



**Francis Marion University  
BSN Nursing Program  
Student Handbook  
2016-2017**

## **i. Preface**

Welcome to the nursing program at Francis Marion University. The BSN Nursing Program Student Handbook contains the policies, procedures, and general information of the BSN Nursing Program. The information in this handbook is a supplement to, not a substitute for, that which is published in the current editions of the *Francis Marion University Student Handbook* and *Catalog*. The *Francis Marion University Catalog* and *Student Handbook* as well as the *BSN Nursing Program Student Handbook* are not an irrevocable contract. Regulations published in them are subject to change at any time without prior notice. The University and BSN Nursing Program regulations are policy statements to guide students, faculty, and administrative officers in achieving the goals of the institution.

By enrolling in the BSN Program at Francis Marion University, you agree to be bound by the policies and procedures described in this handbook. Successful completion of and graduation from the BSN Program requires adherence to all policies, procedures, and regulations as stipulated by Francis Marion University and the BSN Nursing Program. If you have any questions with regard to the requirements, regulations, and/or policies contained herein, do not hesitate to refer them to your Nursing Academic Advisor, the Department Chair, Course Coordinator, BSN Nursing Program's Office of Student Services, or other appropriate persons.

The Francis Marion BSN Nursing Program is fully accredited by:

**Accreditation Commission for Education in Nursing (ACEN)**

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

(404) 975-5000 phone

(404) 975-5020 fax

## ii. Welcome

Welcome to the Francis Marion University BSN Nursing Program. This is an outstanding educational program which will prepare you for contemporary professional nursing practice. I would like to congratulate you on your choice of a baccalaureate nursing education. A baccalaureate in nursing is necessary in today's healthcare world that is comprised of technological advancements, evidence-based practice, and national health initiatives. Collegiate nurses will be at the forefront of healthcare reform and change. Francis Marion University provides a superior education that develops students' leadership skills in order to affect healthcare progress.

The faculty of Francis Marion University BSN Nursing Program have years of experience in nursing and education. We are all here to help you succeed in becoming an outstanding nurse. We pride ourselves on the competencies, critical thinking ability and caring attitudes our graduates take with them to care for the citizens of the Pee Dee region and beyond. We invite you to establish a professional relationship with us so we can mentor you through this educational process.

The journey to becoming a professional nurse or returning to school to obtain a BSN is exciting. Use this handbook as a resource to help you navigate the path. Remember the faculty and myself are also always available to assist you along the way.

On completion of this program of collegiate study, you will have obtained the skills to be an excellent, caring professional that will be well received by the health care community. Your clinical decision-making skills and critical thinking ability will enable you to continue onto graduate school or take a leadership role in the healthcare workforce. Here at Francis Marion University BSN Nursing Program we prepare nurses that are not only clinically skilled but are knowledge workers that subscribe to the value of life-long learning.

Congratulations on being accepted into this competitive program. The next two years will be a positive life-altering experience. The nursing faculty and I feel blessed to be able to share this journey of learning with you and will do everything possible to promote your success.

Sincerely,

***Ruth A. Wittmann-Price, PhD, RN, CNS, CNE, CHSE, ANEF***

Department Chair of Nursing

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## **I. Overview and History of the BSN Nursing Program**

Francis Marion University (FMU) is an outstanding educational institution located in Florence, SC in the Pee Dee region. Excellence in teaching and learning is the priority of the institution. The University is accredited by the Southern Region Association of Colleges and Schools and has received national recognition for the quality of education and diversity of the student population. FMU has outstanding science programs, an excellent library, academic computer center, and serves to support students academically and socially.

Beginning in 1982, FMU hosted a satellite RN to BSN program of the Medical University of South Carolina (MUSC) College of Nursing. Based on regional need, the South Carolina Board of Nursing and South Carolina Commission on Higher Education approved a generic BSN program and, in the Fall of 1998, the first class was admitted. Throughout the twenty-two year history of the collaborative relationship, FMU provided pre-nursing courses; on-campus facilities, such as classrooms, offices, and learning laboratory; library support; and assisted in obtaining State appropriations for the program. The program was administered as a remote campus of the MUSC College of Nursing. Faculty and staff were employees of MUSC. There was strong community support for a baccalaureate-nursing program at FMU. A formal needs assessment was conducted and the Colleagues in Caring project determined that the Pee Dee was the only region in South Carolina without a freestanding baccalaureate-nursing program. Additionally, this region had the lowest percentage of baccalaureate nursing graduates in the State. The Office of Research and Statistics published South Carolina nursing workforce data for 2003, which showed that only 22.8% of nurses in South Carolina had the baccalaureate degree. In the Pee Dee, only 16.2% of practicing nurses had earned a baccalaureate degree. The Pee Dee also had the lowest number of RN's per 100,000 population, 7.3%, in South Carolina.

In June 2004, FMU and MUSC signed a Memorandum of Understanding, which provided the guidelines and timeframes for the transfer of the MUSC satellite Bachelor of Science (Generic BSN and RN to BSN) to the FMU campus. Subsequently, FMU received approval from the South Carolina Board of Nursing (March 17, 2006) and the South Carolina Commission on Higher Education (May 5, 2006) to assume administrative direction. The program was approved by the South Carolina Board of Nursing on March 17, 2005 and by the South Carolina Commission on Education. The program received initial accreditation from the National League for Nursing Accrediting Commission in Spring 2006 and reaccreditation for eight years in 2011.

The mission statement of the BSN Nursing Program is compatible with that of FMU. "Founded as a state college in 1970, FMU adheres to the primary purpose of its establishment: to make available to people of all ages and origins an excellent baccalaureate education in the liberal arts and selected professional programs in business, education, and nursing; master's degree in business, education, nursing, and psychology and a specialty degree in psychology." The mission and philosophy of the FMU BSN Nursing Program have been modified to reflect an emphasis on the preparation of beginning practitioners of nursing consistent with FMU's teaching mission and primary focus on undergraduate education.

The increasing population growth in the Pee Dee, including the geriatric population and, the expansion in healthcare facilities in the region much of which is taking place in complex health care settings, made the need for the BSN program at FMU greater than ever. The FMU Board of Trustees formally established the BSN Nursing Program on May 28, 2004.

## II. Mission and Program Learning Outcomes

### Mission Statement

The Francis Marion University BSN Nursing Program prepares graduates to function competently as caring professional nurses in a variety of healthcare settings. The program endeavors to instill in students the value of lifelong learning.

### Core Values

The core values of the FMU BSN Nursing Program include competence, caring, and commitment.

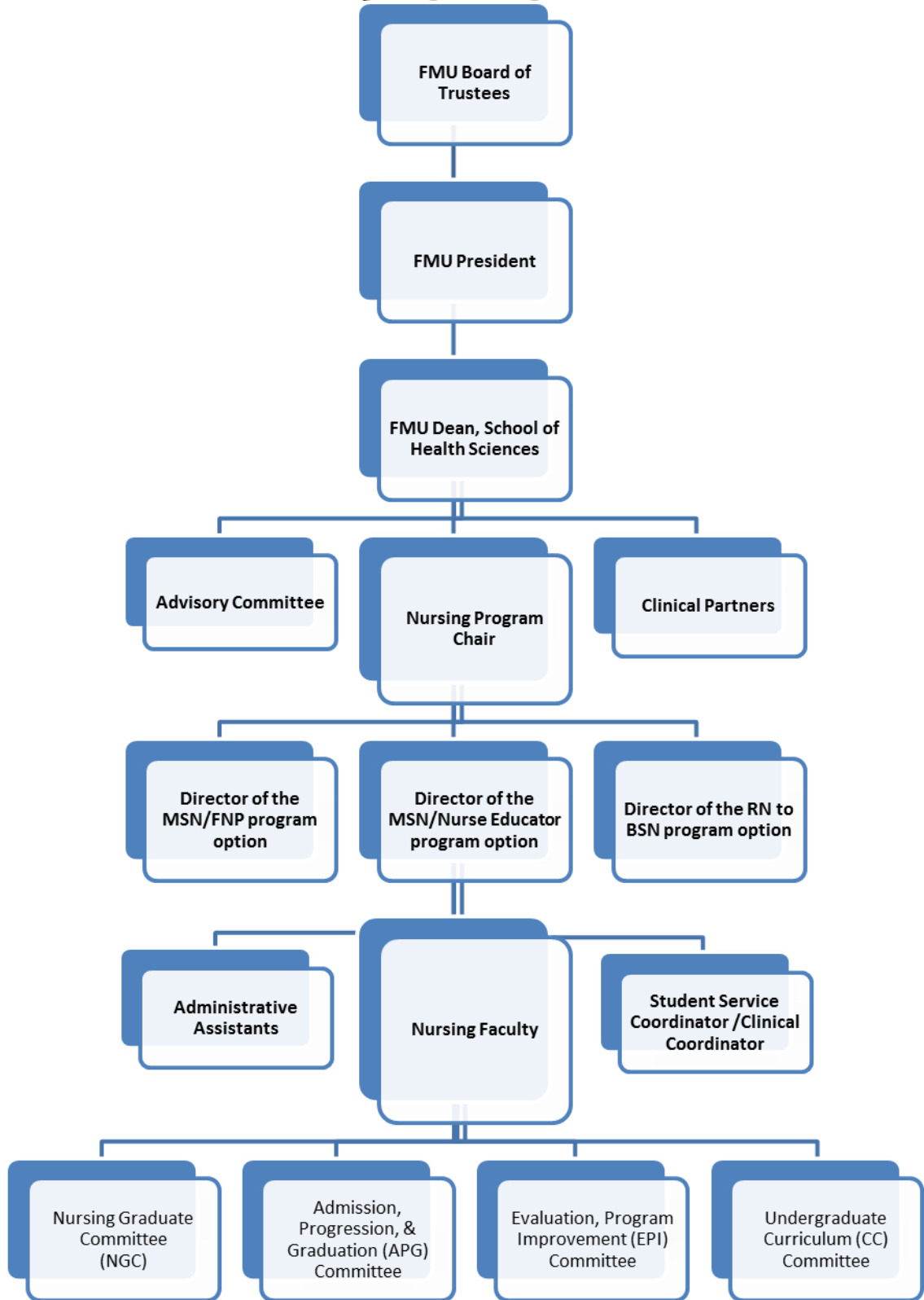
- **Competence** is defined as the development of the ability of the professional registered nurse to integrate evidence-based knowledge and skill to be a leader in providing safe, effective, value-based patient care.
- **Caring** is defined as the ability of the professional registered nurse to provide compassionate, holistic, culturally sensitive care to individuals, families, and communities across the life span.
- **Commitment** is defined as the ability of the professional registered nursing to embrace technological advances, life-long learning, and be a collaborate member of the interdisciplinary healthcare team.

### Program Learning Outcomes

The baccalaureate generalist program in nursing prepares the graduate to:

- Utilize the liberal education courses as the cornerstone for study and practice of professional nursing.
- Incorporate the knowledge and skills in leadership, quality improvement, and patient safety in the provision of high quality health care.
- Provide safe, effective and compassionate care to all individuals and groups across the lifespan based upon the principles and models of evidence-based practice, understand the research process, have the ability to retrieve, evaluate, and synthesize evidence in collaboration with healthcare team members to practice in a manner that improves patient outcomes.
- Incorporate information management, patient care technologies, and communication devices in providing safe and effective patient care.
- Incorporate information on healthcare policies, including financial and regulatory, directly and indirectly influencing the nature and functioning of the healthcare system in professional nursing practice.
- Demonstrate effective inter-professional communication and collaboration through verbal, nonverbal and written communication skills to practice individual accountability, patient advocacy, conflict resolution principles, and teambuilding strategies.
- Integrate knowledge and skill derived from the physical sciences, bio-psycho-social sciences, humanities, and nursing in the provision of holistic care to individuals, families, groups, communities, and populations across the life span with a focus on health promotion, disease and injury prevention.
- Demonstrate and utilize principles of legal ethical core values of professionalism with the application of professional values of altruism, autonomy, human dignity, integrity and social justice in the delivery of care to all patients across the lifespan
- Utilize the roles of provider of care, manager/coordinator of care, and member of the profession in developing and providing safe, effective, and compassionate care to all patients across the lifespan with diverse multicultural needs. This includes but is not limited to cultural, spiritual, ethnic, gender and sexual orientation to diversity (AACN, Baccalaureate Essentials, 2008).

### BSN Nursing Program Organizational Chart



## **IV. Student Resources**

Listed below are a few of the student resources that are used specifically by nursing students. As part of the larger university, nursing students have all the student resources of Francis Marion University available to them. A complete list of student resources can be found in the University Catalog.

### **Elizabeth Williamson Barnes Clinical**

The laboratory is located on the second floor and is primarily equipped for the practice of nursing core competencies and health assessment. It is equipped with otoscopes and ophthalmoscopes, blood pressure cuffs, hospital beds, and other medical equipment as well as privacy curtains. Refer to course syllabus for specific course guidelines.

### **Sompong Kraikit Simulation Laboratory**

The simulation laboratory is located at the Carter Center for Health Sciences (CCHS) on the third floor room 321 and is equipped with high-fidelity mannequins for students to practice and develop core nursing competencies and assessment in a non-threatening environment. It is also equipped with otoscopes, ophthalmoscopes, blood pressure cuffs, hospital beds, and other medical equipment for students to practice. The laboratory is directed by a faculty member who is certified in simulation education. Students will have simulation experience in each nursing course in the program. Refer to course syllabus for specific course guidelines.

### **Student Representation**

Nursing faculty is requested to submit the names of students for consideration to serve as members of committees within the BSN Nursing Program. The students who volunteer will work in collaboration with faculty to review proposed curricular changes and procedures and instruments for program evaluation.

### **Student Nurses Association**

The BSN Nursing Program encourages nursing students to participate in pre-professional organizations that promote leadership and awareness of issues that may affect present and future nursing practice. The BSN Nursing Program has a FMU Chapter of the South Carolina Association of Nursing Students. Members function under the Charter of the organization and the leadership of elected officers. An advisor is elected/appointed from the nursing faculty. The advisor is expected to be in attendance at the meetings of the organization (Revised 7-29-08). The advisor's role is to provide clarity, to interpret the BSN Nursing Program and University policies/procedures, and to provide general consultation.

### **Health Occupations Students of America (HOSA)**

HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations instructors and students to join and be actively involved in the HSE-HOSA Partnership. FMU has a chapter of HOSA, advised by a member of the nursing faculty.

### **FMU BSN Nursing Program Alumni Society**

The BSN Nursing Program Alumni Society was begun in May, 2007 with the first graduating class. The society is a subgroup of the Francis Marion University Alumni Association. All graduates are encouraged to join and to support the work of the society. Membership is a good way to keep in touch with classmates and to



keep informed about changes and progress in the school. The membership elects their officers, have regular meetings, and publish a newsletter. Alumni are included in departmental activities, and are asked to support the program in a variety of ways.

### **FMU BSN Nursing Program Honor Society**

The BSN Nursing Program Honor Society will be inducted into the Sigma Theta Tau International Honor Society in the fall of 2014. This society recognizes scholarship, leadership, and service in nursing. It includes in its membership students who have completed the first half of their upper division curriculum and community members who have demonstrated leadership and service within the community. The top 35% of the rising senior class and after the second semester for the RN to BSN students are eligible for membership. The honor society conducts scholarly meetings at least twice each year.

### **University Counseling and Testing Services**

Student counseling and testing services are available to all students. Faculty may refer students to the center if behavioral indications warrant or they have documentation related to the Americans with Disability Act.

### **Americans with Disabilities Act (ADA):**

If a learner has a documented disability and requires special assistance or accommodations, they should contact the University Counseling and Testing Center (Francis Marion University Student Handbook, current edition). Accommodations will be made with proper documentation from the University Counseling and Testing Center. The learner must provide documentation to any or all course or clinical instructors of classes or clinical rotations in which the learner would like to use the accommodations. If at any time during the semester the learner's accommodations need to be altered, the learner will provide documentation from the University Counseling and Testing Center.

### **FMU Non-discrimination Policy:**

Francis Marion University follows all federal and state laws banning discrimination in public institutions of higher learning. Francis Marion adheres to all Title IX policies, and does not discriminate on the basis of race, color, sex, religion, ethnicity, national origin, age, sexual orientation, gender identity, veteran status or any other protected category under applicable local, state, or federal law. General questions regarding Title IX can be directed to the Office of Civil Rights ([www.ed.gov/ocr](http://www.ed.gov/ocr)). Specific questions may be referred to the University's Title IX Coordinator ([titleixcoordinator@fmarion.edu](mailto:titleixcoordinator@fmarion.edu))

## **V. Admission Information**

### **Mental and Physical Eligibility Criteria**

The BSN Nursing Program provides clinical experience in a variety of healthcare settings. Most of the clinical experiences are in acute care settings and are physically and emotionally rigorous. Reasonable accommodations are available for students with disabilities. Appropriate documentation of each disability is required in the form of psychological evaluations and/or medical histories and should be provided to the Office of Counseling and Testing at least two weeks prior to initial registration for classes. It is the student's responsibility to inform the Director of Counseling and Testing of any need for services in adequate time to allow for their arrangements.

All documentation is treated confidentially and will be shared only with written permission from the student. At the beginning of each semester, the Office of Counseling and Testing will submit a letter addressing the needed accommodations to each of the student's professors. A copy of the letter will be sent to the student. It is the student's responsibility to speak with each course coordinator and work out how his or her clinical accommodations will be met. The following items represent typical activities, and the abilities and psychomotor skills that students will be developing while enrolled in this program. Among the other learning objectives, the student must demonstrate safe and satisfactory performance of these abilities and psychomotor skills in order to successfully complete the clinical portion.

### **Students must be able to:**

- Perform motor skills safely:
  - Lifting, bathing, positioning, and transporting patients
  - Moving efficiently enough to meet the needs of several patients in a timely manner
  - Lifting, positioning, or moving obese, paralyzed, and/or unconscious patients in order to perform daily hygiene and/or lifesaving procedures
- Perform activities requiring manual dexterity:
  - Administering parenteral injections
  - Operating equipment and devices such as thermometers, blood pressure devices, beds, and intravenous pumps
- Perform activities requiring accurate and effective interpretation and communication of information in English, both written and spoken.
  - Responding to a physician's order
  - Reading and recording information
  - Directing assistive staff
  - Communicating with patients and families
- Respond effectively under stress.
- Respond to clinical alarms, signals and other displays indicating an urgent patient need, and take immediate action.
- Perform activities requiring sensation, auditory capacity, and visual perception.
- Perform activities requiring interaction with interdisciplinary team members, such as:
  - ability to be assertive
  - ability to delegate
  - ability to participate in role-play activities
- Demonstrate ability to analyze data, calculate, and measure appropriate assessment parameters.

Students seeking to request reasonable accommodation may do so by contacting the University Counseling and Testing Center. Students, who are unsure if they can meet these criteria, or know they will need help in meeting them, should contact the University Counseling and Testing Center. Students **must be capable** of successfully completing each area of the mental and physical eligibility criteria in all clinical/lab experiences.

### **Admission Criteria Upper Division BSN Program**

The BSN Nursing Program offers a Bachelor of Science in Nursing degree. This type of program is often called the 2 + 2 program because applicants must complete 59 semester hours of lower division coursework which includes general education and prerequisites prior to enrollment in the nursing curriculum. These 59 semester hours include general education requirements and other required courses specific to the BSN

degree. A grade of C or better must be achieved in all of the courses making up these 59 hours. The student must also maintain an overall 3.0 GPA or better on a 4-point scale for this same list of courses. The student must also demonstrate strong academic performance in the core science courses as shown by maintaining a 2.6 GPA or better on a 4-point scale. The science courses considered core are anatomy, physiology, and microbiology. The student must also have excellent references. The qualified student must then apply and be accepted by the BSN Nursing Program in order to enroll in nursing courses.

## **VI Health and Safety Documentation Requirements**

Nursing students are legally and ethically responsible to provide a safe environment, effective, and compassionate care while developing their role as a provider of care, manager/coordinator of care, and a member of the profession within identified health care agencies. To that end the BSN Nursing Program in collaboration with its practice partners utilizes resources developed by The South Carolina Hospital Association to assure all nursing students develop core competences necessary to meet their legal and ethical responsibilities.

These resources include: specific learning modules, required certifications and documentation of one's fitness for nursing which includes student's physical and mental wellness and the absence of transmittable disease. Other requirements will help to protect the student while being exposed to patient's with transmittable diseases. These resources are documented through a web-based system from CastleBranch. The student must bear the cost of these requirements. Each requirement is identified in this section of this handbook with procedural information and required documentation.

**Students admitted to the Nursing program must satisfactorily complete health and safety requirements care prior to attending class or clinical and maintained while enrolled in the program.**

Upon acceptance to the nursing programs the student will receive an Orientation Packet with instructions and an initial deadline to complete these requirements. During continued enrollment many of these requirements must be completed one time, some yearly and others every two years. Once enrolled in the system, the student will receive notification from CastleBranch of the required updates 60 days prior to the due date. **It is the student's responsibility to keep current on all requirements.**

Students who are newly admitted to the BSN program must have all documentation requirements loaded into CastleBranch by the first day of class. Students who lack documentation or their documents have expired **will not be permitted to attend any clinical or class until current documents are submitted.** Students will receive one clinical warning per week for any missing documentation during that week. Clinical warnings are cumulative. After missing the second clinical day in any one course related to missing/expired documentation, the student will be failed from the course because of inability to meet to the clinical requirements of the course.

### **Submitting Documentation**

Students receive instructions to register for CastleBranch in their orientation packet upon acceptance to the nursing program. These instructions include the initial deadline for new students to submit their paperwork. Students are advised to begin collecting documentation and obtaining the needed immunizations, certifications, etc. well in advance of the deadline. Because of strict agency and accreditation guidelines, extensions cannot be granted for any late documentation.

**All documentation must be scanned.** We cannot accept cell phone photos of documents due to readability concerns. If you do not have a scanner, the copiers in the FMU library can scan paperwork to a USB flash drive; please contact the library staff if you need assistance with this.

**Please note: Clinical sites frequently change requirements including immunizations. The Student Services Coordinator will have current recommendations which will supersede this handbook.**

## **CPR Certification**

The BSN Nursing Program specifically requires students to complete the American Heart Association (AHA) Basic Life Support for Healthcare Providers (BLS) certification *prior to admission and kept current while enrolled in the program*. A copy must be uploaded into CastleBranch.

No other CPR certification will be accepted. Either a paper card or an AHA e-card is acceptable proof of certification (paper cards must be signed on the back to be considered valid). A letter or certificate of completion from a licensed BLS instructor is acceptable as temporary documentation while the student is awaiting his or her card.

Students may find a CPR course through the American Heart Association website at <http://cpr.heart.org>. Courses are also offered by the BSN Nursing Program and area hospitals as needed. **Beware of websites claiming to offer “AHA compliant” or “equivalent” online courses.** These courses are not approved or endorsed by the American Heart Association. All legitimate BLS courses, including the AHA’s own online course, require an in-person skills check from a certified instructor before you can receive your card.

In order to assist students in acquiring the necessary training, the following information is made available:

- The BSN Nursing Program offers classes when there is a demand of at least six students/faculty/staff needing certification/recertification. Check with the Student Services Coordinator for availability of classes and any fees.
- Some area hospitals offer the BLS course and may allow students to attend. You may obtain the schedule for classes and availability by contacting the Education Department for each hospital.
- Community rescue squads, lifesaving crews, fire departments, and EMT services offer BLS training through their organizations. Call these agencies for schedule information and class availability.
- The AHA has a web site that provides updates and available resources in the surrounding communities (see above).

## **Background Check**

Students will complete a background check and drug screen through CastleBranch, which must be shared with and approved by each clinical site prior to any clinical rotation. If a student is denied access to any clinical agency, it will result in the student being withdrawn from the nursing program.

Students who have previous disciplinary actions and/or convictions may not be eligible to take the NCLEX-RN examination and/or become licensed by the State Board of Nursing, even if a BSN degree has been conferred. Students who have such disciplinary actions and/or convictions will not be reviewed by the Board of Nursing until their application to test is submitted by the school. The Board of Nursing does its own criminal background check and then will make the determination if the student is eligible to take the NCLEX-RN test. It is the student’s responsibility to decide if they want to continue in the professional nursing program or not. The

FMU BSN Nursing Program has no way to determine the decision of the Board of Nursing at the time of application to test. You may contact the Labor, Licensing, and Review Board (LLR) at <http://www.llr.state.sc.us/POL/Nursing>

Students with results on their background check, including speeding tickets and minor traffic violations, must meet with the Associate Dean/Chair of the Nursing Program or Associate Dean of Health Sciences to discuss their results. In addition, these students must submit a Positive Background Check Understanding Form, indicating they understand the potential consequences outlined above.

## **Drug Screen**

### **Pre-Admission Drug Screening:**

In order to protect the public, health care agencies require extensive pre-employment drug screenings. In addition, health care agencies are requiring that all health care professional students have pre-drug screening. \*The BSN Nursing Program reserves the right to implement additional drug or alcohol screenings at any time without prior notification in both the classroom and clinical settings. The student's initial drug screen must be completed according to the instructions provided by CastleBranch.

## **Immunization Requirements**

To help protect the health and safety of its students, as well as that of patients, the BSN Nursing Program requires the following immunizations/tests prior to registration. Each immunization must be dated and signed or stamped by a licensed health care provider (physician, nurse practitioner, and/or physician assistant); parental signatures are not acceptable.

Serum titers are blood tests that measure whether or not you are immune to a given disease. More specifically, a quantitative serum titer is a titer with a numerical value indicating your actual degree of immunity to a disease or group of diseases. Students who opt to receive a titer for any immunization requirement must submit the lab report for the titer along with their results. A new vaccine or booster shot is required if a titer comes back negative or equivocal. A copy of all current immunizations records must be uploaded into the CastleBranch.

### **MMR (Measles, Mumps, and Rubella)**

- Either 2 vaccinations or a positive antibody titer for all three components (must submit lab report for titer)
- The series must be completed prior to starting the nursing program.

### **Varicella (Chicken Pox)**

- Either 2 vaccinations or a positive antibody titer (must submit lab report for titer)
- If your titer is negative or equivocal, you must submit a booster shot.

## Hepatitis B

All health-care providers and students should receive hepatitis B vaccine according to current CDC recommendations (37,45,63). Vaccination (3-dose series) should be followed by assessment of hepatitis B surface antibody to determine vaccination immunogenicity and, if necessary, revaccination. Health-care providers who do not have protective concentration of anti-HBs (>10 mIU/ml) after revaccination (i.e. after receiving a total of 6 doses) should be tested for HBsAg and anti-HBc to determine their infection status (<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr6103a1.htm>)

## TB (Tuberculosis)

- Upon admission to the nursing program, **one** of the following:
  - A two-step TB skin test (PPD), with the most recent step within the past 3 months
  - QuantiFERON Gold Blood Test (must submit lab report for blood test)
  - In case of previous infection, a chest X-ray within the past 3 years (must submit lab report for chest X-ray)
- Annual renewal is one year from the previous test administration date, and must be **one** of the following:
  - A one-step TB skin test (PPD)
  - QuantiFERON Gold Blood Test
  - In case of previous infection, a TB symptom questionnaire signed by a licensed health care provider

A single-step TB skin test, also called a Mantoux test or PPD (purified protein derivative), involves **two** office visits: one to have the test placed, and one 48-72 hours later to have the test read.

A two-step test involves two separate tests, placed one to three weeks apart. In other words, it involves a total of **four** office visits. The second step is needed to rule out a past infection that may not have reacted to the first test.

## Tdap (Tetanus, Diphtheria, and Pertussis)

- Documentation of Tdap within the past 10 years , or
- Tdap any time with a Td booster within the past 10 years.

## Influenza (flu)

- Required between October 1 – March 31
- Either a current season flu shot (must be received annually) or a signed declination waiver
- Students who decline may be required to wear a mask while in clinical during flu season.
- Please note: Some agencies require a copy of the administration record and a symptom check. Your course coordinator will notify you of this and assist you if needed.

## Immunization Requirement for the RN to BSN Student:

If the RN to BSN student is employed at a healthcare facility and is up-to-date with their annual PPD, the student may submit a 1-step PPD. However, if the RN to BSN student is not employed by a healthcare facility, the student must adhere to the requirements for immunizations as outlined in the current edition of the BSN Nursing Program Student Handbook. A copy of proof of all immunizations must be uploaded into the CastleBranch.

## **Health Insurance**

Students are required to provide proof of coverage of health insurance prior to admission and during enrollment. Coverage must be maintained while enrolled in the BSN Nursing Program. The student must submit proof of health insurance yearly to demonstrate continuing coverage. A copy of proof of coverage must be uploaded into CastleBranch.

## **Professional Liability Insurance**

### **Pre-licensure students**

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

### **Post licensure (RN to BSN) students**

RN to BSN students must have proof of personal professional liability insurance. Coverage must be in the minimum amount of \$1 million per incident / \$3 million aggregate. A copy of proof of coverage must be uploaded into CastleBranch.

## **CareLearning Passport**

CareLearning Passport (<http://passport.carelearning.com>) is an online system used by South Carolina hospitals for training and orientation. Passport courses must be retaken yearly to maintain compliance. Renewal is set for one year from the date of the earliest course taken.

FMU students are required to complete the following courses:

- Abuse and Neglect
- AIDET
- Bloodborne Pathogens
- Culturally Competent Care
- Disaster Preparedness
- Electrical Safety
- Fire Safety
- Hand Hygiene
- Hazard Communication
- HIPAA

- Isolation and Standard Precautions
- Lewis Blackman Patient Safety Act
- Moving, Lifting, and Repetitive Motion
- Carolinas Hospital System Orientation\*
- McLeod Health – Student Orientation\*
- McLeod Student Passport\*

\* The last three courses are not included automatically when registering for Passport. They must be added separately after completing the others listed.

A copy of the student's transcript showing completion of these modules must be uploaded into CastleBranch.

Additional Requirements to be completed are found in CastleBranch and uploaded in the student's profile.

- Medical History Document (provided by FMU)
- Latex Questionnaire (only needs to be completed on admission unless status changes)
- Contact Information Form (notify the clinical coordinator with any changes)
- McLeod Health Non-Employee ID Card Authorization (completed once)
- Student Affirmation (must be done yearly)
- Honor Code for Use of Mobile Devices (must be done yearly)
- Positive Background Check Understanding Form (required on admission only if you have a positive criminal background check)

## VI. NURSING PLAN OF STUDY: UPPER DIVISION

<b>YEAR 3: JUNIOR</b>			
<b>Semester V</b>	<b>Hours</b>	<b>Semester VI</b>	<b>Hours</b>
<b>NURS 301: Health Assessment</b>	<b>4</b>	<b>NURS 306: Nursing Research in Practice</b>	<b>3</b>
<b>NURS 305: Pharmacology</b>	<b>3</b>	<b>NURS 307: Psychiatric and Mental Health Nursing</b>	<b>5</b>
<b>NURS 309: Fundamentals of Nursing</b>	<b>6</b>	<b>NURS 310: Adult Health I</b>	<b>6</b>
<b>NURS 312: Professional Nursing and Nursing Practice</b>	<b>3</b>	<b>NURS 315: Nutrition and Diet Therapy for Nurses</b>	<b>1</b>
<b>TOTAL CREDITS</b>	<b>16</b>	<b>TOTAL CREDITS</b>	<b>15</b>

<b>YEAR 4: SENIOR</b>			
<b>Semester VII</b>	<b>Hours</b>	<b>Semester VIII</b>	<b>Hours</b>



NURS 407: Adult Health II	6	NURS 409: Population-Focused Nursing and Health Care Policy	6
NURS 415: Nursing Care of Women, Children, and Their Families	9	NURS 410: Leadership and Management in Nursing	3
		NURS 411: Adult Health III and Nursing Knowledge Synthesis and Practicum	6
<b>TOTAL CREDITS</b>	<b>15</b>	<b>TOTAL CREDITS</b>	<b>15</b>
<b>TOTAL – 61 SEMESTER HOURS</b>			

### Admission Requirements for RN to BSN Degree Program

The primary factor considered for admission to the BSN Nursing Program is the applicant's previous overall academic success. The BSN Nursing Program seeks to assure diversity among its applicants and student body. Prior nursing experience and a commitment to health care is also valued. To be considered for admission, applicants should have a minimum grade point average of 3.0 (on a 4.0 scale) with a minimum of a C in all courses taken and excellent references. A completed application file includes 1) official application and fee, 2) official transcripts from all post high school education, 3) three professional references (preferably instructors and employers), 4) a resume, and 5) a copy of the current RN license. **In addition, all requirements under Section VI (Health and Safety Requirements) must be met.**

### Nursing License for Admission to the RN to BSN Program

RN to BSN students must submit proof of a current, unencumbered South Carolina nursing license. Students with an encumbered license that are refused by any of our affiliated practice sites will be dismissed from the program. RN to BSN students with an encumbered license that are refused as a student by any of our affiliated practice sites will be dismissed from the program. A copy of a current unencumbered license must be uploaded into the Certified Background system.

## VII. RN to BSN Plan of Study

Course	Semester Hours
<b>Fall</b>	
NRN 333 Health Assessment and Promotion in Nursing Practice (4:3-3)	4
NRN 334 Nursing Research in Practice (3)	3
NRN 445 Population-Focused Nursing Care (6:4-6)	6
<b>Spring</b>	
NRN 448 Healthcare Policy Development (3)	3
NRN 449 Leadership and Management in Nursing (5:4-3)	5
IPC 450 Health Care Informatics	3

<b>Summer</b>	
NRN 302 (NURS 302) Principles of Pathophysiology (3)	3
NRN 332 Professional Nursing and Nursing Practice (3)	3
Thirty semester hours will be awarded as transfer credit for previous nursing course work The applicant must have completed 60 hours of undergraduate course work which includes general education requirements in addition to the nursing courses A total of 120 semester hours of undergraduate course work is required for graduation	<b>30 Credits</b>

### Transfer Credit for Nursing Course(s)

The BSN Nursing Program adheres to the University policies for Transfer Credits. Refer to the current edition of the Francis Marion University Catalog. In addition:

- Selected undergraduate credits taken at other universities or colleges may be considered for acceptance toward partial fulfillment of the requirements of the Bachelor of Science in Nursing degree. Nursing courses to be considered for transfer must have been completed at the baccalaureate level in an accredited program within 5 years of admission. A grade of “C” or better must have been achieved in the course.
- Transfer credit is not granted automatically.
- After acceptance to the BSN Nursing Program the student must submit a course outline/syllabus of the course to be considered for transfer to the Department Chair of Nursing or designee. The materials will be reviewed by the appropriate course coordinator for equivalence to the appropriate nursing course and a recommendation will be made to the APG Committee.
- The Registrar’s Office will be notified in writing regarding approved transfer course work.

### Address/Name Change

It is the student’s responsibility to notify the University Registrar and the BSN Nursing Program of any changes in their name, address and telephone number.

### South Carolina Residency

All students who are out-of state residents are strongly encouraged to review the definition of a “Legal Resident” in the current edition of the *Francis Marion University Catalog*.

### Personal Computers

Computers are an essential learning tool, with the cost dependent upon vendor and configuration. It is a requirement that nursing students have access to his/her own personal laptop or portable computer. Printers are located throughout the University Campus. *See current University Catalog for printing policies*. The minimum configuration should include access to the Internet and support the latest version of Windows and Windows Office Suite (Word, PowerPoint). The hardware specifications necessary should be consistent with those of your Internet Provider. Laptops or tablet computers are recommended that can download eBooks for reference. If students do not have a laptop or tablet, they will be able to purchase the paper copy of the book.

Francis Marion University Academic Computer Center and the BSN Nursing Program Computer/ Student Lounge are open to all enrolled students and access to the laboratory may require a valid University ID Card. **Students are required to supply their own external drives and printer paper.** The software and documents available are copyrighted products and may not be reproduced, in part or in whole for any purpose.

### Orientation

Clinical orientation will be conducted by the course coordinator(s) prior to clinical experiences and student attendance is mandatory. All requirements include in Certified Profile must be completed prior to clinical orientation. Failure to do so will result in a clinical absence. Refer to section on clinical requirements.

### **Admission Appeal**

Students who are denied admission to the Nursing Program may appeal the decision to the Admissions, Progression, and Graduation (APG) Committee within two weeks of the letter's date. To make an appeal, the applicant should prepare a typed letter addressed to the attention of the Chair of the APG Committee and the Chair of the BSN Nursing Program. The letter should explain why reconsideration of the admissions decision is warranted and should clearly describe any extenuating circumstances that will help the committee determine the applicant's suitability for admission. The committee meets several times each semester and the dates are posted on the Nursing department website.

## **VIII. Academic Information**

### **Policies**

This *BSN Nursing Program Student Handbook* contains policies to assist you, the student, to progress in the curriculum to graduation, obtain licensure as a Registered Nurse and become a professional. These policies also serve to protect the student, public, faculty, the BSN Nursing Program, and Francis Marion University. When students fail to meet course and program expectations or violate departmental policy they will receive recommendations and or requirements appropriate to the violations.

### **Student Responsibility**

Each student is responsible for the proper completion of his/her academic program, for familiarity with the *FMU Catalog*, the *University Student Handbook*, and the *BSN Nursing Program Student Handbook*. Each student is responsible for maintaining the grade point average required, and for meeting all degree requirements. The academic advisor will counsel, but the final responsibility for a successful college career rests with the student.

### **Academic Advising**

The Francis Marion University Registrar is responsible for the management of the registration process by which students enroll in classes. Registration procedures for each term are described in the schedule of classes for that term and on the University's web site.

It is essential that each student obtain advisement throughout his/her Plan of Study in order to progress smoothly through the sequence of courses. Group advisement sessions as well as individual advisement are offered. The following policies and procedures are designed to facilitate the student's progression throughout the nursing program:

- Upon enrollment in the BSN Nursing Program, each student will be assigned an academic advisor.
- It is recommended the students meet/communicate with his/her assigned academic advisor at least once each semester prior to the pre-registration period to discuss and update the student's plan of study.
- To change an academic advisor, the student must submit a written request to the Department Chair of Nursing.

The process of academic advisement is one of information exchange, communication, teaching, and guidance. The advisor/advisee relationship enables the student to obtain information needed to maintain enrollment as a nursing student, to stay abreast of the rules and regulations of the BSN Nursing Program and

the University, and to provide the student with a trusted guide. The advisor should be the student's most accurate source of information and be available on a regular basis to answer questions or address concerns. As a guide, the advisor has the opportunity to assist the student with articulating and realizing some of his/her career goals. The advisor will assist the student to develop an initial plan of study; the investment of time needed for the program should be addressed, so that the student can make necessary adjustments for work or personal schedules to accommodate any unanticipated demands. The student will be provided information on the available campus resources that might be of assistance.

### **Pre-registration**

All nursing faculty members have expanded office hours during the advisement period in order to be available to all advisees. Normally advisement times are posted on faculty office doors with adequate spots and times for each advisee. Each student should meet/communicate with his/ her nursing academic advisor to select courses to be taken. The student may enter his or her schedules via the web or in the Office of the Registrar with advisor approval. Students must confirm schedules and pay fees in the Cashier's office.

Through the registration process, students assume academic and financial responsibility for the classes in which they enroll. They are relieved of these responsibilities only by formally terminating enrollment by dropping or withdrawing in accordance with University procedures and deadlines specified in the schedule of classes each term.

### **Meeting with Your Advisor on a Regular Basis**

Faculty members will have four posted office hours per week for assistance or advisement of the nursing students during the semester. If you are unable to meet during posted hours, contact your advisor via e-mail or telephone and set up an appointment. All nursing students are strongly encouraged to communicate frequently with their advisors, to develop healthy faculty/advisee relationships, and to seek faculty advice when issues of personal or scholarly nature have the potential to threaten academic success.

### **Privacy of Student Records /Access to Files**

The BSN Nursing Program adheres to the University policy as outlined in the current edition of the *Francis Marion University Catalog: Academic Information*. Students have the right to inspect and review information contained in their educational records. Students wishing to view their records must make a written request to the Registrar listing the item or items of interest. These records will be made available within 45 days of the request.

### **Classroom Attendance Policy Classroom Attendance Policy**

It is the responsibility of the student to attend all scheduled meetings in the courses in which he/she is enrolled. If a student is absent more than twice the number of required class sessions per week during regular semesters or more than 15 percent of required sessions during accelerated semesters, a grade of F or W will be assigned. Attendance may be taken following breaks, and if the student has left the class, he/she will be counted as absent for the entire class session. After two absences, the instructor will utilize compulsory attendance which means there can be no further absences at all. If a student violates the stated attendance policy, the instructor will notify the Office of the Registrar to drop the student from the class with the appropriate grade.

### **Dropping a Course**

The BSN Nursing Program adheres to policies and procedures of the University. A student is expected to follow the course schedule for which he/she registers. However, prior to the completion of 33 percent (%) of a course, a student may initiate withdrawal from a course and the grade recorded will be “W”. After the completion of 33 % of a course and prior to completion of **85 %** of a course, a student may still initiate a withdrawal but the grade recorded will be “F” or “W” based on the academic average at the time of withdrawal. During the last **15 %** of a course, a student **may not** initiate withdrawal from a course. When a student initiates withdrawal from a course, the withdrawal is not complete until the student fills out a Drop Form, obtains all required signatures in the proper order, and delivers the form to the Registrar’s Office.

### **Independent Study Learning Agreement**

Students who wish to register for NURS 445: Guided Nursing Elective **must** submit a signed learning agreement with their registration form to the Department Chair of Nursing or designee. The learning agreement must be completed and signed by the identified faculty member. The student will not be registered for the course if the completed learning agreement is not submitted with the registration form. Students may not use an NCLEX Review course as a Guided Nursing Elective.

### **Grading Policy**

All courses, except those dropped during the official Drop /Add Period are recorded on the student’s academic record maintained by the Registrar’s office. Merit grades are assigned by the Registrar on a continuous scale ranging from 0 to 4 points. Faculty use the raw score (the percentage of correct answers) to grade tests/ examinations. Alphabetic grades are assigned by course faculty according to the BSN Nursing Program grading scale.

### **Course Grades**

In order to progress in the nursing program, the student must receive a grade of “C” (2.0 on a 4.0 scale), as well as pass the math competency test with a 90% or better, and if it is a clinical course the student must satisfactorily pass clinical. Not achieving a C in the course work, failing clinical, or not achieving the expected level on the math competency test constitutes a course failure.

### **Rounding**

Per program policy, only final grades will be rounded. Final grades of 0.50 or greater will be rounded up to the next whole numeric value. Therefore, a 79.50 is the minimum grade needed to pass this course, as this is rounded to an 80. Tests, exams, and quiz scores will not be rounded and will be entered in grade book in Blackboard to the nearest hundredth of a percent.

### **Grading Scale**

<b>Alphabetic</b>	<b>Raw Score</b>
A	94-100
B+	90-93

B	87-89
C+	83-86
C	80-82
D+	76-79
D	73-75
F	72 or below

### Final Examinations

The standing of a student in his/her work at the end of a semester is based upon class and clinical assignments, quizzes, tests, and the final examinations. The final examinations in all Nursing Department courses will be scheduled by course instructors in adherence to the University exam schedule in order to address student's best interest.

### Scheduled Tests/Exams

Missed tests/exams will be handled at the discretion of the course coordinator and will be outlined in the syllabus. Any student who misses more than one (1) scheduled course test/exam may receive a recommendation of course failure. Make-up sessions for all missed tests will be scheduled during exam week.

### Standardized Testing in Designated Courses

Francis Marion University (FMU) BSN Nursing Program (DON) learners are required to take nationally normed tests throughout the curriculum. The Faculty of the DON selected the series of tests because of the reliability and validity of the tests. The comprehensive predictive test that you will take as a senior will predict success on the NCLEX-RN examination. The faculty of the DON is committed to the fact that it is the responsibility of baccalaureate learners to master the content throughout the nursing curriculum. Learners must be able to integrate learning from multiple resources in order to pass a series of multiple standardized tests and to function as safe and competent Registered Nurses. These resources include but are not limited to lecture, clinical, out of class assignments, computer-based assisted instruction, reading, and projects. The standardized tests evaluate the learner's ability to demonstrate integration of multiple levels of knowledge presented in each course in the nursing program and assist learners to prepare for the NCLEX-RN examination, which all graduates of the program must pass, in order to practice nursing.

- Standardized tests are scheduled to be administered at the end, or near the end of each semester.
- A standardized subject test is required in the following courses:
  - Fundamental of Nursing
  - Psychiatric and Mental Health Nursing
  - Women's Health
  - Nursing Care of Children and their Families
  - Leadership and Management
  - Adult Health III (Medical-Surgical and Pharmacology 5% each to equal 10%)
- The learner will have one chance to take subject standardized tests.
- The score from the standardized subject test is based on statistical analysis.
- All standardized tests are figured into the final course grade up to 10%.
- Scores for subject tests will be awarded as follows:

SUBJECT TEST SCORE	Grade Points Awarded
950	10
900 – 949	9.5
850 – 899	9.0

800 – 849	8.5
750 – 799	8.0
700 -749	7.5
650 – 699	7.0
600 - 649	6.5
550 – 599	6.0
500 – 549	5.5
450 - 499	5.0
400 - 449	4.5
350 – 399	4.0
300 – 349	3.5
250 – 299	3.0
200 – 249	2.5
150 - 199	2.0
100 - 149	1.5
50 - 99	1.0

7. There will be no scheduled retakes of course standardized subject tests.
8. All learners should complete a focused review to enhance learner’s success on the standardized predictor test and the NCLEX-RN exam.

### **Standardized Comprehensive Predictor Testing in NURS 410 Leadership and Management in Nursing**

The standardized comprehensive predictor examinations used at FMU are nationally normed tests that have strong psychometric properties and are predictive of success on the NCLEX-RN examination. The standardized comprehensive predictor examinations use the same test plan as is used by the National Council of State Boards of Nursing (NCSBN) for the NCLEX-RN examination. The following is the senior II progression policy:

- A. Learners must pass two components in NURS 410 Leadership and Management in Nursing; 1) an earned course grade of 79.5 or above, and 2) accomplish a predictive score set by the BSN Nursing Program Faculty on the standardized comprehensive predictor examination. **That score is 850.**
- B. The first standardized comprehensive predictor examination will be given on a set date approximately three weeks prior to the end of the semester.
- C. If a learner does not achieve the predictability score of 850 on the first standardized comprehensive predictor examination, the learner will be given a second standardized comprehensive predictor test during exam week.
- D. If the learner does not achieve a score of 850 on the second standardized comprehensive predictor test during exam week, the student will be enrolled in NURS 412 which will run after graduation.
- E. NURS 412 is a three credit course that will appear on the student’s transcripts and tuition charges will be posted to the student’s account.
- F. Learners will be allowed to participate in graduation but will not receive their final transcripts until after they complete NURS 412.
- G. At the end of NURS 412 student will take a third comprehensive exam.

\*Nursing learners are responsible for any changes made to standardized testing policies or changes in scores that are made at any point during their matriculation.

### **Calculation Testing Procedure and Policy**

Safe medication administration is a major and important responsibility of the professional nurse. A requirement of the program is that the student continually demonstrates competence in math skills and calculation of medication dosages.

New nursing students will take a proctored math competency exam during the third week of their Junior I semester in the NURS 309 Fundamentals of Nursing course. These are paper and pencil exams. The math competency exam must be successfully completed with a score of 90% or better to pass. If a Junior I student scores less than 90% on the exam, the student must schedule an appointment with the course coordinator to discuss plans for their remediation session(s).

A second math competency test will be scheduled approximately one to two weeks after the first test and contain the same level of problems. Failure to pass the math test on the second attempt will result in an automatic withdrawal without penalty from NURS 309 Fundamentals course. The Junior I student will be allowed to continue taking the co-requisites courses offered in that semester and will have to re-enroll in NURS 309 Fundamentals the following semester.

Should the student fail the medication competency test when repeating the NURS 309 course, it will count as a course failure. Refer to the progression policy for continuation in the nursing program.

Thereafter, all nursing students will be tested on medication calculation competency by questions embedded in the each proctored unit test for every clinical course. Unless the student is able to achieve a 90% of the math questions, they may have to remediate.

### **Use of Social Security Number**

The BSN Nursing Program adheres to the University policy on Use of Social Security Number. Refer to the current edition of the *Francis Marion University Catalog: Academic Information*. The student's 9-digit student number should be used consistently on all quizzes, test, and examinations.

### **Test Taking Guidelines**

Before each quiz/test/exam students will:

- Place all belongings at the front of the classroom, including hats, caps, coats, gloves, or any outer wear that may have pockets.
- The proctor and one other designated student will keep their cell phone in view in case of a Swamp Fox Alert.
- Once a quiz/test/exam is started the student cannot leave.
- Once a student accepts a test they cannot stop taking test and postpone taking it for any reason. If they hand in an incomplete test, the grade stands as is.
- Computerized testing in the classroom is proctored and the following guidelines apply:
  - Students cannot screen save or it is an automatic failure
  - Students cannot open a second window during testing
  - Students must use the calculator provided or the calculator on the computer
  - After testing, students who reopen the test outside the classroom will receive a grade of 0

**Grades(s) – Incomplete (IN) or Withdrew (W).** Refer to the current edition of the *Francis Marion University Catalog: Academic Information*.



## Posting of Grades

All grades will be electronically calculated by Blackboard and posted on Blackboard Learning System™. No information with regard to the grade earned on any quiz, test, examination, clinical or classroom assignments will be given out over the phone. Review of tests is at the discretion of the faculty member. At the end of the each semester, final grades are made available to students via Swamp Fox Internet.

## Student Evaluation of Course and Instructor

Every semester students are provided the opportunity to evaluate each course, clinical site, and its instructor so that educational quality may be maintained and enhanced. All students are encouraged to respond to the evaluation with honesty, sincerity, and a sense of confidentiality. The BSN Nursing Program will adhere to the University guidelines in administering the evaluations.

## Grade Appeals Policy

The BSN Nursing Program adheres to the University policy for Grade Appeals. Please refer to the current edition of the *Francis Marion University Catalog: Academic Information*. The University Grade Appeals committee will hear final course grade appeals not resolved at the level of the academic unit.

Any nursing student considering a grade appeal should fully understand that each faculty member has the academic freedom to determine grade criteria according to the BSN Nursing Program guidelines and by any method chosen by the faculty member as long as those methods are communicated to every student in the class, and are applied to all students equally.

Unless the faculty member has acted in an arbitrary or capricious manner in the assignment of the final course grade in question, or unless the faculty's grading is in violation of the guidelines established by the University or his/her own policies as noted in the syllabus (unless the syllabus was amended by the faculty) or other written documents, it is the right of the faculty member to determine whether or not the final course grade should be changed.

## Grade Changes

The BSN Nursing Program adheres to the University policy for requesting a grade change. Please refer to the current edition of the *Francis Marion University Catalog: Academic Information*. Grade changes are only made in extreme circumstances.

## Warnings for Unsatisfactory Academic or Clinical Achievement

Active nursing students will receive a written warning when unsatisfactory theory and/or clinical performance occur. Each warning will be placed in the BSN Nursing Program Student's File. With the exception of Mid-term warnings, all warnings are cumulative. A student may accumulate a total of three (3) warnings during their time in the nursing program before they are dismissed from the program.

## Progression Policies in the Baccalaureate Program

- A student must earn a minimum grade of C in each nursing course. A student earning a grade of less than C must repeat the course and achieve a C or better in order to remain in the program. If a student earns less than a C in a second nursing course, the student is dismissed from the program.
- Nursing courses must be completed in the prescribed sequence and within 5 years.
- A student must achieve a final grade of C in each course in order to successfully complete all nursing courses. In all nursing courses that include a clinical component, **85%** or greater of the total course

grade will be derived from proctored, scheduled quizzes, unit tests, final examination, and standardized test.

- A student must receive a satisfactory rating in all aspects of clinical as indicated on the Clinical Evaluation Tool for that course to achieve a course grade of “C” or better.
- A student who is assigned a clinical failure will receive a course grade of “F”

### Repeating a Course

A student must repeat a nursing course in which a grade of “W” or below a 2.0 was earned. A nursing course can be repeated **one time only**. No additional nursing courses may be repeated. The BSN Nursing Program adheres to the University’s policy and procedures as to the computation of the overall grade point average. This policy also applies to non-degree seeking students who are later admitted to the BSN Nursing Program.

### Dismissal from the Program

The Admission, Progression, and Graduation (APG) committee may recommend to the Dean of Health Sciences that a student be dismissed from the nursing program if the student:

- Fails to register for consecutive semesters,
- Has a grade point average (GPA) that indicates the student will not be able to meet the 2.0 requirement for graduation or has failed any two (2) nursing courses (including elective nursing courses),
- Does not complete requirements for the degree within the 5-year period after initial registration in the BSN Nursing Program,
- Demonstrates unsafe/unethical clinical practice,
- Has unsatisfactory physical or emotional health,
- Has violations of the University’s Student Honor Code,
- Has excessive absences in classroom or clinical areas,
- Demonstrates conduct incompatible with the practice of professional nursing,
- Patient Abandonment

\* Students who fail two courses may finish out the current semester in non-clinical courses with the exception of NURS 410.

The student has the right of due process and may appeal the dismissal within two weeks of the letter’s date. The student should write a letter of appeal that indicates the reasons for unsuccessful course completion and include professional steps being taken to become a successful nursing student. The letter should be addressed to the Associate Dean of Health Sciences. The letter can be submitted electronically (properly labeled with the student’s name and date) or hand delivered. Letter receipt will be confirmed by email. Only under unusual circumstances will a student, who has been dismissed or voluntarily withdrawn under the above stated circumstances, be allowed to reenter the nursing program. The student will be notified in writing of the APG committee’s decision. Appeals received after June 1st will be addressed at the first APG meeting in the fall semester. The student should register for courses in another major as soon as possible in the event the appeal is denied. The student will be notified in writing via mail and FMU email of the APG committee’s decision. A copy of the request and the committee’s reply will be placed in the electronic Nursing Student’s Performance File. Once a decision is made, the student cannot submit a second appeal.

**Withdrawal from the Program**

When withdrawing from the program, the student notifies his/her faculty advisor and completes the Withdrawal Grade Report form available in the Registrar's office. The BSN Nursing Program adheres to the guidelines set forth by the University. Refer to the current edition of the *Francis Marion University Catalog*.

**Withdrawal Procedure**

Students who withdraw from the program must make an appointment with the faculty advisor to discuss reasons for the decision to withdraw from the program. Complete withdrawals must be initiated by the student at the Registrar's Office. A Complete Withdrawal Grade Report will be completed. Failure to complete the Complete Withdrawal Grade Report form may result in the grade(s) of "WF" for the course(s).

**Voluntary Withdrawal**

A student who chooses to withdraw from the nursing program must follow the Francis Marion University's policy and procedures in the current academic year's catalog. If the student withdraws from the nursing program and decides to return, then the student must re-apply. The student will be placed into the current pool of applicants and receive normal consideration. There is no guarantee they will be accepted again.

**Petition for a Leave of Absence from the Nursing Program**

If an extenuating situation arises during the student's time in the nursing program that makes it difficult for the student to attend to course work, then the student may request a *Leave of Absence (LOA)*. The student must present their case in writing to the APG committee indicating the reason for the LOA. The student will receive a letter from the APG committee chair regarding the decision. A LOA can only be granted for one academic semester in order to maintain their place in the nursing program. It is the responsibility of the student to stay in contact with the Department Chair and the Student Service Coordinator about their return. If the student fails to follow this policy, then the student will be dismissed from the program. The student will need to re-apply if they choose to return.

**Readmission after an extended absence**

Any student that is returning to the FMU Nursing program after a leave greater than two semesters will have their academic transcript from the nursing program reviewed by the APG committee. Recommendations on repeating or auditing nursing courses will be submitted to the Dept. Chair, who will make the final decision.

**Petitions for Variance from Policies**

The APG Committee acts upon petitions from students seeking exception(s) to the BSN Nursing Program academic policies and/or regulations. A written request for an exception must be submitted to the committee in care of the BSN Nursing Program Chair with supporting rationale and documentation. Petitions will be addressed at the next scheduled meeting. Appeals received after June 1st will be addressed at the first APG meeting in the fall semester. The student has the right to present their case to the committee. A request to do this must be sent to the Chair of the APG Committee. The student will receive a letter from the

committee regarding the decision on the petition. A copy of the petition and the committee's reply will be placed in the BSN Nursing Program Student's Performance File.

### **Guidelines for Resolving Student Concerns or Complaints**

Students experiencing academic difficulty are strongly encouraged to schedule an appointment with the classroom or clinical faculty for assistance. If students are unable to resolve academic issues then they should consult individuals in the following order:

1. Course coordinator, if different from above
2. Chair of the Nursing Department and Associate Dean of Health Sciences
3. Dean of Health Sciences

It is regarded as unprofessional in the discipline of nursing not to follow the appropriate chain of command. For quicker resolution, students are encouraged to seek resolution of conflict using this process. It is the desire of the nursing faculty to facilitate faculty-student dialogue in order to promote a positive environment for learning.

## **IX. Academic Integrity**

### **Academic Dishonesty**

See Honor Code found in the *University Student Hand Book: Rights and Responsibilities Honor Code*. All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, plagiarism, the giving or falsifying of any academic documents or related materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned work.

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

### **Code of Ethics**

The BSN Nursing Program subscribes to the "Code of Student Conduct" as defined in the "Students' Rights and Responsibilities" section of the current edition of the *Francis Marion University Student Handbook and Catalog*. The BSN Nursing Program subscribes to the American Nurses Association (ANA) Code of Ethics; whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the University, the BSN Nursing Program, or the nursing profession.

### **Professional Conduct**

Professional misconduct is construed as any violation of the following provisions:

- Faculty and students assume responsibility for individual and professional judgments and actions. They will seek consultation and clarification on professional actions in which there is uncertainty. It is expected that they will continue to maintain competence of their practice.
- The student nurse assumes responsibility and accountability for individual nursing judgments and actions at his/her level of knowledge and expertise.

- Nursing faculty and students exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
- It is expected that faculty and students will respect and uphold the rights of all patients.
- Provide services with respect for human dignity and the uniqueness of the whole patient unrestricted by the nature of health problems, personal attributes and beliefs.
- Judiciously protect information of a confidential nature.
- Ensure the patient's right to privacy.
- It is expected that faculty and students will protect the patient against incompetent, unethical or illegal practice.
- Participate in the profession's efforts:
- To protect the public from misinformation and to maintain the integrity of nursing.
  - To implement and improve standards of nursing and maintain conditions of practice conducive to high quality nursing care.
  - By assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority.
- It is expected that faculty will respect and uphold the rights of students by:
  - Maintaining confidentiality of student records.
  - Obtaining or disseminating to the appropriate persons only information strictly pertinent to student's current academic performance.
  - Treating the student as a human being of worth and dignity.
- It is expected that students will respect and uphold the rights of faculty.
- All students will sign a Student Affirmation Form once a year (form found in CastleBranch).

### **Confidentiality Policy**

The faculty and staff of the BSN Nursing Program at Francis Marion University recognize the importance of protecting the private and confidential information regarding patients, their families, employees, staff, and peers as well the operation(s) of agencies within which the faculty and students practice. It is the legal and ethical responsibility of every faculty member and student to maintain and abide by laws relative to privacy including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines. This policy includes materials discussed in both the classroom and clinical settings. Information pertinent to patients may be relayed only to those individuals who have authority to have that information. All information pertaining to patients is confidential, regardless of form (verbal, hard copy, film or computerized). Unauthorized access, use or disclosure is illegal and grounds for immediate dismissal from the program.

### **The faculty and students agree to:**

- Follow the HIPAA guidelines including the information in the BSN Nursing Program HIPAA Statement found in the *Nursing Student Handbook*;
- Read, understand, sign and follow confidentiality and privacy policy statements before beginning each clinical experience. Policies vary from health care agency to agency; students and faculty are responsible for reviewing them at the beginning of every clinical experience;
- Protect confidentiality of patients, families, employees, peers and agency at all times;

- Access, use or share confidential information only as it is essential and allowed by law;
- Never release protected health information to any unidentified source; know the person you are talking to;
- Never talk about patients in public; never discuss confidential information where other patients, visitors or other employees might overhear, including elevators, dining facilities and telephones;
- Never leave patient records or information where unauthorized persons might see them;
- Never copy information nor remove any part of the patient's record from the agency.
- Never use patient's names or specifics about their healthcare issues on the www including Blackboard.

Safeguards that exist to protect patient data include institutional systems of passwords that identify users and their access to privileges in the computer system. The ability to use an electronic signature is a privilege that is granted in accordance with agency policies. It is not a right to have passwords and computer access.

#### **Faculty and students agree:**

- Never, lend or share his or her passwords with anyone else;
- Never, use another individual's login, ID or password;
- To report immediately breaches or suspected breaches of security to appropriate agency authority;
- To realize that E-mail is not private or secure and therefore not communicate information via this system.

## **X. Fees and Expenses**

Students are required to have all current fees paid by established deadlines in order to attend classes. Any student who is not in good financial standing for the current semester is advised to leave class, resolve the problem, and return upon receipt of current fees having been paid. Classes missed due to failure to pay fees are unexcused absences. Students found to be delinquent will be withdrawn from all courses.

#### **Expenses Students May Expect**

All students may expect to incur the following additional expenses: books and supplies, uniforms, watch with a second hand, name pin, various types of equipment (specific information provided to students by the BSN Nursing Program's Student Services Coordinator and/or the course coordinator), and travel to clinical sites. A car is necessary for clinical agency placements.

#### **Financial Information**

Contact the office of Financial Assistance at 843-661-1190 or by visiting the web site: "quick links" at <http://www.fmarion.edu>.

## **XI. Graduation Policies**

#### **Application for Degree**

Undergraduate students are required to file an Application for Degree with the Registrar's Office during pre-registration the semester prior to graduation. Refer to the *Francis Marion University Student Handbook* for final deadline dates and fee requirements. All students are expected to attend the ceremony.

Those students desiring to graduate in absentia should complete the appropriate information on the degree application.

Senior nursing students who plan to sit for the NCLEX-RN licensure examination in South Carolina will need to complete an application on-line. It is the student's professional responsibility to notify the BSN Nursing Program when they plan to take the NCLEX-RN licensure examination.

### **Requirements for graduation and for the award of the Bachelor of Science in Nursing (BSN) degree as follows**

- Completion of a minimum of 120 semester credit hours, including 59 semester hours of prescribed prerequisite courses and 4 credits of electives, with a grade of "C" or above from a regionally accredited college or university and 61 semester hours of prescribed upper division course work within 5 years of initial enrollment in the BSN Nursing Program.
- Completion of the nursing and general education courses prescribed by the University.
- Completion of nursing courses with a minimum grade of 2.0 in each course.
- Attainment of a 2.0 cumulative GPA.
- Completion of at least 36 semester hours at the University.
- Recommendation by the faculty.

The BSN Nursing Program appoints a faculty advisor for each student to assist the student with program planning and tracking of prerequisites and upper division requirements. However, the responsibility for assuring that all prerequisites and upper division requirements are met rests solely with the student. Upon successful completion of the program requirements, recommendation by the faculty, and endorsement by the Department Chair, BSN graduates are eligible to apply for the National Council Licensure Examination (NCLEX-RN).

## **XII. Departmental Policies and Procedures**

### **Children on Campus**

It is the policy of the BSN Nursing Program that children are not permitted in classroom, clinical settings, and/or scheduled meetings. If you do decide to bring your child to any social activity or other events in the Lee Nursing Building, you do so at your own risk.

### **Cell Phones**

Cell phones may be kept on in the classroom as long as they are inaudible. During tests and exams, all cell phones must be placed in the front of the room with the rest of the student's belongings in an inaudible setting. The proctor and one other designated student will keep their cell phone in view in case of a Swamp Fox Alert. Cell phones may be used in the clinical setting per hospital policy. Use of mobile electronic devices as resources in the clinical area is addressed in the MED policy (refer to the Certified Background System).

### **Literary Format**

In order to provide consistency, uniformity, and standardization for all written documents in nursing courses, the *Publication Manual of the American Psychological Association (6th edition)* (APA Style Manual) is the adopted writing style. It is strongly recommended that you purchase the book. This format should be used by all nursing students in writing papers as part of course assignments (unless otherwise specified). In addition:

- All graded and/or written assignments must be typewritten (Microsoft Office: WORD) or written in black ink, double-spaced with one-inch margins per APA.
- All required written assignments will be considered late if not received by faculty by the designated time and date. Late work will be accepted per faculty discretion and as outlined in the course syllabus. An

exception to this policy will be made only if the student has made prior arrangements with the respective faculty member.

- The student must submit all written course requirements in order to receive a course grade.
- Written work should be submitted directly to the appropriate faculty member as outlined in the course syllabus. Important written work, especially graded assignments, should not be placed in faculty mailboxes or in the door boxes located outside the faculty member's office without the direct permission of the faculty member. A copy of all written work submitted to faculty should be kept by students.
- Faculty reserve the right to request that all written assignments be electronically submitted via "Assignments" on Blackboard Learning System™.

### Acceptable Uses of the Internet

Francis Marion University internet guidelines are available in the *FMU Student Handbook* and on the web address <http://www.fmarion.edu>, under the academic computing link. In addition, FMU has Computer Center Rules with regard to Disk Write Rights, Piracy, Viruses, Climate, and Media. The BSN Nursing Program adheres to all of the guidelines set forth by the University.

### Computer Access

The BSN Nursing Program Computer Lab is located on the second floor of the LNB. All Academic Computing Services regulations for Acceptable Uses of Computers and Internet will apply. The Rules are as follows:

- Write:** No privileges are granted to write any other hard drive
- Piracy:** The software and documents available are copyrighted products. They may not be reproduced, in part or in whole, for any purpose.
- Viruses:** Scan all personal electronics prior to use.
- Media:** You must have your own printer paper, or external drive. The DON will not loan them. All supported computer media can be purchased at the Patriot Bookstore. **Students are not allowed to save material to the hard drive.**
- Climate:** While talking and moving about is fine, the rights of others must be respected. No loading of games, music, or any software or hardware is allowed. Do not eat or drink beverages in the Computer Lab.

### E-mail

Electronic mail is an essential component of communication between the Nursing Faculty, administration, and students; therefore, all nursing students are required to have an active FMU e-mail account. Email responses to faculty are expected within 24 hours. In return, faculty will email students within 24 hours with the exception of weekends and holidays. Email to all faculty and students in the department must be addressed professionally with a proper salutation, complimentary closing, and signature. If any of the proper ingredients are lacking, the email will be returned with a note that states "please address this email in a professional manner." Each email should address one issue.

### Phone usage and messaging

Students are only to call faculty or text faculty if it is an emergency clinical situation. Faculty will not use verbal phone conversations or texting to discuss any issues with student. Contacting faculty (other than an emergency clinical issue) must be done by email.

### Messages

Students are to self-enroll in the Nursing Student Center on the Blackboard Learning System in order to obtain messages that are sent to the entire nursing student body.

### Bulletin Boards



Bulletin Boards are the property of the University. Students may not post any material without permission from the course coordinator or appropriate faculty/staff.

### **Emergency Preparedness**

Francis Marion University's Emergency Preparedness Plan is designed to guide University personnel in responding to urgent situations and crises through planned and executed series of steps that will ensure the safety of our people and property. The BSN Nursing Program will adhere to all guidelines set forth in the Emergency Preparedness Plan. All students should register in Swamp Fox Alert.

### **Hazardous Chemical Spills**

Refer to University's Emergency Preparedness Plan April 2005 as well as the MSDS sheets located in MSB 106, Student Lounge, and in the Healing Arts and Science Lab. Web site reference: [http://images.acswebnetworks.com/2017/77/Hazard\\_Communication\\_.pdf](http://images.acswebnetworks.com/2017/77/Hazard_Communication_.pdf)

### **Cancellation of Classes/Clinical**

The BSN Nursing Program adheres to the policies of the University with regard to scheduled class times. In the case of inclement weather or other disasters, the BSN Nursing Program will follow the schedules established by the University. Students are to activate Swamp Fox Alert in order to receive information about closures. Students are also encouraged to listen to local radio and television for these schedule changes. Faculty may also notify students via email, Blackboard, and or phone as written in the syllabus. Students are also reminded that they are to utilize sound, personal judgment when deciding whether to commute for a learning experience in hazardous weather conditions.

### **Emergency Contact**

Students should *not* provide any of the BSN Nursing Program telephone numbers for routine contacts. Students may inform a close relative or friend to contact the BSN Nursing Program in case of a true emergency (843-661-1690, Ms. Bonita McFadden, Administrative Associate).

### **Employment Demands**

There is no policy limiting the number of hours a student enrolled in the nursing program may be employed, since the ability to handle the combined responsibilities of college and employment is so individual. Many students find it necessary to work while enrolled in school to help defray living and educational expenses. The nursing curriculum is demanding and requires preparation and study time in addition to scheduled classes and clinical experiences. Clinical experiences may also be held on the weekends. Certain practicum experiences involve intensive clinical work requiring the student's full time and attention. Students who try to balance work-loads greater than 20 hours per week and a full-time academic load often place themselves at risk for academic failure. Students should plan for such experiences so they may reduce or eliminate other work commitments during intensive practicum experiences. Students who fail to meet the established academic standards in the BSN Nursing Program due to employment cannot receive special consideration. Students who need to work to pay for college expenses should discuss this with their nursing academic advisor before they are in academic jeopardy. Students may need to stop academic work for a period to help ensure success.

### **References for Employment**

The faculty of the BSN Nursing Program support students and graduates in their career endeavors and are willing to provide references when appropriately requested. Students **must request permission** of faculty to list the faculty member as a reference on his or her resume and/or application.

### XIII. Clinical Policies and Guidelines

#### Transportation

Each student will be assigned to various clinical sites each semester. The student may be assigned day and/or evening clinical rotation that may occur during the week and/or on the weekend. The student is responsible for obtaining transportation to and from the clinical sites. Requests for accommodation in the selection of clinical sites will only be honored for extenuating circumstances. Those requests must be emailed to the course coordinator. Extenuating circumstances DO NOT include childcare, transportation, care of family members, and work schedules. Once assigned, the student is not permitted to switch clinical sites.

#### Clinical Attendance and Punctuality

100% attendance and punctuality of all clinical experiences is expected. The following policies apply to clinical absences and lateness:

- When a student cannot attend the clinical session, the student must call and speak directly to staff at the assigned clinical unit one hour prior to the start of the clinical session. Additionally, the student must email the clinical instructor one hour prior to the start of the clinical session. Failure of the student to notify the clinical instructor prior to a clinical absence may result in a recommendation for clinical failure.
- *Following an absence, students are responsible for contacting the course coordinator about make-up requirements.*
- *Punctual attendance is required at all clinical sessions. Tardiness is not a professional attribute. Late is defined as arrival at the clinical site past the designated start time. Any student who arrives at the clinical site 15 minutes or more past the designated start time, even if a first occurrence, will be sent home. The first time a student is late; he/she will receive a written warning for tardiness/unprofessional behavior. The second time a student is late, he/she will receive a second written warning for tardiness/unprofessional behavior, and will be sent home from the clinical setting for the day; this constitutes a clinical absence, and will be subject to the above attendance policy. The third time a student is late, he/she will be sent home, and will receive a course failure. The student who arrives at his/her clinical setting with symptoms of illness may be sent home by the clinical faculty, constituting a clinical absence.*

### XIV Student Health Policies

Francis Marion University and the BSN Nursing Program are committed to provide professional and cost-effective health care for its students through Student Health Services. Refer to the current edition of the *Francis Marion University Catalog* for additional information

Any student who suffers from an injury, develops a physical or emotional problem, and/or takes medication that alters critical-thinking and clinical decision-making, has the responsibility of notifying all appropriate nursing faculty so that appropriate measures can be taken. Prior to returning to the clinical environment, the said student **must** provide a letter to all appropriate nursing faculty from their health care provider indicating “**no restrictions.**” Any student who presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time, or any student who demonstrates behavior which conflicts with the safety essential to nursing practice, can be dismissed from the nursing program” (*SC Board of Nursing*).

#### Health Costs/Coverage

The University and/or the BSN Nursing Program are not liable for health care costs associated with a student's illness or injury from clinical practice and/or lab activities.

### **Infectious/Communicable Disease Policy**

Infectious/communicable diseases are common and may be a threat to students and faculty. During the performance of clinical practice activities, students may have contact with patients with AIDS (HIV), Tuberculosis (TB), Hepatitis B, and other infections. This contact may expose the student to infectious agents, and may result in the student transmitting an infectious disease to other patients, family members, faculty, and other students. To help protect the health and safety of its students, as well as that of patients, the BSN Nursing Program requires:

- Medical History Form
- Latex Allergy Questionnaire
- Immunization Requirements

These must be uploaded into CastleBranch.

### **Prevention and Transmission of Transmittable Disease**

All students are required to abide by the Center for Disease Control's (CDC) and Occupational Safety and Health Administration (OSHA) Universal Precautions and precautions applicable to individuals with infectious/communicable diseases. It is the student's responsibility to become thoroughly familiar with these guidelines and to practice Universal Precautions in all clinical/lab settings. Universal Precautions may be summarized as treating all body substances; body fluids as potentially infectious. Protective Personal Equipment (PPE) should be used to reduce the risk of exposure to potentially infectious material.

### **Student Refusal to Care for Patients with Infectious/Communicable Diseases**

Refusal to provide care to patients with infectious/communicable diseases is not in keeping with performance expectations for students in the BSN Nursing Program and is inconsistent with the ethics of the nursing profession. It is expected that students will provide care to assigned patients with any infectious communicable disease. In cases where continuing clinical practice presents more than a minimal risk, such as when a student is immune-suppressed, the clinical faculty may decide to temporarily reassign the student. In the case of caring for patients with an airborne contagion, such as TB, caregivers must be specially fit tested with an N95 respirator.

Nursing's mandate to provide care is exquisitely expressed in an ANA publication:

Nursing is a caring profession, oriented toward patient advocacy. Because of nursing's long history of standing ready to assist the ill and vulnerable in society, society has come to rely on nursing and to expect that it will rise to the health demands of virtually any occasion. In a sense, this reciprocity is crucial to the profession. All must know that care will be given when needed and that it will not be arbitrarily, prejudicially or capriciously denied (American Nurses Association 1992).

### **Exposure Incidents and Follow-up to Blood/Body Fluids**

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials that result from the performance of student activities. Students who follow the recommendations developed by the CDC have minimal danger of contracting any infection in the course of their clinical activities. Initial and subsequent care and follow-up activities including recommendations related to counseling, prophylactic/treatment regimes, continued or restricted practice after a student's exposure incident will be determined by the student's health care provider. Any student who experiences a blood or body fluid exposure incident is responsible for all medical costs incurred for his/her counseling, follow-up care/treatment and/or diagnostic tests/procedures conducted. These blood or body fluid exposures, like all incidents that occur on school time, must be reported to the supervising clinical instructor immediately.

### Clinical Preparation and Conduct

- Each semester students will be provided specific written guidelines as to concept maps, pre-conferences, post-conferences, and written assignments.
- Students are expected to come prepared for clinical/lab.
- If a student is unprepared for clinical/lab or violates any clinical policy, the student may be sent home and the incident will result in a warning, a second occurrence of the same or different infraction will result in a second clinical warning, and a third incident will result in a clinical/lab and course failure.
- A student's clinical counseling and warnings are cumulative and a third one in a subsequent course can constitute a failure.
- A clinical (course) failure or a program failure may be assigned by the faculty, in consultation with the chair, if the student is responsible for a sentinel or grossly unsafe or negligent event, even if it is the first occurrence.

A sentinel event is an unexpected occurrence involving death or serious physical or psychological injury, or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase, "or the risk thereof" includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome. Such events are called "sentinel" because they signal the need for immediate investigation and response. ~ The Joint Commission, 2014 ([http://www.jointcommission.org/sentinel\\_event.aspx](http://www.jointcommission.org/sentinel_event.aspx))

### Clinical Evaluation of Student Performance

- Students should retain a copy of each of their clinical evaluations.
- Student performance in the clinical area will be evaluated utilizing processes outlined in the Clinical Evaluation Tool for each course. The student must achieve a satisfactory level of performance in the lab/clinical in order to progress. **If a student is assigned a unsatisfactory clinical grade a course grade of "F" will be assigned.**
- When a student's clinical performance in any clinical situation indicates that a student is unable or unwilling to perform at a safe and/or professional level of practice, the clinical faculty in consultation with the faculty course coordinator will remove the student from the clinical area and it will constitute a clinical counseling for that day.
- Should an event occur that requires clinical counseling, a warning will be given. A written action plan will be developed by the student in conjunction with the course coordinator and the clinical instructor. If the stipulations in the action plan are not met by the date and time identified, the student will receive a second warning.
- A third warning will result in dismissal from the nursing program.
- Students are encouraged to continuously articulate learning needs throughout each semester in order to enhance the clinical and course faculty's ability to facilitate relevant learning assignments and opportunities.
- A clinical (course) failure or a program failure may be assigned by the faculty, in consultation with the chair, if the student is responsible for a sentinel or grossly unsafe or negligent event, even if it is the first occurrence.

### Professional Dress Code

In recognition of the educational and professional environment of Francis Marion University, all individuals associated with this institution are expected to maintain a neat and clean appearance at all times.

In view of nursing's professional goals, all students enrolled in the BSN Nursing Program must project a professional image of nursing when engaged in clinical learning or preplanning experiences. Remember that when acting outside the University classroom, you will be seen as a guest, a representative of the BSN Nursing Program, and a professional nursing student. The dress code is designed to protect the personal safety of students while in the clinical area. Although this dress code is congruent with the majority of health care agencies, some have dress codes that may be different or more restrictive. The course coordinator will inform the student of any additional agency requirements. Guidelines specific to clinical sites will be given by the clinical faculty during any clinical experiences. Shorts or jeans are not appropriate attire. Students must have proper identification (which may be picture ID), and required equipment/supplies needed for clinical/lab experiences.

**Specific guidelines follow:**

- The uniform is not to be worn when students are working in an agency as volunteers or for pay.
- Only an approved FMU BSN Nursing Program identifier may be displayed. All others must be removed or covered.
- Uniform:** When involved in nursing practice in hospital settings, students must wear approved uniform. All uniforms must be neat, clean, without wrinkles, tears, or frays, and properly fitting with appropriate undergarments. The uniform may be an approved dress or pants and top. Hemlines must be professional in length and be no shorter than the top of the kneecap. No change in the design is allowed.
- Shoes:** Shoes and shoelaces should be solid white and clean with an enclosed toe and heel. Stockings and/or socks must be worn and be white and plain. Socks may not be worn with dress-type uniforms.
- Lab Jacket:** All students are required to wear a white, long sleeve lab jacket with tailored hemline. During pre-planning activities and specified clinical and administrative experiences, the lab jacket must be worn over professional street clothes. Clothing must be neat, clean, with appropriate length skirts or trousers, professional shoes, and appropriate shirts/blouses.
- Unacceptable attire:** Jeans, denim, open-heeled clogs, heels higher than 2 ½ inch, sandals or thongs, shorts or mini-skirts, frayed or camouflaged clothing, tight-fitting, torn, or low-cut clothes are deemed by the BSN Nursing Program as unprofessional and are inappropriate.
- In designated settings:** Students may be required to change to scrubs and/or gowns. In this event, the student uniform jacket must be worn to and from the clinical setting over professional style clothes. Unacceptable attire may not be worn. In some clinical settings (psych, community health, day care), appropriate attire will be designated by Course Faculty in accordance with agency policies.
- Identification:** Approved Francis Marion University /BSN Nursing Program identification must be worn in every clinical setting. A FMU student ID badge, an institutional ID badge, or picture ID if required.
  - **A name pin** (white lettering on blue background) as follows:
 

<b>BSN Students:</b> Student's Name	<b>RN to BSN Students:</b> Student's Name
FMU BSN Nursing Program	FMU BSN Nursing Program
BSN Student	RN to BSN Student
- No chewing gum or tobacco products (includes e-cigarettes)** are allowed in any clinical experiences.
- Tattoos:** All tattoos must be covered during the clinical experiences, i.e., if a student has an ankle tattoo, pantsuit uniform or opaque hosiery must cover it. If the tattoo is in an area that cannot be covered by clothing, consult your Course Coordinator prior to attending any clinical activity.
- Hair:** Hair must be short (or pinned up), neat, clean, and well managed to avoid contamination of patient areas and self. Elaborate hair styles and ornaments may not be worn. Unnatural hair colors or streaks of unnatural colors, i.e., lime green; blue, etc. are not consistent with the professional image of nursing. Beards and mustaches must be well groomed and clean and in compliance with the clinical agencies guidelines.
- Nails:** Fingernails must be short enough not to injure patients. No nail polish or artificial nails are allowed.

- Jewelry:** Jewelry must be minimal and conservative. Visible body piercing and tongue piercing jewelry should be removed prior to clinical experiences. Wedding rings may be worn. No more than one stud-style earring per earlobe may be worn. Stud or post earrings must be less than one-half inch in diameter. Bracelets, necklaces, or dangling earrings are not permitted. Official SNA (Student Nurses Association), Sigma Theta Tau or original nursing school pin may be worn. Also, some clinical areas may require you to pin your rings and watches to your uniform. MediAlert bracelets are acceptable.
- Fragrances:** Non-scented make-up and hair products may be worn. No perfumes or colognes are allowed. Lotions and deodorants must be limited to those with light scents.
- Makeup:** Should be understated and subtle.

Failure to comply with these policies **will** result in dismissal of the student from the clinical area. The student will receive clinical counseling. If there is a repeated offense, the Clinical Faculty will notify the Course Coordinator and a second warning will be issued, if a third occurs it will constitute a course failure in the present course or subsequent clinical courses.

*\*Any learner who does not return their McLeod badge will be issued an incomplete in the course.*

### **Medication Administration Policies**

All students must be directly supervised in all aspects of medication administration. Clinical faculty will determine that knowledge and proficiency in medication administration has been demonstrated. Nursing students must be cognizant of the fact that they are accountable and responsible for their actions. Institutions utilized by the Francis Marion University BSN Nursing Program may have additional requirements related to medication administration to which students and clinical faculty will adhere.

#### **Student Responsibilities for Medication Administration**

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

- Notify **the clinical faculty** before giving any medication unless otherwise instructed. No IV Push medication and/or blood/blood products, or chemotherapy products may be administered;
- Refuse to take verbal orders for medications;
- Check the accuracy of the medication administration record against the physician's order prior to and at the time of administration;
- Demonstrate understanding of indications, actions, dosage, route of administration, precautions, and nursing implications for all medication therapy, unless otherwise instructed by clinical faculty. The student is required to have a current medication reference on hand;
- Clarify any medication that is not properly labeled or is outdated as indicated by the expiration date;
- Adhere to the prescribed technique for administering medications as established by the BSN Nursing Program, Standards of Care and Agency Policy;
- Promptly record according to agency guidelines, that the medication has been administered;
- Adhere to hospital, governmental and the BSN Nursing Program policies for proper documentation and signature for narcotic and controlled drugs. Students must have direct supervision by clinical faculty or a designated LPN/RN the signing out process and the administration of all narcotics and controlled substances;
- Request assistance in giving medications to patients who are disoriented, hyperactive or otherwise uncooperative, or where there is reason to question one's ability to administer medication safely.
- Faculty has the right to deny a student to administer medications if the student is deemed to be unsafe and/or lacks sufficient knowledge.

#### **Student Medication Error Policy**

- The nursing student will report all medication errors immediately to the clinical faculty.
- The patient's condition will be assessed, and the medication error will be reported to the charge nurse

and/or clinical director.

- The student making the error or the individual discovering an error will complete all required documentation according to the health care agency protocol. The clinical faculty will assist the student with the documentation process.
- Errors in documentation of medications will be considered as unsatisfactory and will be documented on an academic counseling form utilizing the clinical evaluation tool and standards of practice as guidelines. Examples (but not limited to):
  - o Not signing name, title, and initials on the Medication Administration Record:
  - o Failure to document reasons for omitting a medication:
  - o Failure to record apical pulse, blood pressure, blood sugars and/or other appropriate assessment parameters.
- Students will be counseled after each medication error and will receive a clinical discipline. Examples (but not limited to):
  - o Not following **ALL** rights of medication administration
  - o Duplication of medication that has already been given
  - o Omission of an ordered medication
  - o Medication left at the bedside without a physician's order and/or in accordance with the agency policy.
  - o Failure to assess a patient according to established agency guidelines and/or a physician's order and/or established standards of care
  - o Inability to calculate correct dosage
- Medication errors that endanger the patient's life and/or actually cause patient harm will be deemed as unsafe nursing practice. This could result in immediate termination from the clinical area as well as the course and nursing program. Students will be referred to the Admission Progression and Graduation Committee (APG) for potential program dismissal.
- Documentation of medication errors will be maintained within the BSN Nursing Program Student Performance File.

### **Health Insurance Portability and Accountability Act of 1996 Statement**

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule provides a Federal law to protect privacy and confidentiality by preventing a release of an individual's (patient's) individually identifiable health information (i.e., information in a medical record). The faculty of the BSN Nursing Program at Francis Marion University recognizes the importance of protecting health information and understands the responsibility to educate the students as to the requirements of HIPAA. HIPAA protects all health care information generated by a healthcare provider, health plan, or facility. This information is protected whether it is verbal, written or electronic. The following information is a description of the HIPAA guidelines as they apply to students and faculty. A nursing student having access to individually identifiable health information must complete HIPAA Privacy Rule training. Typically, this Privacy Rule training must be completed prior to the student beginning clinical. Records of the training sessions are maintained in the BSN Nursing Program. Nursing students may view individually identifiable health information for treatment purposes. In other words, FMU BSN students must be involved in the care of the patient to view a patient's individually identifiable health information (i.e., the contents of a medical record). Individually identifiable health information may be stored in a variety of formats including paper, electronic (computers), video, audio, and photographs. Regardless of the format, all individually identifiable health information must be protected. **Under no circumstances should any of this information be copied and/or removed from the clinical agency.**

## Caregiver Responsibilities

Caregivers (students and faculty) must be careful with the protected information to which they have access and should be aware of the environment in which they are discussing patients. The following guidelines are required for faculty and students in both classroom and clinical:

- Patient issues should only be discussed in a confidential area on the nursing unit, and in post-conference held in a private room. There should be discussion of patient issues with as little information identifying the patient as possible. Case study presentations should be used in which the patient is described by age and diagnosis but not by name, initial or room number.
- Information (report sheet, notes, and lab) should be disposed of properly at the facility before **leaving the unit**. No records or protected health information are to be removed from the facility.
- Information should only be shared with individuals who are directly caring for or have permission to have information regarding the patient.
- Computer security should be ensured at all times. Do not share passwords. Log off when you leave.
- Information related to patients or student assignments should never be faxed.

FMU BSN students can follow basic Do's and don'ts to protect a patient's privacy. All of these are just a common sense approach to protect the privacy of individually identifiable health information.

<b><u>The Do's:</u></b>	<b><u>The Don'ts:</u></b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Do I need to look at this patient's health information to provide treatment to the patient?</li> <li><input type="checkbox"/> Do keep a patient's room door closed when providing care or discussing health information;</li> <li><input type="checkbox"/> Do speak softly when discussing health information while others are present;</li> <li><input type="checkbox"/> Do excuse visitors when patient information is to be discussed;</li> <li><input type="checkbox"/> Do follow proper procedures when disposing of a patient's health information;</li> <li><input type="checkbox"/> Do log off computer systems when you are finished accessing health information;</li> <li><input type="checkbox"/> Do report any privacy violations to your college or the privacy officer.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Don't talk about a patient's health information in public places;</li> <li><input type="checkbox"/> Don't choose a computer password that can be easily guessed, such as your last name;</li> <li><input type="checkbox"/> Don't let faxes or other printed papers with a patient's health information lie around unattended;</li> <li><input type="checkbox"/> Don't walk away from open medical records;</li> <li><input type="checkbox"/> Don't give out a patient's medical condition or location. Refer the call or request to your instructor or charge nurse on the unit.</li> </ul>

In addition, each FMU BSN student must realize that mental health; HIV/AIDS, sexual assault, and alcohol/drug abuse records are protected by additional Federal and State laws. Therefore, these types of individually identifiable health information must be protected with greater care.

## Alcohol and Other Drug Policy



Students, faculty members, and staff of the BSN Nursing Program at Francis Marion University are responsible, as citizens, for knowing about and complying with the provisions of South Carolina Law that make it a crime to possess, sell, deliver, or manufacture those drugs designated as “controlled substances”. Any student enrolled in the BSN Nursing Program who violates this law is subject to both prosecution and punishment by the civil authorities and to disciplinary proceedings by the University and the BSN Nursing Program. For a complete account, please reference the current edition of *Francis Marion University’s Student Handbook* in the Students’ Rights section: Alcohol and Other Drug Policy Summary.

### **BSN Nursing Program Policy on Substance Abuse**

Our philosophy regarding student substance abuse revolves around protecting the public’s health and safety. To ensure patient safety, comply with clinical facility policies and the South Carolina Board of Nursing policy, the BSN Nursing Program has adopted the “Alcohol and Other Drug Policy” which coincides with other University policies regarding these issues.

Substance abuse is defined as the non-prescribed use or abuse of any legal or illegal drug and/or alcohol. It is also the abuse of legally prescribed, but abusively, dangerously, illegally used drugs. The BSN Nursing Program will be responsible for appropriately identifying students who are abusing alcohol/ drugs and referring students to appropriate programs, agencies, or resources, either on or off campus as needed. For definition of this policy, use or abuse of illicit/illegal drugs, the illegal use of alcohol, or use of any substance that disrupts the operation of the nursing program or is deemed to be unsafe in relation to patient care are prohibited. Additionally, the BSN Nursing Program may refer students to the appropriate FMU office in situations that may involve violations of other University policy relating to these issues.

### **Drug and Alcohol Screening Program: Testing Based on Reasonable Suspicion**

- A student may be subjected to testing at any time when, in the judgment of a faculty member, there is reasonable cause to suspect the student is engaging in the use of alcohol, non-prescribed or illegal drugs on campus or the clinical site. Such individualized reasonable suspicion may be based on information from any source deemed reasonable by the faculty member, including but not limited to:
  - Observed possession of or use of substances that reasonably appear to be illegal drugs, legal drugs used illegally and/or alcohol.
  - Observed noticeable change in behavior, appearance, and/or conduct; slurred speech; smell of ethanol on breath.
- Individualized reasonable suspicion means: if the available facts were conveyed to a (hypothetical) reasonable person unfamiliar with the student, that person would conclude that there is a factual basis for determining that the student is using a prohibited drug and/or alcohol.
- When individual reasonable suspicion is found to exist, the student shall be subject to dismissal for Unsafe/Unethical Practice.
- Individualized reasonable suspicions will be handled according to the Clinical Agency’s and/or the BSN Nursing Program policy:
  - Once the student has been confronted by the faculty member of the need for reasonable suspicion drug testing, the faculty member will remove the student from the class or clinical setting and will notify the course coordinator and the Departmental Chair;
  - If the student is confronted in the clinical site the policy and procedures of that site will be enforced;
  - If the student is confronted on campus, Security will be notified and Carolina Hospital or Arcpoint will be called to come to campus to test the student at the student’s expense (approximately \$40.00);

- The student is responsible for all expenses associated with drug/alcohol drug testing. A consent and release form will be signed by the student for drug/alcohol testing. Validated copies of the test results will be sent to the Department Chair of Nursing and subsequently to the student.

### **Consequences of Failure to Participate in or Cooperate With Testing:**

An instance of failure or refusal to participate in or cooperate with testing shall be deemed an occasion of impermissible drug/alcohol use that justifies dismissal under the BSN Nursing Program policy on Dismissal from the Program.

### **Possession and Distribution of Drugs or Alcohol**

Any student arrested for possession of drugs or alcohol must notify the BSN Nursing Program Chair within 12 hours of the incident and cannot participate in patient care/ clinical until the allegations are resolved. This is to be in compliance with the policies and procedures of our practice care partners. Failure to notify the Department chair or designee within 12 hours will result in dismissal from the program.

### **Consequences of Impermissible Drug Use:**

When prohibited drug and/or alcohol use has been confirmed through positive test results, the student shall meet with the Department Chair of Nursing or designated representative and be dismissed from the program.

Any information concerning a student's alleged or confirmed use of drugs/alcohol shall be restricted to institutional personnel and the South Carolina Board of Nursing. No individual test results of the drug/alcohol screen will be provided to clinical agencies. No release of such information will be made without the student's written consent, unless in response to appropriate judicial process. The institution, however, will not voluntarily disclose such information in the absence of a subpoena or court order.

## **XIV. Professionalism Policy**

### **Definition of Unprofessional Behavior**

Unprofessional or disruptive behavior is defined as any behavior that is contentious, threatening, insulting, or potentially litigious or otherwise interferes or has the potential to interfere with an individual's or group's professional responsibilities, self-respect, or ability to collaborate productively with others. It is behavior that creates an unsafe, intimidating, hostile, destructive or offensive work, academic or clinical environment. Dictates of professional behavior apply to faculty, staff, and students in the BSN Nursing Program. Examples of unprofessional or disruptive behavior include but are not limited to the following:

- Shouting or using vulgar, profane or abusive language
- Abusive behavior
- Physical assault or threat thereof
- Intimidating behavior
- Refusal to cooperate with others
- Conduct that constitutes sexual harassment
- Refusal to adhere to BSN Nursing Program policies

- Inappropriate comments written in official or unofficial documents that impugn faculty, staff, or students of the BSN Nursing Program
- Non-constructive criticism addressed to an individual in such a way to intimidate, belittle or suggest incompetence
- Imposition on staff of unnecessarily burdensome or idiosyncratic requirements that are generally not professionally accepted and do not result in improved efficiency
- Making or threatening reprisals for reporting disruptive or inappropriate behavior
- Inappropriate email conduct, lack of properly addressing faculty, shouting or using inappropriate language.

### **Social Networking Policy**

Students are encouraged to use their most professional judgment in regard to internet social networking sites. Information and /or pictures about the FMU nursing program, faculty, other students, clinical experiences, and patient information, in any format, is not appropriate on social networking sites. Violations of this policy will result in dismissal from the program for lack of maintaining professional standards.

### **Disciplinary Action for Unprofessional Behavior**

Unprofessional or disruptive behavior demonstrated by a BSN Nursing Program student towards another student, patient, faculty, or staff will be managed as follows:

1. If possible and reasonable, the complainant should first attempt to resolve the issue by asking the individual to discontinue the inappropriate behavior. The complainant should document the attempted resolution and forward to his/her course coordinator or academic nursing advisor.
2. If behavior is repeated and deemed as an Honor Code violation, the complainant should bring the incident to the attention of the Department Chair and use the procedures as referred to in the *University Catalog and Student Handbook*.
3. If behavior is repeated and is not an Honor Code Violation, the complainant should contact the Chair for the BSN Nursing Program.

### **Unsafe/ Unethical Student Practice**

The faculty of the BSN Nursing Program has an academic, legal and ethical responsibility to protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the Nursing Program for practice, which threatens or has the potential to threaten the safety or well-being of a patient, family member, another student, a faculty member or other health care provider.

- An unsafe/ unethical practice is defined as:
  - An act or behavior of the type which violates the South Carolina Nursing Practice Act.
  - An act or behavior, which violates the Code of Ethics for Nurses of the American Nurses' Association.
  - An act or behavior, which violates the objectives and/or policies of the BSN Nursing Program.
  - An act or behavior, which violates the objectives and/or policies of each Nursing Course.
  - An act or behavior, which violates the objectives and/or policies of the Health Care Agency.
  - An act or behavior, which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

When an incident occurs which a faculty member believes may constitute an unsafe/unethical practice, the faculty member shall immediately notify the student and instruct the student to leave the clinical setting, the faculty member will then notify the Course Coordinator who will then notify the Department Chair of Nursing. The student may receive a course failure.

The clinical faculty member in consultation with the course coordinator will review all of the written documentation involved in the incident to determine whether there are grounds that unsafe/unethical practice has occurred. If it is determined at this point that critically unsafe/unethical practice and/or behavior has occurred, the Course Coordinator will meet with the Department Chair to review all the written documentation and for providing recommendations with regard to the status of the student.

### **Sexual Harassment**

The BSN Nursing Program follows the general policy guidelines found in the current edition of the *Francis Marion University Catalog* and *Student Handbook*. In the case of a student who believes that he or she has been the victim of discriminatory behavior, including sexual harassment, from employees of contracted clinical agencies and/or outside agents working in those agencies should report the matter to the course coordinator. The course coordinator will in turn notify the Department Chair of Nursing. All files and communication will be kept confidential.

## **XVII. Grievances**

### **Student Concerns or Complaints Guidelines**

The BSN Nursing Program adheres to the University Guidelines for Student Concerns or Complaints as outlined in the current edition of *Francis Marion University Catalog*. Student concerns or complaints are handled in a professional manner. Discussion and problem solving of issues should be based on facts. Resolutions should acknowledge the satisfaction of all parties, but must maintain the integrity of the nursing program. If the issue(s) cannot be resolved through the procedures below, a formal grievance may be filed as described in the current edition of the *University Student Handbook*.

### **Admission, Progression, or Graduation Grievances**

Issues/concerns related to deviations from the prescribed admission policies, progression policies, program of study, and graduation policies should be addressed first with the Department Chair. If there is no resolution with the Department Chair, a letter can be sent to the Admission, Progression and Graduation Committee (APG) addressed to the Chair of the Committee. The following procedures will then be followed:

1. The APG committee chair will request the learner be present at the committee meeting if further clarification is needed.
2. The student will receive a letter from the APG Committee regarding their decision on the request.
3. The student's request and the Committee's decision will be placed in the student's academic file in the DON and is final.

### **Course Grievances**

Course Grievances Issues/concerns in a single course, such as the quality of instruction, fairness and equity in awarding grades should use the following procedures:

1. If the issue concerns a single course, the student should make an appointment with the course faculty or course coordinator and attempt to come to an amicable resolution.

2. If the issue cannot be settled at the course level, an appointment should be made to discuss the issue with the Chair of the Nursing program.

**Curriculum Grievances**

Issues involving the curriculum, sequencing and scheduling of courses should begin with an appointment with the Dean of Health Sciences.