

Appendix A
Key Notes from FSU Department of Nursing BSN Student Handbook 2008-2009 and
General Clinical Guidance

APPENDIX A

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VI. POLICIES GOVERNING ACADEMIC STANDARDS

A. Grading System

1. The grading scale for the Department of Nursing is as follows:

A – 93 -100
B – 85 – 92
C – 78 – 84
D – 70 – 77
F – 69 and below
2. It is the requirement of this department that students must earn a grade of “C” or higher in all Upper Level nursing courses in the curriculum.
3. A nursing course may be repeated one time. Students should be aware that re-entry into a course is competitive and based on space available.
4. Students who are seeking permission to repeat a course are required to submit a letter of request to the Chairperson of the Admission, Progression, and Retention committee at least one semester in advance of the desired semester to repeat the course.
5. Clinical nursing courses are comprised of a theoretical (didactic) component and laboratory/practicum. Students must demonstrate competence in both components. A “C” or higher is required for successful completion of the theoretical/didactic component. A “satisfactory/pass” is required for successful completion of the clinical (laboratory/practicum) component of the course. A student must satisfactorily complete both components of the course in order to progress to the next clinical course.

Students must take and pass a pharmacology and calculation examination in ALL clinical courses, EXCEPT NURS 326, in order to participate in the clinical component of the course. A minimum of 90% is required for successful completion of this examination. Students are allowed a maximum of three attempts. If a student fails the second re-take, he/she may submit an appeal to the Admission, Progression, and Retention Committee to retake the examination by hand-delivering a letter requesting permission to retake the exam to the Pre-Nursing Counselor (a member of the Admission, Progression, and Retention Committee), within 24 hours following notification of the failure of the pharmacology and calculation test.

Upon approval from the Committee, the student will then proceed with the following steps within 7 business days:

- 1). Contact Course Coordinator.

- 2). Review the computer program related to the pharmacology and calculation test. The laboratory instructor will validate completion of computer program.
- 3). Complete remediation work. The Course Coordinator will submit validation of student's remediation work.
- 4). Re-take the pharmacology and calculation test with a minimum of 90% accuracy.

Failure to follow the guidelines from the Committee will result in the Committee's recommendation that the student withdraw from the nursing course.

Academic Standards for Progression

The following requirements must be met to progress in the nursing program:

1. Maintain a cumulative grade point average of C (2.0) or higher.
2. Achieve a grade of C or higher in each nursing course before proceeding to the next nursing course.
3. Must pass the laboratory or clinical component of each nursing course that has either laboratory or clinical experience. A failure on any laboratory or clinical component will result in an F for the course.
4. Only one nursing course may be repeated during progression through the nursing program.
5. Receiving a D or F in any two nursing courses will result in an automatic dismissal from the Nursing Program.
6. Maintain current CPR certification; TB (or x-ray) testing; evidence of Hepatitis B vaccination; liability and health insurance while enrolled in the nursing program.
7. Adhere to all policies of the university, nursing program, and clinical agencies.
8. Maintain an unrestricted, current RN license. (RN-BSN students only)

F. Annual Health Requirements

Students must submit evidence of their health status including:

1. PPD or chest x-ray as appropriate
2. Rubella and rubeola titers
3. A varicella titer (required whether or not the student has had chicken pox. A negative varicella titer indicates that you are not immune and must receive the varicella vaccine.)
4. Tetanus booster (should be administered every ten (10) years throughout the life span)
5. Hepatitis B series (Students must complete the Hepatitis B vaccines or sign the declination forms.)

Documentation of all initial and ongoing health requirements must be submitted prior to beginning the program and throughout the matriculation in the program. Currency of health requirements are monitored before all clinical rotations. Students will be notified if facilities request additional facility specific health requirements.

G. Additional Certifications/Requirements:

1. **Cardio-pulmonary Resuscitation (CPR):** American Heart Association Cardio Pulmonary Resuscitation (CPR) certification (Basic Life Support for Health Care Providers) is required for all nursing students prior to beginning the program and throughout their matriculation in the program. Attaining and maintaining certification is the student's responsibility. Documentation must be provided. **Red Cross certification is not acceptable.**
2. **Malpractice Insurance:** Students are required to secure liability insurance (\$1,000,000/3,000,000) prior to beginning the program and throughout their matriculation. Documentation of such insurance must be provided.
3. **Pregnancy:** Documentation from a physician must be provided noting evidence of your ability to function in the role of a nursing student. This is to ensure the safety of the student and clients.

H. Clinical Laboratory:

1. A number of local health agencies affiliated with Fayetteville State University to provide clinical practicum experiences for nursing students. Students must maintain appropriate demeanor and adhere to student policies established by each agency. No student may participate in clinical setting/unit where he/she is employed.
2. **Clinical Attendance:** Absence from the clinical area should be avoided. If a student must be absent for illness or other unavoidable circumstances, makeup assignments will be at the discretion of the faculty. Attendance in the clinical area is an expectation of professional responsibility and absenteeism reduces the achievement of clinical objectives. Absences from on-campus laboratory and off-campus clinical experiences will be documented. Students who are late three or more occurrences are documented as one absence. Failure to adhere to the dress code may result in dismissal from the clinical site and in an unexcused absence.
3. **Dress Code for Clinical:**
 - a. Shoes and Attire – Students should obtain and wear the required nursing school uniform. White shoes and hose/socks should be worn with the clinical uniform, (no tennis shoes, sneakers, clogs or colored logos). Clothes and shoes must be clean, non-stained, fabric pressed and free of wrinkles and must be in good condition, well maintained, and in good repair. Female students attending community practicum experience are required to wear navy blue or black skirts or pants with white blouses. Male students attending community practicum experience are required to wear navy blue or black trousers with white dress shirts. Students attending community practicum experience are required to wear attire determined by the agency.
 - b. Jewelry – students are allowed to wear one pair of small post earrings and one plain band ring. Students must remove jewelry from piercing of other areas of the body

- c. Hair – Hair should be worn off the collar in such a fashion that it will not fall forward into a working area or brush across a client. Facial hair should be clean and trimmed close to the face.
- d. Fingernails – Acrylic/artificial nails or nail polish are prohibited. Nails must be neat and no longer than one-quarter inch past the tip of the finger.
- e. General Appearance – Makeup should not be excessive, and no perfume or cologne is permitted.
- f. Nametag – Student nametags are to be worn on the left side of the uniform top at all times in the clinical setting.

Implemented in Fall 2009

SAMPLE

Jane Doe
Bachelor of Science Nursing Student
Fayetteville State University

4. Clinical Requirements

- a. Students will not be allowed to participate in the clinical experience when any of the following are not documented in their record: (1) all health requirements; (2) current CPR certification (Basic Life Support); (3) current malpractice insurance (\$1,000,000/3,000,000); and (4) Criminal Background Check.

Note: Students who do not have an up-to-date record on file of all required immunizations/health requirements will not be allowed to participate in the clinical experience. Currency of this requirement is monitored before all clinical rotations.

- b. Faculty will complete an incident report if a student's practice in the clinical area is deemed unsafe. The incident will be reviewed in a conference with the faculty, the student, and the course coordinator or department head, if necessary. A copy of the report will be placed in the student's permanent record. Unsafe practice will result in dismissal from the nursing program. (Please see Appendix B)
- c. Each student is required to sign weekly and summary clinical performance evaluations indicating that she or he has reviewed the evaluation with the faculty. Students may write comments in the designated area of the evaluation. (Please see Appendix E)
- d. Students must report to the clinical area at the time and location designated by their instructor. Students should eat prior to their arrival at the clinical facility. Students may not report to the patient care areas consuming food or drink.
- e. Students must arrive at the clinical site with their completed clinical preparation form ready to administer patient care. Students must bring a black ink pen, pen light, stethoscope, watch with a second hand, and a notebook with paper.

- f. Students should not bring back packs, handbags, textbooks, cell phones, and pagers to the clinical facility. Unless otherwise indicated, faculty will provide additional resources when necessary.
- g. Students completing more than four (4) hours of clinical will be assigned a meal break by the clinical faculty. Students may purchase meals in the agency cafeteria or bring their own. Students may not leave the clinical site at any time during the clinical experience.
- h. Students may not be in the patient care areas without the presence of the clinical faculty. All clinical procedures should be completed with faculty supervision, unless otherwise directed by the faculty.

End of excerpt from Nursing Handbook

General Clinical Guidance

1. STUDENT CLINICAL EXPECTATIONS

Clinical Attendance

Clinical experiences are essential and of such critical importance to your learning process in nursing, that attendance is mandatory and cannot routinely be made up. If an emergency occurs and the student cannot attend the clinical experience, the student must contact the clinical instructor at least one hour prior to the required clinical time. Students are expected to arrive to the clinical site (lab or assigned facility) fifteen minutes prior to the start of the shift (or as designated by the instructor); and to leave the clinical site (lab or assigned facility) only when instructor has given permission.

Consequence for Failing to meet Clinical Attendance

Failure to do so may result in unsatisfactory evaluation. Missed clinical experiences will be handled individually and more than one clinical absence will result in unsatisfactory evaluation for the semester. The Course Coordinator will evaluate extenuating circumstances

2. DRESS FOR LABORATORY EXPERIENCE AND PRE-CLINICAL ASSIGNMENTS

Students should wear the royal blue scrubs and lab coat that were approved for their laboratory experience. White shoes, no open toes or open ankles. Lab coats are required when the student goes to the facility to obtain the preclinical assignment.

3. CLINICAL ATTENDANCE POLICIES

A student is required to be prepared for clinical assignment in order to be eligible to participate in the scheduled laboratory learning experience. A student who is not deemed prepared will be asked to leave the clinical area by the faculty. This will automatically be considered an unexcused absence. Only individuals who are officially enrolled in a nursing course may attend class, campus laboratory and/or clinical laboratory.

4. SKILLS LAB

Skills labs offer the student an opportunity to practice hands-on learning. **Prior to** attending each lecture and lab, the student should:

- A. Read the required readings.
- B. Become familiar with the terminology included in the reading assignments.
- C. Study the objectives and performance requirements.

While demonstrating skills, students may be questioned by the instructor about material covered by objectives in each unit. This serves as an evaluation of student's understanding of principle and rationale for skills demonstrated. **Students may be required to reschedule skill demonstration if the instructor feels that knowledge base is inadequate.**

Skills lab attendance is mandatory and as there will be extremely limited make-up opportunities, students are encouraged to attend their scheduled lab. **It is the student's responsibility to reschedule a missed lab by contacting the skills lab instructor within twenty-four hours of the missed lab.** The Course Coordinator will evaluate extenuating circumstances

5. DRESS FOR LABORATORY EXPERIENCE AND PRE-CLINICAL ASSIGNMENTS

Students should wear the royal blue scrubs and lab coat that were approved for their laboratory experience. White shoes, no open toes or open ankles. Lab coats are required when the student goes to the facility to obtain the preclinical assignment.

6. EQUIPMENT AND SUPPLIES

Any student who checks out equipment and supplies from the nursing program is responsible and accountable for its return by the deadline date and before final course grades can be given. All equipment and supplies must be returned in the same condition as when checked out; each student is financially responsible for any damage to the equipment and supplies checked out in his/her name that occurs during use. Equipment and supplies are to be returned to the Laboratory Faculty.

7. EMERGENCY PROCEDURES

Each student is to know and follow emergency measures in case of fire, cardio-pulmonary arrest, and other disasters, for each clinical facility to which the student is assigned. If an orientation to the facility is required, the student is expected to attend **prior** to clinical experience.

8. SAFETY POLICY

The nursing faculty has a legal, ethical, academic, and professional responsibility to protect the public from unsafe nursing practice. It is within this context that the nursing faculty may discipline or dismiss a nursing student from nursing practice which threatens the safety of a client, a family member or significant other, another student, a faculty member, or other health and professional care provider. A nursing student may be dismissed from the program for any of the following reasons:

1. Unsafe clinical practice that reflects deliberate, negligent, omission, or commission acts;
2. Physical or emotional disability or use of any drugs to a degree that interferes with ability to practice nursing;
3. Violations of FSU's Academic Honor Code;
4. Violations of clinical agency policies;
5. Excessive absences, tardiness, or not completing entire learning experience;
6. Engages in conduct that is incompatible with professional nursing practice; or

7. Unsatisfactory course grades.

Only under unusual circumstances will a student who has been dismissed or voluntarily withdrew from the nursing program for the above reason(s) will be allowed to reenter. Any student has the right to due process in accordance with FSU guidelines.

DEFINITION

Unsafe Professional Clinical Nursing Practice is defined as follows:

1. An act or behavior of the type, which violates the Nursing Practice Act, State of North Carolina.
2. An act or behavior which violates the Code for Nurses of the American Nurses Association;
3. An act or behavior or pattern or acts and/or behaviors which threatens the physical, emotional, mental, or environmental safety of a client, a family member or significant other, another student, a faculty member, or other health and professional care provider; and
4. An act or behavior, which constitutes nursing practice for which a student is not authorized or educated to perform at the time of the incident.

When an incident occurs a nursing faculty believes may constitute unsafe nursing practice, she/he will immediately notify the student and instruct the student accordingly. If an incident is minor, the faculty member may design remedial work or instruction. If the incident is major, the instructor may remove the student from the learning environment. The Department Chair will be notified. For all unsafe nursing practices, a report will be completed in triplicate by the nursing faculty. The report will be given to the Department Chair and to the involved nursing student. The student will sign all three (3) copies indicating that he/she has been so informed and received a copy of the report. A copy will be filed in the nursing student's record in the Nursing Department. A clinical agency report will be filed by the nursing student's record in the Nursing Department. The nursing faculty and/or nursing student according to clinical agency will file a clinical agency incident report policies (if appropriate, depending on the nature of the incident and clinical agency policies). A conference between the nursing student, nursing faculty, and Department Chair (if appropriate, depending on the nature of the unsafe practice) will occur. The conference will be scheduled as soon as appropriate depending on the nature of the unsafe practice but no later than five (5) school days following the incident. **Unsafe nursing practice can result in immediate exclusion from the clinical component; and therefore, failure of the nursing course and permanent exclusion from the Nursing Program.**

