto:Phillip.clay@kysu.edu)) in the DRC at 502-597-5076 for information on eligibility, required documentation, and available services.

Upon admission, a student who discloses a properly certified disability will receive a reasonable accommodation. However, in order to perform safe patient care, students must meet core performance

standards and functional abilities for admission and progression. By accepting admission and enrolling in the School of Nursing & Health Sciences, the student certifies that she/he has read these materials and understands the essential eligibility requirements of the program. Students are responsible for updating their enrollment status and assuring ADA accommodations documentation is on file at the SON. Examples of core performance standards as outlined in the Table 1.

### *Applicants with Foreign Education*

Applicants to Undergraduate nursing programs whose first language is not English must score at least 550 (paper) or 80 (Internet-based) on the Test of English as a Foreign Language (TOEFL). Registered nurses educated outside of the United States are required to present verification of having passed the Commission on Graduates of Foreign Nursing Schools (CGFNS) examination. In addition, Liberal arts and general studies credits earned at institutions of higher learning outside of the U.S. must be evaluated by the World Education Service (WES), Educational Credential Evaluators (ECE), or International Academic Credential Evaluators (IACEI) for determination of transferability prior to applying for admission consideration to an Undergraduate nursing program.

## Essential Eligibility Requirements

Examples of essential eligibility requirements for participation and completion by students in an Undergraduate nursing program include the following core performance standards:

Table 1. Examples of Core Performance Standards

Requirements	Standards	Examples (Not All-Inclusive)
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	<ul style="list-style-type: none"> <li>• Identification of cause/effect relationships in clinical situations</li> <li>• Use of the scientific method in the development of patient care plans</li> <li>• Evaluation of the effectiveness of nursing interventions</li> </ul>
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	<ul style="list-style-type: none"> <li>• Establishment of rapport with patients/clients and colleagues</li> <li>• Capacity to engage in successful conflict resolution</li> <li>• Peer accountability</li> </ul>
Communication	Communication adeptness sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> <li>• Explanation of treatment procedures, initiation of health teaching.</li> <li>• Documentation and interpretation of nursing actions and patient/client responses</li> </ul>
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	<ul style="list-style-type: none"> <li>• Movement about patient's room, work spaces and treatment areas</li> <li>• Administration of rescue procedures- cardiopulmonary resuscitation</li> </ul>
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> <li>• Calibration and use of equipment</li> <li>• Therapeutic positioning of patients</li> </ul>
Hearing	Auditory ability sufficient for monitoring and assessing health needs	<ul style="list-style-type: none"> <li>• Ability to hear monitoring device alarm and other emergency signals</li> <li>• Ability to discern auscultatory sounds and cries for help</li> </ul>
Visual	Visual ability sufficient for observation and assessment necessary in-patient care	<ul style="list-style-type: none"> <li>• Ability to observe patient's condition and responses to treatments</li> </ul>
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> <li>• Ability to palpitate in physical examinations and various therapeutic interventions</li> </ul>



### *Progression and Retention*

1. Students must take the courses as sequenced. This includes pre-requisites and co-requisites.
2. Students admitted into an Undergraduate nursing program [as demonstrated by an acceptance letter from the SON] must maintain a minimum overall 2.5 GPA on a 4.0 scale to remain in the nursing program.
3. Students must earn a grade of "C" (70%) or better in pre-requisites and co-requisites required for the nursing program that are not NUR prefix courses in order to progress to the next nursing course (didactic or practicum). Students who receive a grade of "D or F" in a pre-requisite or co-requisite course will not be allowed to progress to a subsequently sequenced NUR course.
4. Students must earn a grade of "B" (80%) or better in NUR prefix courses in the nursing program in order to advance to the next NUR prefix course.
5. Students previously admitted to the A.A.S. or Bachelor of Science program, but who are not currently enrolled in a major nursing course, must maintain a minimum cumulative 2.5 GPA in order to be eligible for readmission consideration.
6. Any NUR prefix major nursing course in which a "C," "D," "F," or "WF" is achieved as a final grade may be repeated only one time.
7. Students must pass both the didactic and practicum components of a nursing (NUR) course in order to pass the course.
8. Failure to adhere to the Student Clinical Supervision Guidelines will result in failure of the didactic and practicum components of the course.

### *Dismissal*

1. A student will be dismissed from the program after two failures of any course with the NUR prefix. Failure for courses with an NUR prefix is defined as achieving a final grade of "C," "D," "F," or "WF".
2. An "I" -- in any course with an NUR prefix -- that has not been converted to a grade within the time-frame established by the University, as outlined in the catalog, will be dismissed from the nursing program.

### *Withdrawal Policy and Procedure*

Withdrawing from the University means a student is no longer enrolled in any courses for the remainder of the term. Students should consult the University Catalog and University Student Handbook regarding requirements for satisfactory academic progression, grade point average, withdrawal, and the impact on eligibility for financial aid prior to withdrawing.

### *Readmission*

1. A previously admitted student who has not been enrolled for two or more academic semesters (fall and spring) in nursing must file an application for readmission and submit a written request to the administrator for the A.A.S. and Bachelor of Science program. Determinations of readmission (i.e., acceptance or declination) is at the sole discretion of the nursing faculty.
2. Applicants who apply for readmission to an Undergraduate nursing program and have been out of the program for two or more academic semesters (fall and spring), must meet the admission criteria and follow the plan of study in effect at the time of reapplication and readmission.
3. Any student who has not been enrolled in a nursing course with a practicum component (integrated or stand-alone) for more than one semester will be required to demonstrate clinical skills as a function of readmission consideration, in the form of a clinical skills check-off, for all prior practicum components. Skill requirements and acceptable levels of performance will be provided prior to check-off.
4. The student referenced in item #3 must document a total of thirty-two (32) hours of structured practice time with the Clinical-Simulation Laboratory Coordinator at least two (2) weeks prior to check-off.
5. All skills check-offs must be completed at least three (3) weeks before the semester begins.
6. If a student fails any portion of the skills check-off during the first attempt (see #5 above), the student is required to have eight (8) additional hours of documented practice [with the Clinical-Simulation Laboratory Coordinator] prior to the second skills check-off opportunity.
7. In the event of a second failure on the same skill or skill set, the student must practice the skill under faculty supervision prior to a third check-off.
8. In the event of a third check-off failure of any skill, the offer for readmission shall be rescinded.
9. Students who have failed two (2) or more nursing courses in any U.S. nursing program or who have been dismissed from any U.S. nursing program will not be considered for admission into any Kentucky State University School of Nursing & Health Sciences nursing program for a minimum of five (5) years from the last failure or dismissal.

### *Communication*

Communication from the nursing program Faculty and Administrators to the student may be in the form of handouts in the classroom, an e-mail, a Blackboard announcement, and/or other forms of written communication. General messages may be posted on the SON bulletin boards and/or on Blackboard. As such:

1. Students must remain current with Blackboard postings.
2. Students must not present on course days are responsible for obtaining requisite information.

3. Students must activate their kysu.edu email account.
4. Communication from School of Nursing & Health Sciences faculty or other program representatives will be sent to students using only the official school e-mail accounts.
5. Text messages are not considered a form of appropriate or official communication by or to faculty within the SON.

### *Internet and E-mail*

Internet access, an active KySU e-mail account, and e-mail access is required of all Faculty, staff, and students in the School of Nursing & Health Sciences. Communication with students must occur using a University-sponsored platform (e.g., KySU e-mail account, Blackboard LMS system).

## Course Attendance

### *On-Campus Courses*

Regular and prompt course attendance is required of all students enrolled at KySU. Consistent course attendance by students applies to all courses whether these are lecture or practicum (i.e., laboratory, or clinical sessions). Please reference the KySU catalog for the policy on attendance.

1. An attendance record will be kept for each course. If a roll is used for documenting course attendance, the student has the responsibility to sign the roll in each course attended.
2. Students who are not in course during roll call will be marked absent. A student is tardy when s(he):
  - (a) Reports to course after the published [determined] start time of a course.
  - (b) Exits the course prior to the end of the course without the instructor's approval.
3. Absences are recorded in the course roll. Absences are indicated on the faculty's grade report to the Registrar's Office at the end of each semester.
4. No matter how justifiable the circumstances for course absences, students must attend, as a minimum, at least three-fourths (75%) of the meetings for a given course in order to be eligible to receive credit in that course. If a student, for any reason, accumulates absences in a course in excess of one-fourth (25%) of the scheduled course meetings (didactic or practicum) for a semester and does not officially withdraw from the course, s(he) receives the grade of "F" in that course unless the circumstances are deemed extenuating by the Provost & Vice President for Academic Affairs.
5. Students with excessive absences and tardies will be reported to the Director for Undergraduate Nursing Programs. The University, College and School reserves the right to withdraw a student who has been excessively absent from courses.
6. Whenever students are tardy for or misses courses, they are not relieved of responsibilities to meet all course requirements and complete all course assignments.

## On-line Courses

Students enrolled in on-line courses for which campus attendance is not required must fulfill the following attendance requirements:

- Students must contact the instructor at least once during the first five days of class. (The first five days after registering for the course or the first five days after the start date of the course, whichever is later). Contact can include visit, phone, e-mail or course logon. Failure to contact is the equivalent of failure to attend; students failing to attend will be dropped and refunds are not automatically issued.
- Online Learning Courses are presented in weekly module units. The weekly attendance period begins Mondays at 12:01 am and ends on Sundays at 11:59 am Eastern Standard Time (EST). Absences must be reported and submitted at the end of every module to the Registrar.
- Online courses shall have, at minimum, weekly requirements for student participation. Online attendance activity within the online (virtual) classroom, usually includes but is not limited to, posting in a graded discussion forum, or submitting a written assignment. Faculty must include at least one weekly participation requirement per module per course in order to track and define attendance. Students should refer to individual course syllabi for specific attendance requirements.
- On-line students must interact with the instructor via telephone, email, Web, or in person during every week of the term. Failure to contact according to this schedule is considered excessive absence.

## Course Preparation

1. Students are responsible for obtaining their own lecture notes during courses. Faculty are not required to make lecture notes available to the students.
2. Students are expected to prepare adequately for each course and practicum experience. Failure to do so will be reflected in course/practicum grades as outlined in course syllabi.

## Course-Practicum Variation

Course and practicum days and hours may vary from those stated in the University Catalog and Registration Schedule in order to meet student learning and program needs. This schedule will not exceed the maximum course hours required by the University.

Scheduled changes will be made in writing [and provided to students] in the format identified by the course faculty. The changes should not conflict with other course schedules for other University programs. If a conflict occurs, the student should communicate this occurrence [in writing] to the Director for Undergraduate Nursing Programs for subsequent reconciliation.

## Electronic Devices

The use of electronic devices is allowed at the discretion of the faculty or instructor for course assignments and

practicum experiences. Students may not use these devices in any instructional areas which include: all classrooms, practicum assignment areas, conference rooms, and lecture halls during instructional sessions, workshops, and/or meetings. Under no circumstances can electronic devices be used to record conversations (recordings of lecture with permission of faculty only) or take pictures that do not pertain to course lecture.

For violation of this policy, consequences are as follows:

1. First Offense – Involved student(s) will be instructed to leave the course or practicum setting, will be counted absent for the day, and will need the faculty/instructor's permission to return to the course or practicum setting. If the offense occurs while the student is in the practicum setting, the occurrence will be documented on the student's clinical evaluation tool as designated by the evaluation process. If this offense occurs during testing, the exam will be recovered and a zero will be recorded. Student(s) will not be allowed to retest or make up this exam.
2. Second Offense – Involved student(s) will be instructed to leave the course or practicum setting, will be counted absent for the day, and will need the faculty/instructor's and the Director for Undergraduate Nursing Programs' permission to return to the course or practicum setting. If the offense occurs while the student is in the practicum setting, the occurrence will be documented on the student's clinical evaluation tool as designated by the evaluation process. If this offense occurs during testing, the exam will be recovered and a zero will be recorded. Student(s) will not be allowed to retest or make up this exam.
3. Third Offense – Involved student(s) will be instructed to leave the course or practicum setting, will not be allowed to return to the course or practicum setting, and will receive a failure in that course and/or for that practicum.
4. Documentation of offenses will be placed in the student's file.

## Graduation

All prospective candidates for graduation must successfully complete all requirements for graduation. It is the student's responsibility to make sure the graduation requirements have been met.

1. Students anticipating graduation should file an Application for Degree form by the date designated on the University Academic Calendar. Students who fail to have proper materials and applications submitted on time will be deferred until the next graduation period. The University Academic Calendar is available on the Kentucky State University website.
2. All students participating in graduation must complete a cap and gown order form by a specified date from the University approved vendor. Failure to order approved regalia may result in denial to participate in graduation ceremonies.
3. Pre-licensure candidates for graduation are required to complete the NCLEX®-RN Examination

Registration and Application Process. Information necessary to register to take the national licensing examination for registered nurses (NCLEX-RN®) can be found on the Kentucky Board of Nursing website.

4. The falsification of any requested information on the NCLEX®-RN Examination Registration Application may delay or nullify the process for obtaining registered nurse licensure and/or restrict your scope of practice.
5. Students should disclose all criminal convictions on your application (even if expunged) to avoid delay or confusion with the criminal background check and licensure process.
6. Candidates for graduation who anticipate participating in the SON Pinning & Recognition Ceremony are expected to purchase the SON approved pin.
  - a. Candidates should provide the pin company representative [with proper initials to be engraved on the back of the pin for identification if desired] along with a check or money order made payable to the pin company, or a credit card payment to cover the cost of the pin.
  - b. Graduation candidates who choose not to purchase the school approved pin will be unable to participate in the Pinning & Recognition Ceremony.
7. All prospective candidates for graduation must either pass a departmental examination or complete a written project in their major field. Departmental personnel will determine the exact nature of this requirement and inform students via written media in advance.

## Honesty

Each student enrolled at Kentucky State University is expected to adhere to rigorous standards of honesty. Refer to the Student Handbook for standards of Academic Conduct.

1. Cheating in any and all forms will not be tolerated.
2. Illegal possession of examinations is prohibited.
3. Students who cheat on examinations and/or assignments are subject to disciplinary action that may range from a grade assignment of "F" for the examination or the assignment up to and including dismissal from the nursing program.

## Honor Code

1. Students in the SON are expected to support and abide by the Honor Code/Integrity Policy of the SON in all activities related to his/her education.
2. The student will refrain from any form of academic and professional dishonesty or deception in the classroom, practicum, or other learning settings. These behaviors include cheating, plagiarism, violation of client confidentiality, falsification of data, falsification of records, and/or aiding and

abetting dishonesty.

## Practicum Policies and Procedures

Hands-on practical experience is a critical part of the nursing curriculum and is experience gained in various settings. The SON is committed to providing students with excellent practicum experiences at all levels. The SON partners with hospitals and other healthcare organizations to provide students necessary hours, and also the experience and exposure to many aspects of the Nursing profession.

### *Affiliate Placements*

#### A.A.S.

Student placements are communicated to students via email by the course coordinator prior to the start of any rotation at an affiliate organization.

#### Pre-licensure B.S.N.

Student placements are communicated to students via email by the course coordinator prior to the start of any rotation at an affiliate organization.

#### RN-B.S.N. Required Placements

The RN-B.S.N. program of study includes several practicum experiences designed by the Registered Nurse (RN) student to meet their individual professional goals. The practicum components are arranged by the student in consultation with the course faculty. The following information should be referenced when designing the experience, whether doing a project or a clinical-community practicum:

- Clinical experiences allow the RN student an exciting opportunity to analyze and evaluate aspects of healthcare that align with the student's career and behavioral goals.
- The experiences should meet the course objectives outlined in the syllabus. Required clinical hours may include working collaboratively with health care team members.
- Practicum experiences fulfill academic requirements and may not be part of the RN student's paid employment. Ideally, the student's experiences should be outside of her/his usual place of employment.
- Practicum hours may not be used to satisfy requirements for more than one course. Using the same clinical hours to satisfy requirements for more than one course is a violation of academic integrity.
- Always remember to wear professional attire and identify yourself as a Kentucky State University School of Nursing & Health Sciences RN to B.S.N. student in any clinical facility or project location. Refer to section on uniform requirements in this handbook.
- An affiliation agreement will be required if the RN student has any hands-on interaction with organization employees or clients. Please contact the course faculty to determine if an active contract is on-file. If a contract does not exist, it may take up to six months to get one in place. If this is the



case, the student is strongly encouraged to consider another option.

- The student bears responsible for ensure the agency has an affiliation agreement with Kentucky State University. If needed, have the Agency Letter of Agreement paperwork signed, and obtain any agency compliances. Finally, obtain faculty approval.

### *Affiliate Site Requirements (Off-Campus)*

Each affiliate site has specific requirements. Requirements and deadlines will be communicated to students upon finalization of placement. It is the student's responsibility to adhere to the requirements and deadlines and any additional paperwork. Please note that if you are at the same site more than once a semester, we may require a set of forms from you for each affiliate rotation.

## COMPLIANCE REQUIREMENTS

### *Mandatory Student Compliance*

A major part of students' learning will take place in an affiliate setting with hands-on interaction with patients, families, and other healthcare professionals. As such, the SON abides by the strict terms of our contracts with our affiliate partners which require that all students are clinically compliant. As a result, it is imperative that all students complete the mandatory compliance requirements before they are allowed to participate in any SON affiliate experiences.

These compliance requirements were developed in coordination with CDC guidelines for healthcare professionals as well as guidelines set forth by our affiliate partners to ensure student and patient safety. In addition, these clinical requirements are the same for ALL students regardless of degree and/or practicum status and must be adhered to at all times. Individual agencies may have further requirements.

In all instances, students are financially responsible for the cost of compliance requirements and should contact their insurance provider as soon as possible if they have questions about coverage or processes and procedures related to such coverage.

### *Exemption from Compliance Requirements*

There are very few exemptions to the requirements listed above. Students seeking an exemption from any requirements should submit an Immunization Compliance Waiver Request. The appeal should include substantive reasons for the request and will be determined on a case-by-case basis. Documentation from a healthcare provider should be included with the request.

### *Penalty for Non-Compliance*

Failure to meet any of the clinical clearance requirements as described on the CastleBranch website will jeopardize a student's approval to engage in the clinical experience. Prior to the start of each semester, students must meet clinical requirements designated by the Department of Undergraduate Nursing and specific clinical agencies. Failure to complete all requirements prior to the first clinical day will result in an

unexcused absence. All requirements must be current at all times in order to participate in clinical course(s). Additional requirements may be requested depending on the clinical agency where students complete their practicum work.

1. Students will NOT be permitted in practicum areas until ALL compliance requirements, except for the current flu season vaccination, are met and are current.
2. Students who become non-compliant during a term will be immediately pulled from all affiliate sites and will not be eligible to return until fully compliant with applicable requirements. Any clinical days missed as a result of non-compliance will be considered unexcused absences with no opportunity for making up the absence. Students may also be subject to other penalties outlined by the course faculty.

### *Compliance Requirements*

All students in the School of Nursing & Health Sciences, regardless of degree and/or clinical practicum status, are required to complete a:

- Drug Screen

A 10-panel urine drug screen is required upon admission for all students and must be completed through the CastleBranch compliance vendor. Drug tests from other laboratories or hospitals will not be accepted. Additional drug screens may be needed based on affiliate and SON requirements. Students will be informed as indicated.

- Background Screening

Domestic students are required to complete a background check before the start of their first course. The background check must be completed through the CastleBranch compliance vendor. Background screenings from other agencies will not be accepted. Once completed, the background screen results are made available to both the student and to the SON Director for Undergraduate Nursing Programs. Students should check their report for accuracy. The SON requires one initial report for each student; however, students must disclose any criminal convictions (including misdemeanor and/or felonies) that occur while enrolled in the nursing program.

International students: students arriving to the U.S. for the first time are not required to provide a background check since one has already been completed as part of the visa process. However, if the applicant has spent more than 30 days in the U.S. after receiving the visa, a new background check will be required.

### *Drug/Background Results*

Should a background check or report come back with an unacceptable offense, the school will review the information and decide on the applicant's progression. The department will then notify the applicant regarding

their status to continue in the program. These cases will be considered individually and, under extenuating circumstances, an exception could be made.

If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying agency. It is the student's responsibility to confirm whether or not the conviction will prevent them from taking a certification or qualifying examination upon completion of an academic program.

### *Vaccines, Immunizations, TB*

As a SON student at Kentucky State University, you are required complete all the necessary compliance requirements. There are a variety of items that students must keep up to date and submit to remain compliant:

- CPR Certification
- Vaccines, Immunizations, and TB Test
- HIPAA Online Training
- Blood Borne Pathogen Online Training
- Nursing License - RN (for RN-B.S.N. and DNP students)

There is more detailed information regarding vaccines, immunizations, TB and other compliance requirements on the SON CastleBranch portal.

PLEASE NOTE: It is students' responsibility to keep track of their records and requirements, in addition to submitting documentation in a timely manner. Practicum compliance requirements may be subject to change without notice due to individual and separate policy changes received from our clinical agencies.

Requirements are subject to change due to the demands of our affiliate agencies.

### *CastleBranch Medical Document Manager (Online Compliance System)*

All requirements and supporting compliance documents are to be submitted to and held by our compliance vendor, CastleBranch. Students must register for their personal medical document manager. Questions regarding initial set-up and subsequent issues must be directed to a CastleBranch Representative at 888-723-4263. Students must supply their own copy and keep the original documentation for their records. The SON will NOT copy immunizations or re-furnish immunization documentation to students for their own records, for CastleBranch, or for third parties (e.g., employers). This documentation is collected for the sole purpose of monitoring compliance in accordance with affiliate and public health requirements. Students should contact their healthcare providers or Student Health Services to obtain this documentation.

## *PRACTICUM GUIDELINES*

### *Practicum Attendance*

Students are expected to attend all practicum instruction and are fully responsible for all content presented therein. When illness or other special circumstances prevent attendance for (a) any laboratory instruction or (b) any practicum, the student must notify the assigned [affiliate and/or laboratory] faculty. Students who fail to personally notify the faculty of absence will be given an unexcused clinical or laboratory absence. The clinical faculty has NOT been notified if the student fails to speak directly to the clinical faculty. Absence from the practicum without prior notification will be deemed a Critical Incident and handled according to the Client Safety Policy. General guidelines related to clinical attendance include, but are not limited to:

1. Students who miss less than fifteen (15) minutes of pre-conference will be allowed to participate in the practicum experience that day; however, a tardy will be recorded. Three (3) tardies equal one (1) absence.
2. When students miss more than fifteen (15) minutes of practicum time, actions will be taken based on the situation and at the discretion of the faculty. These actions may include the recording of a practicum absence.
3. Attendance of all scheduled practicum experiences is MANDATORY. If a practicum make-up is allowed, the make-up experience will be scheduled at a time designated by, and at the discretion of the program faculty, and will depend on availability of facilities and faculty supervision. If the semester calendar does not allow for the scheduling of make-up time, and faculty or preceptors are not available, excused absences may result in a grade of Incomplete for the course and will delay progression to the next nursing course. Unexcused absences may result in practicum failure.
4. Make-up for an excused practicum absence must be arranged by the student with the faculty directly involved on the day the student returns to course. This request must be done in writing using appropriate form. Failure to comply with presenting a written request will result in an unexcused absence.
5. Practicum absences that may be considered excused are (but may not be limited to):
  - personal illness, including childbirth, documented by a primary health care provider within 24 hours of returning from the absence. The student must also provide a valid medical excuse from the licensed primary health care provider giving permission to return to clinical;
  - substantial illness of an immediate family member;
  - death of immediate family member (includes funeral of same);
  - jury duty; and
  - unavoidable acts of nature.

6. Students in an affiliate agency who are deemed unprepared, and therefore unsafe to practice, will be sent from the practicum area by the faculty. A Critical Incident Report will be completed. Faculty will give students sent from the practicum area a written prescription for remediation to the SON learning area. This exclusion from a practicum assignment shall be considered an unexcused absence.
8. The first unexcused practicum absence shall be reviewed by a faculty team. Upon review of the student's overall attendance record, clinical performance, circumstances involved in the absence, and clinical student learning outcomes, the faculty team will make one of the following recommendations:
  - a. Continued enrollment in the course with stipulations including make-up and warning.
  - b. Failure of both the practicum and didactic components of the course.
9. A second unexcused clinical absence will result in failure of any and all components of the course(s).

### *Practicum Preparation Requirements*

Pre- and/or post-conferences may be integrated within the practicum period. Students are expected to attend pre-conferences prepared to discuss client care activities with all required documents for each assigned client. A post-conference may be scheduled at the end of the clinical day. Attendance in pre- and post-conferences is mandatory. The faculty have ultimate responsibility for decisions relative to students as part of the practicum experience. Faculty may require additional preparation as necessary to meet the student learning outcomes. Students should prepare for the clinical experience by:

1. Obtaining client assignment on designated day and time.
2. Completing all documents required for participation in the designated experience as outlined in the course syllabus and/or communicated by the course faculty.
3. Preparing for performance of necessary psychomotor skills including giving medications (drug cards), etc.

### *Client Safety*

Any actions by the student which threatens the client's physical and/or emotional well-being or violates the SON Clinical Supervision Guidelines will be considered unsafe. This includes medication errors and instances in which the faculty intervenes to protect the safety of the client or prevents the violation of Nursing Clinical Guidelines. Failure to adhere to the SON Clinical Supervision Guidelines will result in an "F" in the course and disciplinary referral. Other actions threatening client safety will be addressed as follows and in accordance with the Bachelor of Science Student Evaluation Procedure:

1. The student will be notified of the occurrence and will be dismissed from the clinical area for the remainder of that day. The occurrence will be documented on the student's practicum evaluation tool as designated by the evaluation process.

2. A Critical Incident Report will be completed. One copy will be filed in the student's record. One copy will go to the student and one copy will go to the Director for Undergraduate Programs. An agency (hospital, clinic, nursing home, etc.) incident report may be required according to the agency's policy. A copy of the Critical Incident Report completed by the clinical faculty will be given to the student within two (2) school days following each violation.
3. A second violation will necessitate a conference between the Program Director and the student. A warning of dismissal will be issued and the student will receive a failure for the day. The occurrence will be documented on the student's evaluation tool as designated by the evaluation process.
4. A third violation will result in dismissal from the clinical area, a conference with the course faculty, clinical faculty, and Director for Undergraduate Programs, and may result in permanent dismissal from the School of Nursing & Health Sciences.

### *Reportable Events*

Reportable events during a practicum experience are defined as care errors, exposure to pathogens, patient injuries, violation of policy, accusations, threats or sudden student illness during the practicum (e.g., fainting). Those involved may include SON students, faculty, patients, or agency personnel. The immediate response to the event will include adherence to agency policy for reporting and documenting the event and following post exposure policy, if applicable. In addition, the faculty/instructor/preceptor shall report the event to the course coordinator within 24 hours of the event. The course coordinator will report the event to the program Director within 24-48 hours of the event. The report shall be maintained in the student file and protected from disclosure to the extent protected by law. The faculty member, course coordinator, and Director shall review actions needed to prevent a similar event in the future within two (2) weeks of the event.

### *Medication Error*

A medication error is defined as any violation of the rights of medication administration in keeping with the clinical agency and SON guidelines. A medication error may be defined as medication given to a client with a known allergy to the medication, omission of a medication, the administration of a discontinued medication, duplication of a dose of medication, and/or the administration of incorrect medication including intravenous solutions at the wrong flow rate.

1. It is the student's responsibility to notify the faculty as soon as the medication error is discovered.
2. The student must take the appropriate measures as indicated by the action and/or potential side effects of the medication.
3. The student must follow the agency and the School of Nursing & Health Sciences policies regarding reporting a medication error.

4. Medication administration is a critical component of the clinical evaluation tool. The student must pass this component.
5. A medication error will result in a clinical failure for the course if:
  - The student fails to report the medication error to the faculty.
  - The student fails to make the appropriate follow-up after committing the error.
  - The student commits three (3) errors in the same nursing course or three (3) errors in the same semester when two or more courses are taught.
  - A single life-threatening medication error is made.

### *Occupational Exposures*

Exposures to blood or body fluids that occur as a result of needle sticks, cuts, splashes, or sprays that occur during practicum experience could result in transmission of bloodborne diseases (such as Hepatitis B, Hepatitis C, or HIV). Care should be taken to ensure student and patient safety. In the event of an exposure, the following procedure is to be followed:

1. Wash site immediately and thoroughly with soap and water to remove and potentially infectious fluid and tissue. Flush mucous membranes with water.
2. Report exposure to the appropriate authorities at the practicum site and SON faculty.
3. Post-exposure care: Students should access care at the site where the exposure occurred by following the post-exposure plan of the agency, the nearest student health care provider, or at the nearest ER.
4. Follow-up of post-exposure care: Students should follow-up within a week at the facility where care was received to confirm that all blood tests have been reviewed and that appropriate treatment is in place. Additional follow-up may be required; students must follow the advice of the health care provider.

### *Payment for post-exposure care*

In all instances, students are financially responsible for the cost of post-exposure care and should contact their insurance provider as soon as possible if they have questions about coverage for post-exposure care or processes and procedures related to such coverage.

### *HIPAA*

1. It is the policy of the SON to ensure that operations, activities, and business affairs of patients are kept confidential. Any information that is during the practicum experience shall be handled in strict confidence. Students are responsible for the security of any such information. Agencies may ask

students to sign a statement of confidentiality at the time of orientation and periodically throughout their experience to acknowledge their awareness of and reaffirm their commitment to confidentiality.

2. HIPAA violation will be subject to review by a Faculty Committee as appointed by the SON Chief Academic Officer and may result in student failure and dismissal from the nursing program.
3. All students should remember that HIPAA rules and regulations also apply to information posted on social networking and any other public and/or private sites.

### *Maternity Policy*

The SON places no limitations upon how long students may be enrolled when pregnant, provided that they remain able to fulfill their academic responsibilities. Students should be aware of the policies of the affiliated agencies to which they are assigned that may prohibit their assignment there. Prior to the beginning of each semester, and preferably at the time of registration, it is essential that students who are pregnant contact their nursing faculty advisor. The advisor will review with each student the practicum assignment for the coming semester and will assist the student in arranging whatever accommodations may be appropriate because of the pregnancy, such as an altered program or a leave of absence.

The following information should be uploaded to the compliance tracker:

1. Name and address of physician.
2. Expected date of delivery.
3. Name and phone number of individual(s) to be contacted in case of emergency.
4. A letter from the physician or nurse midwife stating that the student's health status will not be jeopardized by enrollment in the practicum.

### *Physical and Mental Requirements*

Students must be able to perform the essential functions necessary to provide safe, quality care to patients in a variety of nursing units. Nurses spend a significant amount of time on their feet and will face a number of physical demands on the job. Daily care for patients may include moving patients from one place to another, helping bathe a patient, or changing him/her into clean attire, as well as use and maintain medical equipment. Students must have the physical strength and motor function, as well as be able to execute motor movements necessary to provide general care and respond to urgencies in the health care setting. Specifically, a student must be able to meet the requirements as defined in the clinical objectives for the course in which the student participates. Students may be asked to leave the nursing program, regardless of academic grade, if a physical or emotional condition exists the nature of which effects, or is affected by the student's performance in nursing.



All considerations of students' mental or physical abilities will comply with KSU's policies and procedures as set forth by the Disability Resource Center, the Americans with Disabilities Act of 1990 (ADA), and Sections 504 and 508 of the Rehabilitation Act of 1973. Students requiring permanent or temporary accommodations in the performance of their practicum duties should contact their Dean or the Disability Resource Center to discuss necessary accommodations.

### *Return to Course*

A student who is hospitalized must present a return to work certificate from their physician to the Director for Undergraduate Programs, before returning to classroom/practicum areas. Other circumstances that may affect a student's or client's safety will also require a return to work certificate (Examples: communicable disease, delivery, accidents). It is the student's responsibility to report such situations to the clinical faculty and the Director for Undergraduate Programs. Failure to notify University personnel of these situations may result in dismissal from the Program.

### *Alcohol and Controlled Substances*

The improper and/or illegal use of controlled substances, including alcohol, can seriously injure the health of students, impair their performance of their responsibilities, and endanger the safety and well-being of fellow students and members of the general public. Students who are engaged in a practicum experience may be required to submit to random testing for illegal use of controlled substances as provided by the law or regulations of the contracting agency. Just cause for student disciplinary action includes, but is not limited to, use or unauthorized possession of intoxicants, controlled or illegal substances, or materials dangerous to public health or safety. It is not acceptable to use alcohol or illegal drugs prior to or during course or practicum. Immediate disciplinary action will occur. Please reference the SON Drug and Alcohol Policy located in this Handbook.

## Uniform Policy

### *The Official SON Uniform*

Dove Professional Apparel is the official supplier of uniforms for the SON. Order information is provided at the start of each academic year. More information is available at [www.doveapparel.com](http://www.doveapparel.com)

1. Uniform scrubs and laboratory coats for undergraduate students shall be purchased from the designated uniform vendor [i.e., Dove Professional Apparel].
2. The uniform worn by SON undergraduate students consists of a green, uniform top and bottom w/monogram, short white laboratory coat w/ program patch and all white, all leather, closed-toe shoes professional in appearance (no colored markings on shoes). Any and all deviations from the

uniform are on a case-by-case basis and must be submitted to the SON Chief Academic Officer for approval.

3. Pregnant students are to wear the maternity uniform approved by the nursing Faculty. The appropriate time to change to the maternity uniform will be decided by the Faculty and the student involved.
4. Other items required for use with the uniforms are:
  - Name pin
  - Black pen
  - Standard watch with a second hand
  - Bandage scissors
  - An approved stethoscope
  - Penlight
  - Hemostats
5. The attire for RN-B.S.N. students participating in a practicum experience should be business casual dress with the official B.S.N. laboratory jacket and nametag. Students and faculty are required to adhere to the policies and regulations of the clinical institutions with whom we partner. The responsibility for establishing guidelines for the professional attire of nursing students rests with the faculty and administration of the school.

### *Uniform Appearance*

In addition to good personal hygiene, the following are expected when wearing the uniform:

1. The uniform should be clean, neat, and wrinkle free. No alteration of the style of uniform will be permitted.
2. Clean, white hose or knee-high stockings free from runs, or white dress length socks should be worn with the uniform. Ankle length hose/socks are unacceptable.
3. Shoes appropriate for professional appearance, all white, all leather, will be worn. Laces should be clean, shoes polished and in good repair. Shoes must cover the entire foot.
4. A white round-necked T-shirt may be worn under the uniform shirt. During cold weather a white turtle-neck may be worn under the uniform top.
5. Undergarments must be worn by all students while in the SON uniform.

### *Laboratory Coat*

A laboratory coat is a required uniform item. An exception is made for areas in the hospital where a lab coat is prohibited, or employees must wear hospital-issued attire.

1. The use and wear of the laboratory coat with the official school approved name pin and patch

is restricted to practicum periods as designated by the nursing Faculty.

2. For female students wearing professional street clothes, dresses or skirts should not be above knee length.
3. Males may wear dress slacks or khakis. Denims and/or T-shirts are not acceptable.
4. Safe, appropriate shoes should be worn. Tennis/athletic shoes, stilettos, flip flops, and sandals are not acceptable.

### *Personal Appearance*

1. While wearing the SON uniform, the student's hair must be neat, clean and not touch the collar if hair is not pulled back. Any hairstyle creating a health hazard is not permitted. Ponytails are not to be worn by students in uniform. Hair ornaments and/or fasteners, unless concealed, are not permitted with the uniform. A neatly clipped beard and/or mustache are acceptable for male students.
2. Nails are to be clean, short and without polish. Artificial nails are not permitted.
3. Cosmetics should be worn within the limits of good taste. Colognes, perfumes or shaving lotions are not to be used.
4. Minimal jewelry may be worn while in uniform.
5. It is preferred that no earrings be worn; however, unadorned pierced metal stud earrings are acceptable. Studs may not exceed 1/8" in diameter. Fad earrings are not acceptable (i.e., two or more earrings in one ear).
6. The wearing of visible body rings (piercings) is not permitted in the practicum setting.
7. Visible body art (tattoos) must be tastefully concealed.
8. In addition to the policies and procedures outlined by the SON, students are required to adhere to all the policies and procedures outlined by the affiliate agencies. Affiliation policy regarding clothing and personal appearance supersedes those established by the SON.

### *Uniform Utilization*

1. Uniforms are to be worn only in the clinical area, skills laboratory and for activities approved by the nursing Faculty.
2. While in uniform, students may smoke and/or eat only in the areas designated according to agency policy. Gum chewing in the practicum area is not permitted.
3. Uniforms are the property of the students. However, the uniform represents the University and may be worn only by undergraduate students enrolled in the nursing program.

### *Uniform Infractions*

An infraction in uniform regulation will be considered a serious offense and will be reflected in both the student's formative and summative clinical evaluation tools. Students will receive a written report of the

infraction from the faculty on the day of the occurrence. Deviations from the uniform policy will be documented on the student's evaluation tool as designated by the course evaluation process and may result in removal of the student from practicum experience and receipt of an unexcused clinical absence.

### *Practicum Transportation*

Each student is responsible for his or her own transportation arrangements and costs to all practicum sites. These sites may be located some distance from the SON, and public transportation may not always be available. Students are not permitted to transport clients or other persons during practicum hours nor are faculty or host agency personnel permitted to transport students. Students must have access to a vehicle for each practicum day due to the nature of the practicum experience. The expectation is that students will each provide their own transportation as carpooling is generally not feasible.

### *Liability Insurance*

The SON maintains a general and professional liability insurance self-insurance program, subject to limits, conditions, and exclusions. As a general rule, students participating in practicum experiences are covered under the SON insurance program, although there may be some exceptions. The University executes contracts with learning sites delineating the responsibilities of all parties including professional liability and clinical oversight. If there is a situation when the University does not provide general or professional liability insurance for a practicum course the student shall be informed so arrangements can be made to secure the coverage in another way. In every instance, students must be enrolled in an NUR course to be covered. Students who audit courses are not covered. Students need to remember their insurance coverage is contingent upon the student working within the scope of the practicum agreement. Activities the student may be asked to do (or want to do) that are not within the scope of the practicum agreement could jeopardize insurance coverage. Activities for pay are never covered by the University's insurance.

## Community Service Hours

In keeping with the mission and vision of the SON, all students are required to obtain community service hours during their program of study. Community service is defined within the SON as "donated service that is performed by the student to benefit the members of the community." Policy and procedure specifics related to community service hours are delineated below.

1. Community service hours must be approved by the student's Nursing Advisor prior to participation in the community service activity.
2. All requested and completed activities must be documented on the Community Service Hours Approval Documentation Form.
3. It is the student's responsibility to maintain a portfolio containing the original approval

documents.

4. All documentation for community service hours should be completed and submitted by April 1<sup>st</sup> for students graduating in the spring. Failure to complete or submit the required hours by this time may jeopardize your ability to graduate and/or participate in commencement and SON end-of-program ceremonies.
5. Students are to obtain the community service hours independently and not as a part of the required practicum hours that are developed for practicum courses. No part of the school uniform should be worn during this time.
8. Students in the Undergraduate nursing program regardless of entry option are required to complete 24 hours of community service.
9. Nursing advisors are required to use the following criteria to approve all community service hours:
  - Students cannot participate in the care of clients using their status in the School of Nursing & Health Sciences.
  - Community service hours must be obtained within the Frankfort, KY community.
  - Students should not receive compensation for community service hours obtained.
10. Examples of community service include:
  - Working with Habitat for Humanity
  - Tutoring Youth within an organization or church group.
  - Volunteering for different charities (United Way, Relay for Life, etc.)
  - Volunteering at a local library
  - Volunteering at a Shelter
  - Volunteering at a Senior Citizen's Center
  - Church/Religious Projects
  - Clean Up Activities (such as Cemetery)
  - Volunteering at local school districts
  - Nursing organizations
  - Volunteering to assist with Health Fairs (church related and Greek related)
  - Daycares at churches
11. Other community service hours not listed will need approval from the Director for Undergraduate Nursing Programs.
12. Students must present written documentation of any and all community service hours to their Nursing Advisor by the first of the month prior to graduating (e.g., April 1<sup>st</sup> for May graduation, November 1<sup>st</sup> for December graduation).

## Policy Changes

Changes in policies, procedures and practices may be necessary. These changes shall become effective once communicated in writing to the student(s) either individually or in the aggregate.

# *APPENDICES*

## Appendix A

### *INTEGRITY POLICY*

All students in the School of Nursing & Health Sciences (SON) are expected to comply with all University and SON policies, procedures, and expectations related to integrity, professional role expectations (see Policy), and standards and codes of conduct. Failure to do so will result in disciplinary actions as outlined in University and/or School of Nursing & Health Sciences policies and procedures.

#### Purpose of the SON Integrity Policy

Required as a citizen of the SON community, each student is responsible for abiding by the principles of academic integrity, professional integrity, and respect for others throughout his/her tenure in the SON. The SON Personal Integrity Guidelines set forth specific standards of conduct that provide a framework for applying each principle in the context of nursing education and the nursing role. These guidelines state the expectations of the SON with respect to some specific integrity issues that may arise in the course of nursing education. All SON students are expected to conduct themselves in accordance with these guidelines. However, because no set of guidelines can anticipate all potential challenges to personal integrity, students are also expected to adhere to the principles of academic integrity, professional integrity, and respect for others in all endeavors pertaining to nursing education and the nursing role.

#### Policy

1. Cheating. Dishonesty of any kind with respect to examination, course assignments, alterations of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating, but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat will be considered as guilty of cheating as the student he/she assists. The student should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of course.
2. Plagiarism. Honesty requires that any ideas or materials taken from another for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs, to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgement also is considered plagiarism. Any student who fails to give credit for ideas or materials that he takes from another is guilty of plagiarism.
3. Academic Integrity. Every student in the SON is expected to demonstrate academic integrity, including (but not limited to) the standards listed:



- Follow the specific directions of course faculty with respect to academic integrity and academic honesty.
- Understand and comply with correct procedures for citation and documentation of references and assignment of credit in all written submissions (papers, research reports, or clinical reports), always avoiding plagiarism.
- Submit only one's own work for course credit, and not the work of any other.
- Complete all academic work independently unless the faculty member or other responsible authority has expressly authorized collaboration with others, refraining from unauthorized collaboration on work that is claimed to be one's own.
- Ask instructors for clarification if there is any question concerning the degree of collaboration permissible on an assignment.
- Give full credit and acknowledgement to all collaborators on projects and reports in which collaboration is permitted.
- Do not use a significant portion of any paper or project to fulfill the requirements of more than one course, unless you have received prior faculty permission to do so.
- Observe the time constraints imposed on tests, quizzes, examinations, and assignments, and take them when scheduled unless appropriately excused.
- Do not use or consult unauthorized materials, equipment, or devices when taking tests, quizzes, examinations, or other evaluative procedures.
- Refuse to give unauthorized aid to other students or to receive unauthorized aid from other students on tests, quizzes, examinations, or assignments. (Note: The term "assignment" is used for any work, required or volunteered, submitted to a faculty member for review and/or academic credit.)
- Refuse to take examinations or to complete assignments for any other person.
- Respect the intellectual property and educational and research materials of others, recognizing that depriving them of such property (by improperly denying access, damaging, or destroying such property or materials) would result in unfair academic advantage.
- Respect the intellectual property of course instructors and all creators of course content by complying with principles of fair use and copyright law, and by avoiding unauthorized appropriation, reproduction, or dissemination of course materials in any medium (print, audio, visual, multi-media, online).
- Use only one's own access codes, passwords, login codes, keys, and facility access cards.
- Never attempt to access academic or administrative files research documents, or client medical records without authorization.
- Never alter, falsify, or fabricate academic, research, clinical, or client documents.
- Be truthful in all applications for admission to academic programs, employment, and financial support for education or research.
- Honestly represent one's own academic, clinical, and work credentials under all circumstances.
- Refrain from all other behaviors that clearly compromise intellectual integrity and honesty.
- Promptly report any suspected violations of academic integrity to the appropriate School of Nursing & Health Sciences.

## Appendix B

### *PROFESSIONAL ROLE EXPECTATIONS AND STANDARDS OF CONDUCT*

The KySU Student Handbook defines appropriate attire for students enrolled in the University. In addition, as a student enrolled in an educational program which will prepare students to enter the profession of nursing, there are professional expectations to which students will be expected to adhere at all times. Nursing students are expected to:

1. Adhere to the University's Dress Code.
2. Dress appropriately for courses on campus as well as when going into your assigned clinical area or to off campus meetings, workshops or conferences (well-groomed hair, shoes, no pajamas, no exposed midriffs or cleavage, neatly shaven, no exposed underwear of any kind, appropriate fitting uniforms and clothing). Student nurses' uniform should not be worn for activities not directly related to the clinical nursing experience such as to grocery stores, shopping centers or restaurants. Uniform infractions will be given for violations observed by any faculty member within the SON.
3. Use accurate terminology related to nursing and health care.
4. Behave in a professional manner in all circumstances regarding your nursing responsibilities including politeness, modulated tone of voice, appropriate eye contact, seeking clarification when information is unclear and freely seeking assistance.
5. Seek role models and mentors to help you shape your nursing career and be a role model for others who are in the process of nursing career exploration and preparation.
6. Treat confidential information appropriately. See section regarding HIPAA Violations.
7. Adhere to appropriate moral values and ethical rules in your decision-making related to client care and your own personal behavior as well.
8. Participate in pre-professional nursing organizations (i.e., ) that can benefit students as well as the nursing profession. Specific benefits to individuals include opportunities for scholarships, conferences and conventions, networking with students from other nursing programs, obtaining discounts on nursing publications and related items and developing an appreciation for the importance of nursing organizations to the nursing profession.
9. Be self-directed in the pursuit of learning and honest in appraising capabilities and limitations as a nursing student. Students are expected to demonstrate a commitment to excellence in academic achievements and in the orderly development of clinical competence.
10. The general and specific standards of conduct set forth exist to provide basic guidelines of generally acceptable behavior for students enrolled in the School of Nursing & Health Sciences. Failure to meet any of the general or specific standards of conduct or any unspecified behavioral expectation will result in disciplinary action, up to and including dismissal from the School of Nursing & Health Sciences.
11. A student generally meeting the behavior expectations of the School of Nursing & Health Sciences will, at a minimum:

- A. Accept responsibility for his or her behavior and take action, which gives evidence of persistent efforts toward changing that unacceptable behavior.
  - B. Demonstrate accountability for his or her actions in both the clinical and classroom areas.
  - C. Exhibit personal and professional integrity in both clinical and classroom settings.
  - D. Promote and maintain client safety.
  - E. Maintain client confidentiality.
  - F. Display behaviors that reflect caring, concern, flexibility, courtesy, nonjudgmental or unprejudiced beliefs in interactions with clients, families, health care providers, peers, faculty and administration.
  - G. Demonstrate respect for others by:
    - Treating all persons with respect in accordance with University policies of nondiscrimination and non-harassment.
    - Demonstrating respect for clients with cultural backgrounds different from one's own.
    - Respecting the rights of clients and research participants and their families to be informed about and to participate in decision-making concerning their health care.
    - Communicating truthfully with clients and colleagues in all clinical situations and avoiding misrepresentation.
    - Treating all colleagues and peers in health care endeavors with consideration, courtesy and cooperation.
    - Respecting the modesty and privacy of all clients and research participants.
    - Maintaining a neat and professional appearance consistent with clinical site requirements and SON policy.
    - Maintaining civility and professional behavior at all times in classroom, laboratory, clinic, hospital, and all health care settings.
    - Avoiding disruptive and aggressive behavior.
12. The following specific behaviors are deemed unacceptable by the School of Nursing & Health Sciences:
- A. Absence without justification or proper notice.
  - B. Excessive absenteeism or tardiness.
  - C. Inattentiveness, sleeping, or engaging in any behavior which is deemed disruptive to the educational process during both classroom and clinical settings.
  - D. Refusing to follow instructions of a course instructor, supervisor, administrator or other person of authority.
  - E. Failure to prepare for course or clinical experience, or refusal or failure to perform a course or clinical assignment.

- F. Disruptive or violent behavior including, but not limited to, engaging in inappropriate or prohibited behavior, threatening, intimidating, coercing, or interfering with the educational process or experience of other students, faculty or SON personnel.
- G. Failure to speak or act in a professional, respectful or courteous manner to any person in the clinical setting, SON, and/or affiliate agency.
- H. Violation of the drug policy.
- I. Violation of the firearms policy.
- J. Fighting (physical or verbal) on the SON or other University premises.
- K. Theft or misappropriation of property of the clinical agency, SON, other students, or any person whom the clinical agency or SON provides services.
- L. Abuse, misuse, or deliberate destruction of clinical facility, SON, and/or University property or equipment.
- M. Using another's name, name pin, or personal identification or permitting another to use your identification.
- N. Misrepresentation, falsification or material omission of fact from any record, including but not limited to the clinical agency records or School of Nursing & Health Sciences records.
- O. Violation of the dress code.
- P. Lewdness or indecent behavior.
- Q. Off-campus behavior reflecting adversely on the SON or University or its reputation. Disciplinary Action may be taken depending on the nature of the off-campus behavior. See policy Student Handbook.
- R. Sexual or other unlawful harassment of any fellow student, client, or any other person connected with the clinical agency or the SON.
- S. Unauthorized disclosure or discussion, either inside or outside of the clinical agency or the SON, of confidential information concerning the client's family, physician, or other health care provider, faculty, and/or student.
- T. Unauthorized access to or breach of confidentiality of any of the School of Nursing & Health Sciences confidential business or proprietary information, whatever the form.
- U. Failure to follow the policies and procedures of the clinical agency.
- V. Failure to adhere to the Social Networking Policy.

The list of specific standards is for guideline purposes only and is not intended to be exhaustive of the SON behavioral expectations.

## Appendix C

### *DRUG AND ALCOHOL POLICY AND PROCEDURE*

1. It is the intent of KySU SON to maintain a learning and teaching environment that is drug and alcohol free in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the SON that all nursing students be free of any chemical impairment during participation in any activities related to client care in the classroom, laboratory, and clinical settings. The overall purpose of the policy is the provision of safe and effective nursing care to clients by students who are drug and alcohol free.
2. Possession and/or use of an illegal drug, an unprescribed controlled drug or use of alcoholic beverage by a nursing student in the SON is strictly prohibited in the classroom, laboratory, or clinical setting or on campus property. Within the scope of the policy, students are prohibited from using, possessing, distributing, manufacturing, selling, or attempting to sell illegal drugs. Students are prohibited from being under the influence of illegal drugs, unprescribed controlled drugs, alcohol, or inhalants while on campus, in campus vehicles, or in an affiliated clinical facility.
3. Students enrolled in nursing courses are required to submit to drug and alcohol testing prior to participation in clinical laboratory experiences.
4. Some clinical agencies may require pre-clinical and/or random drug testing of students before and during clinical rotations.
5. All costs related to drug testing [beyond the admission requirements] is the student's responsibility.
6. Any student who refuses to submit to testing will be dismissed from clinical and treated as a positive drug screen.

#### Definitions:

**Drug Testing:** The scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting drugs or alcohol.

**Illegal Drug:** any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

**Impaired:** A person's mental or physical capabilities are reduced below normally acceptable levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes

as manifested in speech or actions. Impairment will include changes in function related use, addiction to, and / or physical dependence upon chemical substances, illegal or legally prescribed.

Nursing Student: Any individual formally enrolled in a SON program, including those individuals enrolled in distance education courses.

Substance Abuse: The manufacture, use, sale, purchase, distribution, transfer or possession of an illegal drug by any nursing student while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity.

#### Drug and Alcohol Prescriptions and Duty to Notify of Drug/Alcohol Convictions

1. Any substance abuse, as defined in this policy, or a violation of any term of the University Policy, while engaged in any clinical experience is strictly prohibited. All students enrolled in SON courses or programs are required to abide by these rules when reporting to nursing-related courses and clinical experiences and while at affiliating clinical agencies (including parking lots and grounds). Nursing students who violate these rules will be deemed unable to meet the essential qualifications/functions of the nursing curriculum and thus, subject to dismissal from the nursing program.
2. Under no circumstance should nursing students participate in nursing-related courses or clinical activities while they are impaired.
3. Nursing students determined by appropriate SON officials to have violated these prescriptions may be dismissed from the SON.
4. A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such violation, if substantiated, will result in the student's dismissal from the SON.

#### Student's Agreement to Submit to Drug Testing by Affiliating Clinical Agencies and to Consent to Release of Test Results to University Officials

1. For all affiliating clinical agencies which require nursing students to be subject to the agency's drug/alcohol testing policies (including but not limited to pre-employment or pre-clinical placement testing or when there is reasonable suspicion to believe that a student may be impaired or is or has been engaged in substance abuse as defined herein), the student may be tested in accordance with the affiliating agency's policies.
2. Prior to being assigned to an affiliating clinical agency and as a pre-requisite for placement at any affiliating clinical agency, the nursing student shall sign a consent: a) to abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which a student is assigned; b) to submit to any drug/alcohol testing required by the affiliating clinical agency; and c) to release a copy of any and all drug/alcohol test results to appropriate SON officials. Failure to sign such consent shall be grounds for non-placement at an affiliating clinical agency and may result in a dismissal from the program.
3. The cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency. Neither the University nor the SON, or any of its officers or employees, shall absorb drug/alcohol testing costs arising out of any nursing student's placement at an affiliating

clinical agency.

4. A positive substance abuse test shall result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences.
5. The Director for Undergraduate Programs will notify a student who has a positive drug test. If a student tests positive for a prescribed drug, the student must obtain a written statement from a qualified physician stating that the drug will not interfere with safe practice in the clinical area.
6. A student's failure to submit to a required drug screen, or attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet objectives for the course; therefore, progression in the program will not be permitted.

The Drug Testing Procedure set forth below will be followed:

1. Drug tests will be arranged by the SON in accordance with clinical agency requirements. All costs related to any drug testing is the student's responsibility. Payment for drug testing is due at the time the service is rendered.
2. Tests will be conducted by a qualified laboratory in accordance with established methods and procedures. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure that the samples identified to a nursing student actually contain materials from that student, that the samples are protected from tampering, and that the analysis of the samples is done in accordance with reasonable and accepted medical standards.
3. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse, as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.
4. The Director for Undergraduate Programs will be notified of all test results. The Chairperson of the School of Nursing & Health Sciences will be notified on an as needed basis.
5. Presumed positive test results for substances that cannot be verified based on available evidence, will be confirmed by the best currently available techniques as determined by the testing facility. If the student refuses to comply with the techniques determined by the testing facility, the student will be dismissed from the nursing program based on a positive drug screen. Positive test results shall be documented in the student's record in the SON.
6. If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease and the student will be released from further action.
8. Licensed nursing students who refuse to submit to drug/alcohol testing or who have positive drug test results will also be reported to the appropriate state board of nursing. Full reinstatement of licensure will be required for an unrestricted return to the educational program. Clinical Agency agreements may require disclosure of the student's previously restricted license related to drug/alcohol abuse. The clinical agency may refuse clinical placement of a student with a previously restricted or modified license. If clinical placement is denied, the student must withdraw from the nursing program.

## Student Self Disclosure of Prohibited Substance Use

A student who self-identifies use of a prohibited substance and is requesting help to deal with the problem should contact the Director for Undergraduate Programs. The Director will institute the drug testing procedure as described in this policy. The cost of all drug/alcohol testing required by the SON shall be borne by the student. Neither KySU nor the SON, or any of its officers or employees, shall absorb drug/alcohol testing cost. A student who has a positive test for prohibited substances will be denied progression in any program of the SON. The student's name and test results will be sent to the Provost & Vice President of Student Affairs. The student may apply for readmission to the nursing program after 6 months, if subsequent drug testing is negative. The returning student will be subject to random drug screening while enrolled in the nursing program.

### Confidentiality

All drug testing results will be treated by the SON as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. The School and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal administrative agency.

### Procedures for Readmission after Positive Drug Test

#### A. Readmission Prerequisites

A student who is denied progression in the SON due to a positive drug test will be considered for readmission if the following conditions are met:

1. Submission of a verifiable letter from the Counseling Services of KySU or from a recognized drug treatment agency stating that the student has successfully completed a substance abuse program.
2. Submission to a drug test prior to readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for readmission.
3. Submission to drug tests as requested by the SON or clinical agencies after readmission, in accord with the policies of the University.

#### B. Incidence of Reoccurrence after Readmission

A student who is readmitted to the nursing program and thereafter tests positive for any drug/alcohol test or is otherwise determined to have engaged in substance abuse as defined herein will be permanently dismissed from the program and will be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

#### C. Appeal Process

A nursing student may appeal the SON decision to dismiss or not readmit a student through the established SON Academic Grievance Policy.



Appendix D

UNIFORM INFRACTION FORM

STUDENT NAME	DATE	INSTRUCTOR	COURSE
CRITERIA		INSTRUCTOR'S COMMENTS [initials]	STUDENT'S COMMENTS [initials]
<b>I. ARTICLES NEEDED FOR USE WITH UNIFORM</b>			
A. Watch			
B. Scissors			
C. Pen			
D. Note Pad			
E. Penlight			
F. Stethoscope			
<b>II. PERSONAL HYGIENE</b>			
A. Uniform			
B. Hose/Socks			
C. Shoes (all white no clogs)			
<b>III. NAME PIN</b>			
<b>IV. UNIFORM</b>			
A. Sweater (all white)			
B. Laboratory coat			
C. Jewelry			
D. Smoking/Eating			
E. Uniform Utilization			
F. White slip/T-shirt			
<b>V. NAIL HYGIENE</b>			
<b>VI. COSMETICS</b>			
<b>VII. HAIR</b>			

Appendix E

*Request to Make-up Missed Work*

Name (Please Print) \_\_\_\_\_

ID Number \_\_\_\_\_

Date of Absence \_\_\_\_\_

Date of Request \_\_\_\_\_

**REQUEST MUST BE MADE ON THE DAY THE STUDENT RETURNS TO COURSE  
FOLLOWING THE ABSENCE.**

**Reason for Request**

- Clinical absence
- Theory absence that resulted in a missed test

**PLEASE ATTACH VALID EXCUSE/REASON FOR ABSENCE.**

**Faculty's Approval for Make Up** \_\_\_\_\_

**Date of Faculty's Approval** \_\_\_\_\_

**Date/Time/Place for Make-Up Work** \_\_\_\_\_

---

**Comments:**

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Appendix F

*Critical Incident Report*

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Course \_\_\_\_\_ Semester \_\_\_\_\_

Clinical Agency \_\_\_\_\_ Area \_\_\_\_\_

Nursing Faculty Involved \_\_\_\_\_

Incident (Provide a complete description of occurrence)

Person reporting \_\_\_\_\_

Action(s) taken.

Potential/Actual consequences to client.

Comments

\_\_\_\_\_  
Student's Signature                      Date                      Faculty's Signature                      Date

\_\_\_\_\_  
Course Lead                      Date                      Director for Undergraduate Programs                      Date

Appendix G

*COMMUNITY SERVICE HOURS APPROVAL/DOCUMENTATION FORM*

The Kentucky State University School of Nursing & Health Sciences requires students to work campus events and community events in an effort to enhance their community service and leadership skills.

**SECTION 1: To be completed prior to campus/community event.**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Event/Organization: \_\_\_\_\_

Brief Description of Type of Service Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Advisor Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2: To be completed after campus/community event.**

Date(s) of Service: \_\_\_\_\_ Number of Hours Completed: \_\_\_\_\_

Verified by:

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix H

### *AGENCY LETTER OF AGREEMENT*

The Kentucky State University School of Nursing & Health Sciences offers a RN-B.S.N. program for registered nurses. The program of study includes practicum experiences designed to meet personal and professional goals. The RN, under the guidance of the course faculty, selects a practicum site and a for the course-related experiences.

\_\_\_\_\_ RN, in NURS \_\_\_\_\_ Instructor \_\_\_\_\_

is requesting approval to complete a practicum experience or observation experience or internship in the \_\_\_\_\_ area of your facility during the \_\_\_\_\_ semester.

The student and preceptor [if warranted] will mutually determine the specific dates and times of this experience. Knowledge of the institution's requirements (e.g. clearances, liability insurance, CPR, HIPAA, etc.) is the responsibility of the student. The student is responsible for obtaining necessary compliances and providing necessary proof to the agency.

I request that the \_\_\_\_\_ Agency approve the practicum experience. I understand that I am responsible for meeting the institution's requirements (e.g. professional liability insurance, clearances, and CPR, etc.) and providing proof of compliances, if requested.

Student \_\_\_\_\_ Date \_\_\_\_\_

Please complete the following: We agree to permit the aforementioned student to complete a practicum experience in our facility. We understand that we may terminate this agreement at any time for poor performance or unprofessional conduct by the student.

Director or Administrator \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Preceptor \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Course Instructor \_\_\_\_\_ Date \_\_\_\_\_

Adopted: 05/18