

Department of Nursing
and Health Professions

USU PN/ADN NURSING
STUDENT HANDBOOK
2017

Welcome to the nursing program at Utah State University. The next year promises to be an exciting, growing, and rewarding experience.

The information in this student handbook will serve as a guide to courses, policies, standards, and expectations of the nursing program, and to assist you throughout the year. It is hoped that as students understand their responsibilities and adhere to the policies, they will successfully achieve their education goals. The faculty welcomes constructive suggestions for changes in any policy.

May this year be the beginning or the continuation of a long and satisfying professional career.

Written by: USU Nursing Faculty
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TABLE OF CONTENTS

UTAH STATE UNIVERSITY NURSING PROGRAM	4
PROGRAM MISSION AND VALUES	4
CURRICULUM	4
PROGRAM STUDENT LEARNING OUTCOMES	6
CONCEPT-BASED CURRICULUM	6
USU CONCEPTUAL FRAMEWORK.....	8
ACCREDITATION & APPROVAL.....	9
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA).....	9
TUITION, BOOKS, & FEE PAYMENTS	9
SCHOLARSHIPS & FINANCIAL AID	9
NURSING PROGRAM CLINICAL REQUIREMENTS.....	9
LICENSURE.....	10
STUDENT RECORDS.....	10
STUDENT HEALTH	10
ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES.....	11
CRIMINAL BACKGROUND CHECK & DRUG SCREEN REQUIREMENTS	11
NURSING PROGRAM POLICIES AND RESOURCES.....	12
GENERAL	12
POLICY #1: STUDENT CONDUCT.....	12
POLICY #2: ATTENDANCE	12
POLICY #3: TRANSFER STUDENTS	13
POLICY #4: WITHDRAWAL.....	13
POLICY #5: STUDENT GRADE APPEAL PROCEDURE OR STUDENT GRIEVANCE PROCEDURE.....	13
POLICY #6: DISMISSAL.....	13
POLICY #7: READMISSION OF STUDENTS.....	14
POLICY #8: STUDENT APPEARANCE	15
POLICY #9: STUDENT NURSING ORGANIZATIONS & ACTIVITIES.....	17
POLICY #10: SUSPECTED DRUG & ALCOHOL ABUSE	18
POLICY #11: SEXUAL HARASSMENT	20
POLICY #12: EMPLOYMENT.....	20
POLICY #13: LABORATORY GUIDELINES.....	20
POLICY #14: GRADING.....	20
PN/ADN Student Handbook Acknowledgement Form	24

UTAH STATE UNIVERSITY NURSING PROGRAM

Utah State University (USU) is committed to the highest standards of instruction and learning. The University community educates and assists students with their social, physical, intellectual, cultural, and emotional development and is committed to respond to the educational needs of the communities it serves.

As an emerging part of USU, the nursing program embraces the University's mission and goals, and the mission and values of the Emma Eccles Jones College of Education and Human Services (CEHS). To participate in the achievement of the University, college and department ambitions, USU Nursing seeks to provide a quality education for nursing students, thereby improving health services for individuals, families, and communities in rural Utah. Nursing joins other CEHS disciplines in a commitment to *doing good work that benefits others*.

The USU Nursing Program provides nursing students the opportunity to prepare for nursing licensure as licensed practical nurses, and then with the second year of study to prepare to license as registered nurses. Nursing faculty respects individuality and personal aspirations, and responds to student and community needs by employing a variety of innovative teaching approaches. Student and community input is valued and incorporated into ongoing evaluation and improvement of the program.

PROGRAM MISSION AND VALUES

Mission:

The USU Nursing Program enriches regional, national, and global communities through evidence-based nursing education. Our curriculum, which reflects the core values, prepares students to demonstrate professionalism while providing holistic care.

Core Values:

- Caring
- Nursing Judgment
- Holistic Care
- Professionalism
- Safety and Quality

CURRICULUM

USU nursing faculty evaluates the undergraduate curriculum regularly. The following course outline and Program Student Learning Outcomes are the result of extensive analyses of current literature, best educational practices, student needs, the complex and changing healthcare environment, and the influence of technology in nursing education. Courses were designed to provide students rich opportunities to learn and apply the most important concepts and skills needed to become excellent nurses and leaders in the profession.

Utah State University Nursing		
PN and AAS Approved Curriculum Fall 2017		
Required Prerequisite Courses		
Course Number	Course Name	Credits
ENGL 1010	Introduction to Writing: Academic Prose	3
FCHD 1500	Human Growth & Development Across Lifespan	3
BIOL 2320	Human Anatomy	4
BIOL 2420	Human Physiology	4
CHEM 1010 or 1110 with 1115	Elementary College Chemistry or General Chemistry with Chemistry Lab	3 or 4 & 1
STATS 1040 or STATS 1045	Introductory Statistics or Introductory Statistics with Elements of Algebra	3 or 5

Fall PN Year

Course Number	Course Name	Credits
NURS 1010	Introduction to Nursing	2
NURS 1020	Fundamental Concepts of Nursing	4
NURS 1030	Fundamental Concepts of Nursing Clinical	4
NURS 1110	Pharmacology	1
Total Credits		11

Spring PN Year

Course Number	Course Name	Credits
NURS 1042	Family Nursing 1	1
NURS 1122	Family Nursing 2 (emphasis on child development)	1
NURS 1220	Nursing Process 1	3
NURS 1230	Nursing Process 1 Clinical	4
NURS 1240	Pharmacology 2	1
Total Credits		10

Fall AAS Year

Course Number	Course Name	Credits
NURS 2020	Nursing Process 2	5
NURS 2030	Nursing Process 2 Clinical	5
NURS 2140	Advanced Family Nursing 1	1
Total Credits		11

Spring AAS Year

Course Number	Course Name	Credits
NURS 2220	Manager of Care	5
NURS 2230	Manager of Care Clinical	5
NURS 2240	Advanced Family Nursing 2	1
Total Credits		11

PROGRAM STUDENT LEARNING OUTCOMES

Practical Nursing (PN certificate)

1. Demonstrate competency while performing **nursing skills** incorporating **critical thinking**.
2. Incorporate **holistic principles** while caring for individuals, families, and communities across the **lifespan**.
3. Utilize the **nursing process** to provide **safe nursing care** in a structured setting.
4. Demonstrate **effective communication** within interdisciplinary **teams**.
5. Identify **accountability** in nursing practice according to **legal and ethical principles**.
6. Assume responsibility for implementing individual **professional development**.
7. Reinforce fundamental **health education and promotion** in a variety of settings across the lifespan.
8. Demonstrate **respect** and **caring** to promote hope, health, and healing, while preserving **dignity**.

Associate Degree Nursing (Associate of Applied Science in Nursing)

1. Demonstrate proficiency while performing **nursing skills** incorporating **nursing judgment** and **evidence-based practice**.
2. Evaluate and incorporate **holistic principles** while caring for individuals, families, and communities across the **lifespan**.
3. Establish **priorities** and ensure **safe, quality care** while utilizing the **nursing process**.
4. **Model effective communication** and **leadership** when **collaborating within interdisciplinary teams**.
5. **Model accountability** in nursing practice while adhering to **legal and ethical principles**.
6. **Advocate for professional and leadership role development in self and others**.
7. **Implement teaching plans and health promotion** in a variety of settings across the lifespan.
8. Serve as a **caring and respectful advocate** in promoting hope, health, and healing, while preserving human **dignity**.

CONCEPT-BASED CURRICULUM

To assist students in the achievement of outcomes and in preparation for practice, USU faculty turns to current literature. Evaluation of landmark publications related to safety, quality, error prevention, effectiveness of simulation, technological advances to support learning, adult and non-traditional

learners, content overload in nursing education, evidence-based practice, and how to help students manage the explosion of nursing information in the 21st century.

The faculty's decisions about curriculum reflects a national trend in nursing education to rethink how and what we teach, how students learn best, and led to embracing a more student-centered, conceptual approach to teaching. The Concept-Based Curriculum (CBC) designed for USU Nursing students' aims to provide opportunities for students to focus on the most vital concepts, to organize, transfer, and retain essential nursing knowledge, skills, and attitudes. Conceptual teaching supports the development of students' critical thinking, while minimizing rote memorization and subsequent superficial learning.

Simply put, concepts are essential components of nursing, clustered by common or defining characteristics. Quality, in-depth learning will be accomplished through the strategic introduction of active learning/teaching experiences in which students learn to analyze and integrate new concepts with those previously learned, and then to extend understanding through the study and application of diseases, clinical issues, or problems that exemplify the concept. These examples or *exemplars* are selected based on incidence and prevalence, and/or significance to nursing practice.

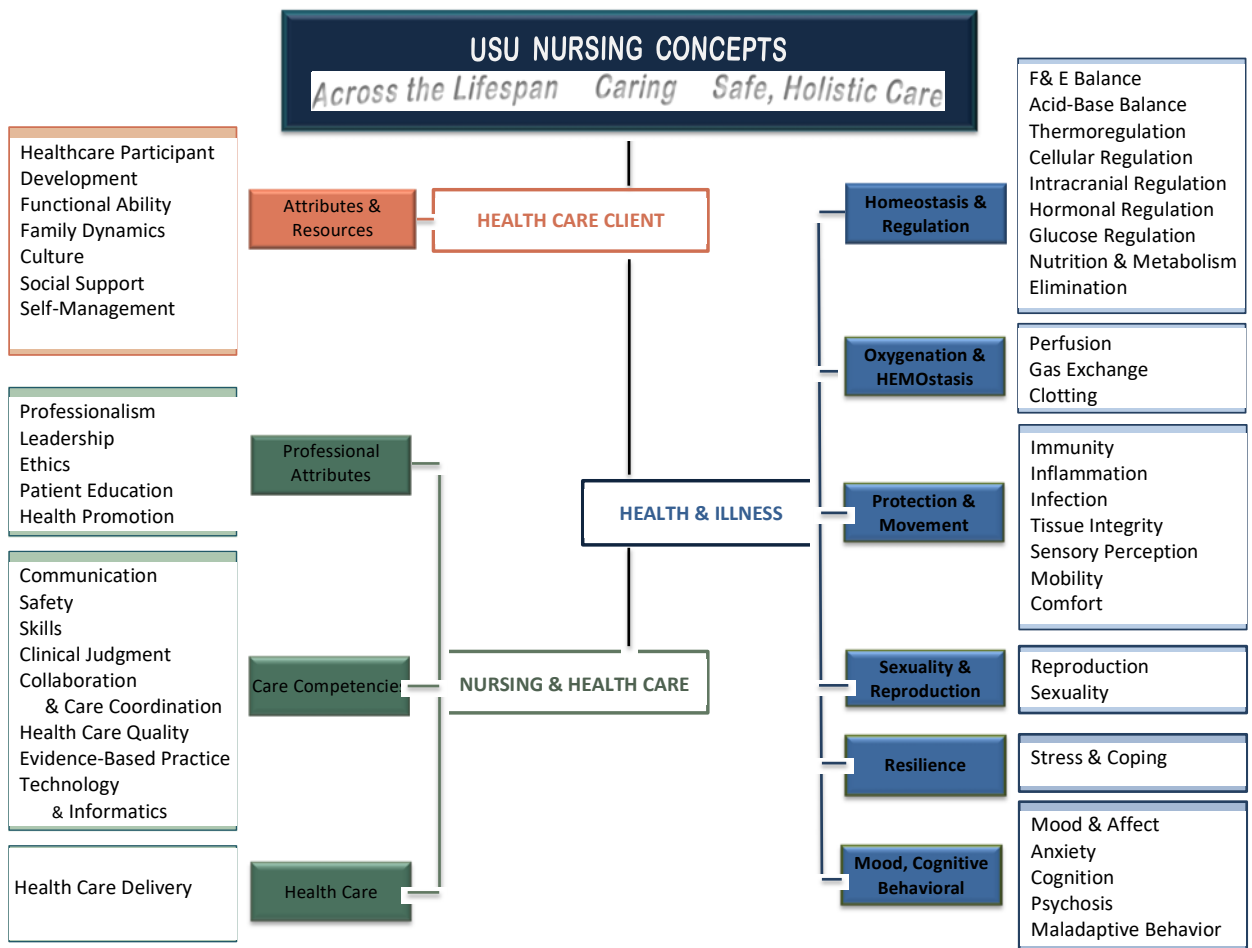
This table is a Guide to teaching and learning conceptually at USU:

- ★ **Focus on the CONCEPT**
 - ★ **Provide additional content and application through EXEMPLARS**
 - ★ **Analyze relationship of EXEMPLARS and CONCEPT to interrelated concepts**
 - ★ **Integrate new and previously encountered information, experiences, skills, and attitudes with the CONCEPT**

USU CONCEPTUAL FRAMEWORK

USU faculty adopted many of the concepts presented in Jean Giddens' 2016 text, *Concepts for Nursing Practice* (2nd ed.). Each concept was defined and described for use in the USU curriculum. Giddens' textbook and resources serve as the foundation for facilitating conceptual learning in the USU program.

The following USU model depicts three central "Overarching Concepts" to be addressed throughout the curriculum: *Across the Lifespan*; *Caring*; and *Safe, Holistic Care*. Additional concepts are clustered into themes beneath the overarching concepts: Health Care Client, Health & Illness, and Nursing & Healthcare. Concepts are introduced in the first nursing courses and are developed further with each course in the curriculum.



ACCREDITATION & APPROVAL

The PN and AAS programs are accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Utah State Board of Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
<http://www.acenursing.org>

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The program follows and abides by the FERPA Policy <http://www.usu.edu/registrar/ferpa-info>

TUITION, BOOKS, & FEE PAYMENTS

Each student is responsible for meeting the deadlines for payments of tuition, books, and fees. The nursing program personnel are not responsible if fees are not paid or books not purchased at the specified times. Students being funded by an agency such as vocational rehabilitation, Workforce Services, BIA, or VA are responsible to obtain the necessary approvals and forms from the agency.

SCHOLARSHIPS & FINANCIAL AID

Financial aid is available and is awarded on need as well as the availability of resources. Scholarships are also available on a limited basis, through the nursing program and the Financial Aid Office. Application must be made to receive a scholarship or other financial aid. Students are responsible to contact and follow instructions provided by Financial Aid.

NURSING PROGRAM CLINICAL REQUIREMENTS

1. Malpractice insurance is required by clinical facilities and is provided by Utah State University.
2. Students must provide documentation of current AHA cardiopulmonary certification in basic life support for healthcare providers.
3. Students must submit results of a criminal background check and drug screen per policy of the clinical facilities.
4. AAS students must submit a current Utah LPN license prior to the first day of class.
5. Students are required to have the following tests/immunizations in order to practice in any facility unless contraindicated for medical reasons:
 - a. Two-step tuberculin skin test (two separate Tuberculin Skin Tests, aka PPD tests) or a one-time blood test (QuanitFERON Gold or T-SPOT). If positive skin test result, documentation of normal CXR provided by physician or health department.

- b. Hepatitis B, three doses. Two doses must be completed before entering the practical nursing clinical setting.
 - c. Measles, mumps, rubella (MMR) immunization is required if serological testing does not indicate immunity.
 - d. Chicken Pox proof of immunity, in the form of a titer or immunization.
 - e. Influenza vaccine (available in the fall).
 - f. Tetanus, Diphtheria Pertussis vaccine (Tdap).
 - g. Other immunizations may be desired by the student (Meningitis, Hepatitis A). Check with care provider for these additional immunizations. Other healthcare facilities may require additional immunizations.
6. Law requires that the student acquire personal health insurance. See: <http://www.firststudent.com/> The University is not responsible for personal injury or illness coverage.

LICENSURE

The National Council Licensing Examination (NCLEX) for licensure as an LPN or RN is taken after completion of the practical nursing or associate degree nursing program. For application information check with the Utah State Board of Nursing at: <http://www.dopl.utah.gov/licensing/nursing/html> Completion of the licensure application is ultimately the responsibility of the student. Students in the AD program must maintain a current Utah LPN license. Verification of licensure in good standing must be presented by the first day of the fall semester of the AAS program, and maintained throughout the program.

STUDENT RECORDS

A cumulative record is securely kept on file for each student who has entered the nursing program. This record contains the admission application, midterm evaluations, student contract, and other pertinent information. Students must submit transcripts showing completion of all non-USU classes each semester. This information is confidential and may be released only through a student's written request and permission from college administration. Files of students are kept for five years, and then shredded.

STUDENT HEALTH

As a student, you should strive to maintain optimum health. Your grade may be affected if you are absent and miss learning experiences. If situations arise in which your health or a client's health may be in danger, your instructor may be responsible for determining whether or not you may stay in the clinical area. These situations may include but are not limited to: back injuries, injuries requiring casting, infectious diseases, and draining wounds. In many cases, the clinical agency's policy may require that the student not attend clinical.

Honesty about one's health problems is expected. Any pre-existing problems, i.e., severe emotional stresses, drug-related problems, back injuries, disabling diseases, even though inactive, must be documented at the time of entrance into the program. Failure to do so may be cause for dismissal. It is our concern for students, which leads us to request this information. Should a health situation arise, it is

essential for faculty to be aware of underlying conditions to ensure safety for students, faculty, and communities. USU embraces this Americans with Disabilities Act.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Disability Resource Center (DRC) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact DRC if they are not certain whether a medical condition and/or disability qualifies.

Logan Campus

USU Disability Resource Center
0101 Old Main Hill
Logan, UT 84322-0101
Phone Logan: (435) 797-2444

Phone USU Eastern: (435) 613-5337

<http://www.usu.edu/drc/>

CRIMINAL BACKGROUND CHECK & DRUG SCREEN REQUIREMENTS

USU Nursing Programs have adopted the following criminal background and drug screen policy.

Clinical facilities require criminal background checks and drug screens for students participating in clinical.

Students must accurately disclose and describe any criminal background records (excluding juvenile records) and/or results of an approved drug screen where required, to the nursing program director. Criminal background checks must be submitted and cleared by the nursing program before entering any clinical facility. Drug screens may be done prior to participating in clinical experiences where they are required.

Failure to provide a clear background and/or drug screen may result in a student not being placed in a clinical setting to meet course requirements. If this occurs, the student may not be able to successfully complete academic course work for graduation.

USU may disclose the results of the criminal background check and/or drug screen to any clinical agency that requests them prior to students participating in clinical at that facility. The clinical placement agency makes the final determination about accepting students for placement in its facility.

If a student's criminal background check shows a criminal history record, the student must contact the Utah State Board of Nursing (DOPL) to disclose findings and seek advice regarding eligibility of nursing licensure and requirements needed to progress in a nursing career or profession. The student is responsible to submit communication of any decision by DOPL to the nursing program director. The decision about eligibility for nursing licensure is determined by DOPL. Upon completion of the Nursing Program, the graduate will need to follow specific licensing requirements of DOPL.

NURSING PROGRAM POLICIES AND RESOURCES

GENERAL

1. USU library resources are available online for student and faculty research.
2. The nursing laboratory is available for practicing nursing skills. Specific times should be scheduled with the nursing program personnel.
3. The nursing program personnel will not accept or be responsible for conveying personal messages to students except in the case of emergencies.
4. Policy changes will be clearly and consistently communicated to students in a timely manner in written form; for example, email notification.

POLICY #1: STUDENT CONDUCT

The USU Nursing Program complies with the Utah State Nurse Practice Act and the Nurse Practice Act Rules, and its governing organization's policies and procedures regarding unlawful and unprofessional conduct. Students are strongly encouraged to read and be familiar with the Nurse Practice Act and the Nurse Practice Act Rules. (see: <https://le.utah.gov/xcode/Title58/Chapter31b/58-31b.html> and <http://www.dopl.utah.gov/laws/R156-31b.pdf>)

POLICY #2: ATTENDANCE

2.1 Theory class

Because of the critical relationship between time and learning, the nursing faculty believes that students cannot miss planned experiences and gain the knowledge needed to care for human lives. Regular attendance is required of all students. A student is responsible for work that may be missed if an absence is unavoidable due to a grievous situation (emergencies to not include: work or vacations, non-emergent doctor or dental appointments, being too tired to come to class, getting married, or other special events). More than three theory absences per semester may require a specific "probationary consultation" as determined by the nursing program coordinator.

Disruptive behaviors are distracting for other students and inconsiderate to those presenting the information. For this reason, children are not to be brought to class, seminars, evaluations, or examinations. Beepers, cell phones, etc. are not appropriate in class or clinical, and must be turned off. Laptops are to be used for note taking and other in-class activities.

2.2 Laboratory and Clinical Experiences

Attendance is mandatory for each laboratory and clinical experience. Students should wear scrubs and/or their nursing uniform to the lab. Students may be sent home if the student is not prepared and dressed appropriately. Each unexcused absence may result in an automatic ten

percent (10%) grade reduction for the course grade. Make-up requirements are at the discretion of the instructor or coordinator. The clinical and theory instructors must authorize any exceptions. Persons not enrolled in the nursing program may not be allowed in the labs.

A student should check with the instructor for work that may be missed if an absence is unavoidable due to a grievous situation (emergencies to not include: work or vacations, non-emergent doctor or dental appointments, being too tired to come to class, getting married, or other special events). If a student leaves the clinical area early without permission of the instructor, he/she could be dismissed from the program and may require a meeting with the coordinator prior to returning to the next clinical.

2.3 Tardiness

Tardiness in theory or clinical is a distraction to others. Arriving on time to class and clinical shows professionalism. A student who is not on time for clinical and lab may be sent home at the clinical or lab instructor's discretion. The student may receive an unexcused absence. An additional assignment may be required at the discretion of the instructor.

POLICY #3: TRANSFER STUDENTS

A nursing course from another institution may be transferred to USU if approved by the nursing program director and the course meets the following requirements:

- 3.1** The institution is regionally accredited.
- 3.2** Course content is comparable to the course offered at USU and can be documented by the course syllabus.
- 3.3** Student complies with the USU Transfer Student Admission and Transfer Credit policy. See <http://www.usu.edu/registrar/htm/transfer>

POLICY #4: WITHDRAWAL

The nursing program complies with the USU Withdrawal Policy found in the General Catalog (<http://catalog.usu.edu/>). For more details see: <http://www.usu.edu/registrar/registration/after/add-drop>.

POLICY #5: STUDENT GRADE APPEAL PROCEDURE OR STUDENT GRIEVANCE PROCEDURE

The nursing program complies with USU Policy Section VII-2 Procedures for Grievances Not Relating to Discrimination or Harassment found in the Code of Policies and Procedures for students at USU. See <http://catalog.usu.edu/index.php>

POLICY #6: DISMISSAL

- 6.1 The student fails to maintain a **B-** grade in each required course for the nursing program. Courses must be successfully completed in sequence when enrolled in the nursing program.
- 6.2 The student fails to maintain at least a 79.5% exam average in a nursing course, which according to POLICY 14.4.3 will result in failure of the course.
- 6.3 The student is in violation of The Code of Policies and Procedures for Students at Utah State University (see: <http://www.usu.edu/studentservices/studentcode/>) or for unlawful and/or unprofessional conduct Utah State Nurse Practice Act). See: <http://www.rules.utah.gov/publicat/code/r156/r156-31b.htm>
- 6.4 Deemed appropriate for violation of any other applicable USU or nursing policy.

POLICY #7: READMISSION OF STUDENTS

USU nursing faculty and administration value the success of our students. We want to help all students be successful and become nurses. Sometimes the path to graduation has stops and starts rather than being one straight path. This policy is written to help students who might need to take a longer route towards graduation.

Returning after Military Duty or Health Issue

Students who have left the program due to military duty or health issues need to keep the nursing program director informed of their situation or desire to return. Students who are returning due to these issues do not need to complete application forms. They are required to send the nursing program director a letter explaining the desire and timeline to return at least three months prior to the planned return date. For those wanting to continue their nursing education during the fall semester, the nursing program director should receive letters by May 1st of that year. Those who would like to return in the spring semester should turn in their letters of intent by October 1st.

Returning after Dismissal

Students who have been dismissed due to grades, conduct, or other related circumstances from the nursing program and desire readmission must submit a reapplication form and meet admission application deadlines. An application form can be obtained on the nursing program website. Readmission will be based on space available. Candidates will be notified by mail of acceptance or non-acceptance at least one month prior to the start of the semester.

In order to be readmitted after dismissal to the nursing program:

- 7.1 Students must show evidence of an increased level of functioning through further education, counseling, employment, or other criteria depending upon the reasons for withdrawal from the program. Students should write a letter explaining what they have done to prepare themselves for success. Nursing faculty consensus is required for readmission to the nursing program.
- 7.2 Students must have completed each prerequisite and co-requisite courses before reentering the nursing program with a minimum of a **B-** grade.

7.3 Students may be required to take all the nursing courses for the semester they re-enter the program. Students must complete each nursing course with a minimum of a **B-** grade. If a student completes an entire semester of the nursing program, but has to drop for any reason (except the call to “active duty” military service) the student has one academic year to complete the rest of the program. Otherwise the student will need to retake all nursing courses.

POLICY #8: STUDENT APPEARANCE

When attending any function as a student of the USU Nursing Program, students are expected to follow these guidelines. If a student arrives and is not in complete compliance with the Policy, the student may be asked to return home upon discretion of the faculty member and/or clinical institution. They may receive a zero (0) for the entire day. If that day happens to occur on the day of orientation to any given facility, the student may be excluded from working in that facility. The days missed due to uniform non-compliance cannot be made up which could result in a failing grade in the course and/or dismissal from the program.

8.1 Clinical Area

- 8.1.1 Uniform:** Should be clean, ironed, and in good repair (free of stains, tears, and frays).
- Approved uniform per nursing program and clinical site policy. A white long sleeve t-shirt can be worn under the uniform if the sleeves can be pushed up.
 - No jeans or sweat suits.
 - White or dark closed-toe, non-slip shoes that coordinate with the uniform.
 - Watch with a second hand. Band should be as simple as possible.
 - Stethoscope and/or any other equipment required for clinical duties.
- 8.1.2 Name Badge:** USU approved name badge must be worn at all times in all clinical settings.
- 8.1.3 Acceptable Jewelry:**
- **Minimal** jewelry.
 - One **small**, inconspicuous post earring may be worn in each pierced ear lobe. No other visible piercing is allowed.
 - No necklaces.
- 8.1.4 Makeup:** Makeup should be conservative, including no scented lotions or perfumes.
- 8.1.5 Fingernails:**
- Follow CDC Guidelines for healthcare workers (see: <http://www.cdc.gov/handhygiene/Guidelines.html>)
 - Guidelines established by USU nursing faculty and the clinical sites.
 - No artificial, gel, or polished nails.
 - Measure less than ¼” long.

8.1.6 Hair:

- Clean, neatly combed, and controlled, so that hair does not fall forward when bending forward or student is not constantly pushing hair away from the face.
- Long hair must be pulled back or worn off the collar.
- Barrettes may be worn if color is close to hair color.
- No hair ornaments, ribbons, or colored scarves.
- Mustaches and beards should be neatly trimmed.
- No extreme hairstyles including Mohawks or unnatural colors (not normal human hair color).

8.1.7 Tattoos: Tattoos should not be visible when in uniform.

8.1.8 Gum: Gum chewing is not permitted when in the clinical area.

8.1.9 Odors: Body odors, mouth odor, cigarette odor, colognes/aftershave, untidiness, or lack of cleanliness are not acceptable because they are offensive to patients.

8.1.10 Tobacco: Students may not use tobacco during any clinical experience (including selecting patients) or any time while in uniform.

8.2 Classroom Dress

The way you dress sends a message to those around you. As a nurse you need to send the message that you are professional. Being well-groomed and well-dressed influences the way others accept you and develop confidence in your skills. Even in the classroom, modest dress and grooming may affect how others view your abilities. In the lab, modest dress and good grooming will assist students to concentrate on the skills being learned.

8.3 Laboratory Dress

Students are expected to wear their clinical uniforms or medical scrubs to the lab.

8.4 Student Activities Dress

Students must dress according to the approved standards for USU Nursing Programs, including all conferences. Students found to be in violation of this may be sent home which may result in a zero (0) grade for the experience.

Business Casual Attire

Business casual includes wearing clothes that represent the student as a professional. Clothes that are acceptable include shirts with collars, polo shirts, slacks, blazers, and/or sweaters.

Clothes that are **not** acceptable include athletic wear, leggings, t-shirts, jeans, shorts, short skirts, bare midriffs or low cut clothes, flip-flop shoes, sneakers, or sandals.

<u>Women</u> Suit or jacket Pants or skirt (knee length or below) Tailored dress Blouse Shoes: comfortable low-heeled pumps Loafers or boot Stockings or trouser socks Simple Jewelry	<u>Men</u> Suit or jacket Slacks Shirt: traditional shirt with collar Tie Socks Dress shoes and matching belt
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8.5 Specialized Areas

Check specific uniform requirements for each area as required by the cooperating agency, for example, the Utah State Hospital. In areas where the full uniform is not necessary, students may wear business casual attire.

POLICY #9: STUDENT NURSING ORGANIZATIONS & ACTIVITIES

9.1 Purpose of Student Nursing Organizations and Activities

The purpose is to: a) assist in the direction and promotion of school activities of the students, b) stimulate a spirit of cooperation between the faculty and students in nursing, c) promote the educational, professional, and social well-being of the students in nursing, and d) provide a means of collaborating officially and effectively with matters pertaining to the welfare of the students in nursing.

9.2 Students are strongly encouraged to participate in the USU Student Nurses Association and are encouraged to join the National Student Nurses Association (NSNA).

9.3 Elections will be held during the first week of fall semester. Officers consist of the following: President, Vice President, Secretary, a Student Liaison representative to USNA and USU student government (one class representative from each class).

- **President** shall preside over student organization meetings; preside over student officer meetings; appoint special committees with the aid of class officers; call special meetings; and perform any duties delegated to him/her by the coordinator.
- **Vice President** shall preside at meetings when president is absent; perform duties delegated by the president or coordinator.
- **Secretary** shall keep full minutes of all meetings; read minutes of previous meetings at beginning of scheduled meeting; be responsible for all correspondence and preservation of records and papers pertaining to organization.
- **Class representative** shall monitor and report payment of dues for representative class; coordinate the class photographer activities; keep representative class informed of meetings, actions, issues, etc. that impact the members; perform duties delegated by the president.
- **Liaison Representative** shall act as a representative between USU and national, state, and local nursing agencies; act as a representative from USU Nursing Program and

attend USU Student Government; provide personal relations between USU Nursing and community through use of newspaper, college newspaper, and other health events.

9.4 The nursing coordinator or appointed faculty member serves as an advisor.

9.5 Students are encouraged to participate in other campus and nursing organizations and activities.

9.6 The Student Nurses Association is required to keep minutes of their meetings and provide copies to the advisor for accreditation purposes.

9.7 Dues are \$20 per semester and must be paid by the first day of the second month of the semester. The money is used to pay for activities or items such as school memorabilia. Each group of students gives input on how the money should be spent.

POLICY #10: SUSPECTED DRUG & ALCOHOL ABUSE

10.1 Student Suspected of Substance Use:

To maintain the integrity of the nursing program, and ensure safe client care, and in accordance with USU policy (Section V-3 University Standards of Student Conduct) students must abstain from the use of alcohol or drugs/medications which effect safe and appropriate functioning in the following situations:

10.2 Before and during nursing class and lab/clinical.

10.3 While in student uniform.

10.4 Before and during assigned time in the clinical facility, including the time of client selection.

Students have a responsibility to notify their nursing coordinator if they are taking any medication(s) that may have an adverse effect upon their clinical performance. The coordinator will then determine if the student's clinical performance is safe.

Students have a legal and ethical responsibility to report peers who they suspect are substance users.

As stated in the college catalog, "Anyone under the influence of alcohol or controlled substances may be removed, dismissed, or suspended from University premises, functions, classes, activities, or responsibilities. Utah State University will impose disciplinary sanctions on students up to and including expulsion". Referrals to alcohol and drug treatment agencies are available through student services. (See: <http://www.usu.edu/student-services/student-code/article5.cfm#secV3>)

While other medical conditions may cause some of the following, behaviors and signs suggestive of substance use include but are not limited to:

- Slowed thinking processes or very impulsive thinking;
- Immobilization or panic;
- Unpredictable behavior;

- Inappropriate or bizarre response/laughter;
- Irritable, restless manner;
- Blurred vision, dilated or constricted pupils, bloodshot eyes;
- Slurred or unusual speech patterns;
- Possessing, using or transferring any narcotics, hallucinogen, stimulant, sedative or similar drug other than in accordance with licensed health care provider's order.

Any nursing instructor or immediate supervisor who believes that a student is in a clinical setting while under the influence of alcohol or drugs, or is for any reason a threat to client safety, may remove the student immediately from the client care responsibilities.

In the event of suspected use in the clinical setting, the instructor has the right to confiscate, in the presence of a witness, the substance(s) for identification.

The behaviors and signs observed by the instructor will be documented by the instructor and validated by another nurse (another USU nursing instructor, nursing supervisor on duty, or nurse manager). The instructor may require the student to submit to body fluid collection and testing performed by a laboratory collecting agency designated by the nursing program; i.e. reasonable suspicion testing. The collection and testing may be performed in a manner that preserves the integrity of the specimen. The student may be escorted to the laboratory collecting agency representative by a nursing instructor or other nursing department/facility representative soon after the student has been removed from client care responsibilities.

The student will bear the expense of the program mandated testing unless otherwise specified.

Following completion of the specimen collection, the nursing instructor/nursing department representative will make arrangements for the student's safe transportation home.

Failure to give written consent, without qualification, to such alcohol or drug testing and/or release of test results to the coordinator of the nursing program, or failure to provide bona fide samples for such testing may be considered implied admission of illegal substance use and grounds for appropriate disciplinary action, including the possibility of immediate dismissal from the nursing program.

The student involved in the alleged infraction may be temporarily excluded from the nursing program until the test results have been received and reviewed by the coordinator of the nursing program.

Immediate or as soon as reasonably possible after the test has been performed, the coordinator of the program, or in their absence, the lead instructor will be informed of the drug test results.

If the test results are negative, the student may return to the program activities. Opportunity for make-up may be provided, and the student may be expected to make up missed time and assignments.

If the test results are positive, the coordinator of the program may implement appropriate disciplinary action including the possibility of dismissal from the nursing program on the grounds of substance use. The student who disagrees with the program's decision can utilize the USU student grievance procedure in the college catalog. Positive findings will be reported to the Utah State Board of Nursing.

POLICY #11: SEXUAL HARASSMENT

11.0 Students and faculty in the nursing program will comply with the USU Sexual Harassment Policy #339 (see: http://aaeo.usu.edu/sexual-harassment/Title_IX)

POLICY #12: EMPLOYMENT

12.0 Students must assess their own ability to handle employment and the course of study in nursing.

It is strongly recommended that students do not work the 11p.m. to 7a.m. shift prior to theory.

In an effort to maintain patient safety, students are **prohibited** from working 11p.m. to 7a.m. before daytime labs or clinical assignments. If the student is unable to work safely, the student may be sent home for the day and may receive an unexcused absence.

POLICY #13: LABORATORY GUIDELINES

13.1 It is expected that all students will be on time. A late entrant disrupts the entire class. A student who is late to lab may be sent home at the discretion of the instructor.

13.2 The lab is simulated clinical situation; dress and conduct should follow the regulations for clinical experiences.

13.3 All bedside units, work areas, equipment, and supplies are to be left clean and tidy. Personal belongings and trash should be properly handled or disposed of at the end of the lab session. Food and beverage should not be brought into the laboratory.

13.4 Mannequins should be left in correct alignment and be covered and cleaned properly.

13.5 Assigned students will be responsible for cleaning or making sure identified areas are cleaned.

13.6 The laboratory is restricted to assigned students. Students will not be allowed to disrupt lab sessions to obtain necessary equipment. Prior planning is the responsibility of the student. If a conflict in use arises, notify the nursing program assistant or a faculty member.

13.7 Lab activities must be completed during regular office hours. Open lab times may be made available as coverage is available.

POLICY #14: GRADING

14.1 Grading

A minimum grade of **B-** is necessary in all required courses. A student cannot receive a **C+** grade or lower in prerequisite/support courses and remain in the program. Courses must be completed in sequence when enrolled in the nursing program.

Passing Grades

Letter Grade	Percentage
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82

Failing Grades

Letter Grade	Percentage
C+	77-79
C	73-76
C-	70-72
D	60-69
F	Below 60

14.2 Evaluations

Students may receive evaluations of clinical performance as close to the middle of the course/rotation as possible. Conferences may be scheduled by the instructor and student. Evaluation/advisement sessions may be held with the student as many times as necessary as determined by the instructor. Students are expected to attend a final conference with the instructor at the completion of each course's clinical component. Instructors will make every effort to return submitted assignments to students as soon as possible.

14.3 Written Work

1. Homework assignments, term papers, clinical written assignments, workbook assignments, and reports must be submitted electronically through Canvas. Assignments submitted by email, in person, or in a format not recognized by Canvas may **NOT** be accepted. Grading may include neatness, spelling, sentence structure, and content. Points can be deducted for poor grammar, spelling, appearance, not using APA format and/or not putting a name on the paper. Please refer to your course syllabus for the point values assigned to these types of deductions.
2. Assignments must be completed before being submitted. A five percent (5%) grade reduction may be implemented for each day late including weekends. A score of zero (0) may be given after seven days.
3. When taking material directly from other sources, quotations and references must be noted. Work that has not been properly referenced constitutes plagiarism and will be penalized. "The penalties for plagiarism are severe and include warning or reprimand, grade adjustment... expulsion." (Student Code of Conduct, Article 6) (see: <http://www.usu.edu/student-services/studentcode/>)
4. The student may be asked to submit a copy of any referenced articles, as long as such copying does not violate any copyright laws or are prohibited by the author and the publisher of said article.

5. Research papers and annotated bibliographies must be completed in APA format. It is the student's responsibility to find APA guidelines and use them correctly.
6. The student is responsible for composing his or her own writing.
7. Students may not use, possess, share, or distribute previous exams, quizzes and/or other student written work from the USU Nursing Program; this is considered cheating. (see: <http://www.usu.edu/studentconduct/aiv/index/cfm>)

14.4 Tests

- 14.4.1** A student must make prior arrangements for a test to be taken at other than schedule times should an emergency arise. When notifying the instructor about the emergency situation, set up a time the next day to take the test. If this is not done, a ten percent (10%) grade reduction may be given for the test. The timely make-up of missed work is solely the responsibility of the student. (Emergencies do not include: work or vacations, non-emergency medical or dental appointments, being too tired to take the test, getting married, or other special events.) At the instructor's discretion tests may be taken early. Students cannot miss a theory class to take a test. Tests must be taken in a designated "Testing Center" unless the faculty member allows an alternative testing site. Learning Centers are not designated Testing Centers.
- 14.4.2** Each nursing course will have four (4) unit exams and one (1) comprehensive final exam. The unit and final exams make up 65% of a course grade with the final exam 25% of a course grade (included in the 65% total).
- 14.4.3** Students must maintain at least a 79.5% (**B-**) average in course exams not including quizzes and ATI exams. Failure to maintain at least a 79.5% average in course exams will result in failure of the course independent of scores on other course assignments (papers, presentations, concept maps, etc.).

14.5 Grading Papers, Quizzes, Group Presentations

14.5.1 Grading Papers

1. Students are expected to submit college level work. Therefore, faculty may grade papers for both the content and the structure, e.g., grammar and spelling.
2. Papers will be graded according to grading criteria for each assignment.
3. Students must complete all course assignments/requirements in order to pass the course:
 - a. All assignments must be submitted on the date scheduled unless prior arrangements have been made prior to 9p.m. the day before. All assignments must be completed and submitted in order to meet the course requirements. All assignments are due on the assigned date. In regards to computer generated

papers: computer access, disc incompatibility, and other computer-related problems may not excuse late assignments/presentations/clinical papers. Students should submit assignments electronically using Canvas. Faculty will determine whether a paper must be computer generated or hand written in ink. Handwritten assignments must be legible.

- b. If a student is ill on the day a paper is due, and he/she has notified the instructor, the student may still be required to submit the paper on that day.

14.5.2 Quizzes

The faculty believes that classroom learning should focus on the application of concepts. This can only be done if the student comes to class prepared.

- Quizzes may constitute a portion of the students' grade. Quizzes are scored in percentages. At the end of the semester, the percentages from all quizzes are averaged to determine the overall quiz grade.
- Quizzes may be unannounced.
- If the student is absent from class for any reason, or arrives late and has missed the quiz, he/she may receive a zero (0) for the quiz.
- If a student is absent on the day that a take home quiz is assigned, the student may receive no credit or a zero (0) for the quiz.
- Quizzes may be given in theory class.

14.5.3 Graded Group Presentations

In order to receive full credit for a group presentation, the student should be present and participate in the presentation. If a student is absent, the maximum the student may receive is 50% of the group grade unless arrangements are made prior to the presentation.

Utah State University Department of Nursing and Health Professions

PN/ADN Student Handbook Acknowledgement Form

I acknowledge that I have read the entire
PN/ADN Student Nursing Handbook:

Initial here

I understand that I am responsible for the policies and procedures stipulated in
this handbook.

If I have questions, I will contact the appropriate USU Department of Nursing
representative.

Student Name (Print): _____

Student Signature: _____

Date: _____