

EASTERN KENTUCKY UNIVERSITY
College of Health Sciences
Department of Associate Degree Nursing

Supplement to Eastern Kentucky University
Student Handbook

Available at <http://studentaffairs.eku.edu/studenthandbook>



The Associate Degree Nursing Program is accredited and approved by:

<p>Accreditation Commission for Education in Nursing, Inc. 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 Phone: 404-975-5000 Fax: 404-975-5020 http://www.acenursing.org</p>	<p>Kentucky Board of Nursing (KBN) 312 Whittington Pky, Suite 300 Louisville, KY 40222 Phone: 502-429-3300 or 1-800-305-2042 Fax: 502-429-3311 http://www.kbn.ky.gov</p>
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REVISED: September 2016

Introduction

This student handbook is for those students enrolled in Eastern Kentucky University's Associate Degree Nursing program and serves as a basic orientation to the program to assist the student in gaining an understanding of the program and other matters that affect one's status as a nursing student. This handbook is a supplement to The EKU Undergraduate Catalog and the University Handbook for Students, which are available online at www.eku.edu.

Review of Policies, Procedures, and Content

All policies, procedures, and content of the Department of Associate Degree Nursing Student Handbook are reviewed annually by the faculty.

Changes in Policies, Procedures, and Program Information

Changes in department procedures and program information will be communicated to students admitted to the Associate Degree Nursing program by email, in class, or announcements posted on Blackboard. Updates to the Associate Degree Nursing Student Handbook will also be posted on department's website.

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COLLEGE OF HEALTH SCIENCES

Mission Statement

The mission of the College of Health Sciences is to prepare outstanding health and human service professionals and leaders who contribute to the success and vitality of their communities, the Commonwealth, and the world. Adopted 2015

Vision Statement

The College of Health Sciences will be the premier college that shapes and improves health and well-being, advancing Kentucky and impacting the world! Adopted 2015

Values

- ❖ Intellectual vitality: rigor and academic excellence among faculty and students
- ❖ Cultural competency: dignity, diversity, and inclusion through culturally sensitive human services and care
- ❖ Civic responsibility: stewardship through community, professional service and engagement to enhance quality of life
- ❖ Collaboration: inter-professional and cooperative efforts among faculty, staff, students and other stakeholders
- ❖ Accountability: characterized by ethical and professional responsibility

DEPARTMENT OF ASSOCIATE DEGREE NURSING

The Department of Associate Degree Nursing within the College of Health Sciences functions as an autonomous educational unit deriving the broad outlines of its aims and functions from the core values of Eastern Kentucky University. The College of Health Sciences affirms the University's core values of intellectual vitality, sense of community, cultural competency, stewardship of place, accountability, and excellence. The foundations of nursing education are congruent with the purposes of the University and the College of Health Sciences.

Mission Statement

The mission of the Department of Associate Degree Nursing is to prepare outstanding graduates who contribute to the success and vitality of their communities, the Commonwealth, and the world. Adopted September 2015

Vision Statement

The Department of Associate Degree Nursing will be an innovative leader in preparing nurses who will promote health and well-being, advancing Kentucky and impacting the world.

Adopted September 2015

Philosophy

The faculty believes Nursing is an art and science expressed through therapeutic and caring relationships which promote optimal physical, psychological and spiritual health and well-being. The core values of caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness are reflected in the curriculum. The curriculum promotes the attainment of the educational outcomes of Human Flourishing, Nursing Judgment, Professional Identity, and Spirit of Inquiry.

Adopted April 2011

Core Values

Caring means “promoting health, healing and hope in response to the human condition. A culture of caring, as a fundamental part of the nursing profession, characterizes our concern and consideration for the whole person, our commitment to the common good, and our outreach to those who are vulnerable.” (NLN, 2007).

Diversity means “recognizing differences among persons, ideas, values, and ethnicities,” while affirming the uniqueness of each. “A culture of diversity embraces acceptance and respect. We understand that each individual is unique and recognize individual differences, which can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. A culture of diversity is about understanding ourselves and each other and moving beyond simple tolerance to embracing and celebrating the richness of each individual. While diversity can be about individual differences, it also encompasses institutional and system-wide behavior patterns.” (NLN, 2007)

Ethics “involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice. Ethical decision making requires applying an inclusive, holistic, systematic process for identifying and synthesizing moral issues in health care and nursing practice, and for acting as moral agents [and advocate] in caring for patients, families, communities, societies, populations, and organizations. Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons.” (NLN, 2010, p. 13).

Excellence “...reflects a commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and the status quo and mediocrity are not tolerated.” (NLN, 2007).

Holism is “all nursing practice that has healing the whole person as its goal” (American Holistic Nurses Association, 1998, Description of Holistic Nursing). Holism “recognizes the totality of the human being - the interconnectedness of body, mind, emotion, spirit, social/cultural, relationship, context, and environment.” (www.ahna.org).

Integrity is “striving consistently to do the right thing at the right time for the right reasons. . . It means accepting accountability for our actions while being fully committed to the betterment of patient care, and while advocating for patients in a consistently professional and ethical manner.” (NLN 2010, p.12-13)

Patient Centeredness is an “orientation to care that incorporates and reflects the uniqueness of an individual patient’s background, personal preferences, culture, values, traditions, and family. A patient-centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care.” (NLN, 2010, p.14)

Adopted November 2011

Student Learning Outcomes

Human Flourishing: Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as diverse human beings.

Nursing Judgment: Utilize the nursing process as a critical thinking tool to make judgments in practice which integrate nursing science to provide evidence-based, safe, quality care and promote the health of patients within a family context.

Professional Identity: Express one’s identity as a nurse through actions that reflect integrity, a commitment to evidence-based practice, effective communication, caring, advocacy, and safe, quality care for diverse patients within a family context.

Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to improve the quality of care for patients and families.

Adopted January 2013

Integrating Concepts

Effective oral and written **communication** is both empathetic and assertive. Communication encompasses collaboration in professional in a therapeutic patient relationships.

Resource Utilization is the ability to employ human, physical, informational, and technological resources in an efficient and cost effective manner to facilitate health and well-being.

Professionalism involves the internalization of core values integral to the art and science of nursing. These values are reflected in behaviors that are consistent with the legal and ethical frameworks of nursing.

Clinical reasoning encompasses the critical thinking processes and strategies utilized by nurses to implement the nursing process. The essential needs of oxygenation, safety, activity, fluids and nutrition, elimination, comfort, sleep, and psychosocial well-being provide the structure for holistic patient assessment which incorporates growth and development.

Safety is the creation of an environment which reduces risk and promotes physical and psychological well-being.

Health Promotion is the process of facilitating the advancement of individual and collective health and well-being.

Adopted October 2012

ACADEMIC INTEGRITY POLICY

Preamble

Eastern Kentucky University is a community of shared academic values, foremost of which is a strong commitment to intellectual honesty, honorable conduct, and respect for others. In order to meet these values, students at Eastern Kentucky University are expected to adhere to the highest standards of academic integrity. These standards are embodied in the Eastern Kentucky University Academic Integrity Policy, which all students shall pledge to uphold by signing the Eastern Kentucky University Honor Code. By honoring and enforcing this Academic Integrity Policy, the University community affirms that it will not tolerate academic dishonesty. This policy defines the various forms of academic dishonesty, and it outlines the consequences for each. Additionally, this policy gives the method for appealing an instructor's belief that some form of academic dishonesty has in fact occurred.

Academic Integrity is a fundamental value for the Eastern Kentucky University community of students, faculty, and staff. It should be clearly understood that academic dishonesty and incidents of academic dishonesty will have serious consequences. Anyone who knowingly assists in any form of academic dishonesty shall be considered as responsible as the student who accepts such assistance and shall be subject to the same sanctions. Academic dishonesty can occur in different forms, some of which include cheating, plagiarism, and fabrication.

Please refer to your course syllabus and the following website for the full policy:
www.academicintegrity.eku.edu

Department Policy

In concert with the University's Academic Integrity Policy, students are expected to complete all assignments independent from external assistance in any form unless approved by the faculty (i.e. group activity/report). As future health care professionals, students are also expected to report cases of suspected dishonesty to the faculty at the time of occurrence. Sharing work with others, giving or receiving information about exams, failing to appropriately cite references, using unapproved or misusing electronic devices or aids, turning in substantially similar papers/assignments as other students, and/or concealing cases of academic dishonesty are examples of violations of the Academic Integrity policy. Please refer to the syllabus of individual courses for additional information regarding this policy.

Professional Standards and Expectations

Professionalism: Associate Degree Nursing students are expected to adhere to professional standards of nursing practice. These behaviors are characterized by a commitment to the profession of nursing and include accountability for individual actions and behaviors and aligning professional practice that is consistent with legal, ethical, and regulatory frameworks.

Ethics for Nursing: Ethics is part of the foundation upon which nursing is built. A code of ethics makes explicit the primary goals, values, and obligations of the profession. The American Nurses Association (ANA) Code of Ethics is a succinct statement of the moral obligations and duties of every individual who enters the nursing profession. While used by the profession as its nonnegotiable moral standard of practice, the Code of Ethics also articulates for the public nursing's own understanding of its commitment to society. Obligations as expressed in the provisions of the Code of Ethics constitute a general framework, providing guidance for nurses when confronted with moral uncertainty. The Code of Ethics provides a framework from which nurses can engage in ethical analysis and decision-making, a process to which nurses also bring their own moral understanding and worldview. The ANA Code of Ethics for Nurses is the foundation for all nursing practice.

Legal and Regulatory Framework: Nurses are expected to follow all federal and state laws. Legal accountability is an essential concept of professional nursing practice. Laws, rules, and regulations establish and govern the nurse's professional scope of practice. The regulatory practice framework has the primary intent of protecting the public. The Kentucky Nurse Practice Act, statutes passed by the state legislative body, defines the scope of nursing practice. The practice of nursing is further defined by the administrative rules and regulations enacted by the Kentucky Board of Nursing (KBN), standards of care defined by professional nursing organizations, and policies and procedures of employing institutions. Legal guidelines serve to protect the public. Students should familiarize themselves with the Kentucky Board of Nursing website (www.kbn.ky.gov); specifically Kentucky Nursing Laws (KRS Chapter 314) and Kentucky Administrative Regulations (Title 201, Chapter 20: Board of Nursing).

Failure to demonstrate professional behaviors may result in the student not being permitted to participate in course and clinical activities and/or not being permitted to progress in the program. The following list outlines expected professional behaviors:

1. Demonstrates behaviors that are consistent with nursing professional values, principles, and beliefs. (Refer to the ADN program's core values.)
2. Communicates respectfully, both verbally and nonverbally.
3. Assumes responsibility for own actions.
4. Demonstrates the ability to modify behavior in response to feedback.
5. Demonstrates appropriate use of social media to maintain patient privacy and confidentiality.
6. Demonstrates the ability to work collaboratively with faculty, peers, and all members of the healthcare team.
7. Demonstrates respect for faculty and classmates by arriving punctually to class, clinical, and lab.
8. Adheres to policies outlined in the ECU Student Handbook and ADN Student Handbook.

Legal and Ethical Responsibilities

All persons, whether registered nurses, students, unlicensed assistive personnel, or laymen are legally liable for their actions. Student status does not make one exempt. Under the Kentucky Nurse Practice Act, students, while functioning under the direct supervision of a clinical nursing instructor, are exempt from the requirements to hold a current Kentucky license to practice nursing. The student, while carrying out responsibilities in patient care, must act in a reasonably prudent manner. The student identification badge may not be worn by employed students in the work setting. Employed students may not document in the electronic medical record under their employee account while acting as a student nurse during a clinical course. During private employment, a student cannot perform nursing activities (as defined in the Nurse Practice Act) that requires professional licensure. The fact that coworkers or the institution may permit such action does not change the legality. It is important to note that the professional liability insurance required to be carried by each student covers the individual only while functioning in the role of a student within assigned clinical areas. It does not protect the student while functioning in private employment.

The Department of Associate Degree Nursing assumes no responsibility for student activities performed in private employment. Students who practice outside of the scope of the Nurse Practice Act are in violation of the law and if convicted, may be ineligible to sit for NCLEX-RN and receive licensure.

CRIMINAL CONVICTION RECORD

The Kentucky Board of Nursing can deny a nursing graduate a provisional license to practice nursing and ability to take the licensure exam (NCLEX-RN) for criminal conviction(s). Administrative Regulation 201 KAR 20:370 (Applications for licensure) requires applicants to report criminal convictions and states what information must be submitted when the conviction is reported. The statute states that KBN may take action on criminal convictions that bear directly on an individual's qualifications or ability to practice nursing. Convictions referred to are those that involve dishonesty, substance abuse, sexual offenses, breach of trust, danger to the public safety, or physical harm or endangerment. The complete regulation may be reviewed on the KBN website: www.kbn.ky.gov.

Students must meet all clinical agency placement requirements. Students who have questions concerning criminal conviction(s) and clinical eligibility are encouraged to speak with the Department Chair.

Technology / Social Media Policy

Although nursing students and faculty are increasing their use of personal technology in the clinical setting, inappropriate use of technology can violate the rights of clients and others. The following guidelines have been established to prevent inappropriate use of technology in the classroom or clinical setting:

1. **Taping / Videoing:** Students may not take personal video or audio devices to the clinical setting. This includes pre and post conference where client data may be discussed. Students are not allowed to video faculty lectures, but the student may audio tape lectures with the instructor's permission.

2. **Photography:** Students may never use a personal device to take photographs or videos in the clinical setting. If photographs are necessary to document aspects of the client's condition, the agency's camera must be used and the student must have express permission of the client and the clinical instructor to take any photographs or videos. No copies of any such photographs or videos may be removed from the facility.

3. **Cell Phones:** Cell phones may not be used for personal use in the clinical setting unless on break and out of the client care area. Cell phones must be placed on vibrate or silent mode in the clinical setting including pre and post conference.

4. **PDA's / Laptops / other electronic devices:** Students may not use PDA's, Laptops, or other personal electronic devices in the clinical setting. Students may not download client data into these devices.

5. **Social Networking:** Although computers allow students to express their thoughts and feelings on social networking websites, students are not allowed to give any identifying information including, but not limited to, clients, facilities, staff, faculty or other students. Be respectful, responsible, and accountable.

6. **Medical Records:** Originals or duplicates (photocopies, faxes, photographs, or computer printouts) of medical records may not be taken from the clinical setting.

7. **Reporting Violations:** Report apparent violations of this policy to the instructor responsible for the class or clinical or to the course coordinator.

ADVISING

Students are responsible for their own education. Each student is provided a curriculum plan that clearly outlines the requirements of the program, semester by semester. It is the responsibility of the student to know and to follow academic requirements, policies, and procedures. Advisors assist students in planning a course of study that will permit successful completion of the Associate Degree Nursing program in the most expeditious manner. Each student is assigned an advisor upon declaration of an Associate Degree Nursing major and may retain their advisor throughout the program. Each semester, students should meet with their assigned advisor to discuss progress, strategies for success, available resources, and to obtain a RAC (Registration Access Code) number for course registration. Students should schedule appointments with advisors during the University scheduled advising period. Advisors will notify students of appointment availability via email or posted appointment schedules. Since faculty members are away from campus supervising students in the clinical setting, students should contact their advisor several weeks in advance of registration. Advisors are not available on weekends, during holiday breaks, when the University is closed, or during the summer break.

DEGREEWORKS

The DegreeWorks report is a part of the University's academic progress reporting process. Students may access their DegreeWorks report via ECU Direct at any time. This report lists general education, supporting course, and major requirements which have been completed; which are currently in progress; and which need to be completed for graduation.

CLASS SCHEDULING AND INFORMATION

Instructions for online class registration can be located at the following website: <http://it.eku.edu/support/registering-classes>. Schedules for Associate Degree Nursing classes are posted on the ADN website: <http://adn.eku.edu/class-schedules>, and are also posted with all Eastern Kentucky University class schedules on ECU Direct. Dates for advising and class registration, academic calendars, final exam schedules, processes to add/drop courses, early course withdrawal, and refund deadlines can be retrieved from the Colonel's Compass website: <http://colonelscompass.eku.edu>.

Students must be registered in a nursing (NUR) course to participate in class and/or clinical experiences. Course auditing is not permitted.

EASTERN KENTUCKY UNIVERSITY
College of Health Sciences
Department of Associate Degree (RN) Nursing

FIRST YEAR			
			Credit Hours
First Semester	HSO 100	Student Success Seminar (Academic Orientation)	1
	ENG 101	Reading, Writing, and Rhetoric (English Composition I)	3
	BIO 171	Human Anatomy	3
	NFA 201	Essentials of Nutrition	3
	NUR 114	Nursing Concepts I	5
	NUR 114C	Nursing Concepts Application I	3
	Total		
Second Semester	ENG 102	Research, Writing, and Rhetoric (English Composition II)	3
	BIO 301	Human Physiology	3
	SOC 131	Introductory Sociology	3
	NUR 124	Nursing Concepts II Med-Surg	3
	NUR 124C	Nursing Concepts Application II	2
	NUR 126	Perinatal Nursing Concepts	2
	NUR 126C	Nursing Concepts II - Perinatal	1
	Total		
SECOND YEAR			
First Semester	BIO 273 OR MLS 209/211	Clinical Microbiology, OR Medical Microbiology/Laboratory	4 or 3/1
	NUR 232	Nursing Concepts III – Med-Surg	5
	NUR 232C	Nursing Concepts Application III	3
	NUR 234	Mental Health Concepts	2
	NUR 234C	Mental Health Application	1
	Total		
Second Semester	General Education Element 3 (Arts & Humanities)	Elective	3
	General Education Element 4 (Natural Sciences) OR General Education Element 2 (Mathematics)	Elective	3
	NUR 240	Nursing Concepts IV Med-Surg	5
	NUR 241C	Clinical Nursing Synthesis IV	4
	NUR 255	Trends and Issues in Nursing	2
	Total		
TOTAL HOURS – 67			

Adopted Spring 2014

COMMUNICATION

The Department's website serves as the primary source of information for the Department of Associate Degree Nursing and may be accessed via the Internet at www.adn.eku.edu. All official ECU communication will be sent to the student's ECU email address. Students are expected to check their ECU email address at least every other day for updates about classroom and clinical information, and are responsible for reading all information sent to their ECU email accounts.

CHANNELS OF COMMUNICATION

The student who desires information should first consult this handbook and/or the Eastern Kentucky University Student Handbook. If the information is not contained therein, students should consult their academic advisor or follow official channels in rank order: Faculty, Department Chair, Dean of the College, and Vice-President for Academic Affairs/Provost.

STUDENT RESOURCES AND SUPPORT SERVICES

Eastern Kentucky University provides numerous resources and student services that are available to all students to support academic achievement. These services include, but are not limited to: student health, counseling, academic advisement, career placement, disability needs, student life, and financial aid. More detailed information is available within the ECU Student Handbook, Undergraduate Catalog, and on the Student Affairs website: www.studentaffairs.eku.edu

The nursing program has numerous resources available to promote academic success:

Nursing Courses:

- NUR 217 is an elective course focusing on assisting students to apply principles of success to their individual lives. The course utilizes the book "The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change" by Steven R. Covey as a conceptual framework. Course work entails reflective journaling, faculty-led discussions and student sharing of identified obstacles and barriers to their academic success. Throughout the course, students are assisted to identify strengths for success and formulate individual plans for success. Special topics examine time management, creation of study calendars, and effective study habits. This course is available as an elective offering; however, it is a requirement for students readmitted to the program after being unsuccessful in a nursing course.
- CHS 210 is an elective offering to strengthen foundational nursing content and academic weaknesses identified through self-assessment and standardized commercial nursing exams. The course promotes effective question analysis and test-taking strategies and is highly encouraged to strengthen fundamental nursing knowledge.

Nursing Program and College of Health Sciences Resources:

- Health Sciences Learning Resource Center (HSLRC): A number of resources are available for students including computer access, printing, textbook and audiovisual resources, HESI comprehension study material, and NCLEX-RN quizzing products. Space is available for quiet, individual study and group study.
- "Study Buddies": Peer tutors are available through the Learning Resource Center to all nursing students and includes topics concerning medication math and dosage calculations, test-taking skills, writing skills, study skills, care plan development, and organizational skills. There is no fee to students.

CLASS ATTENDANCE

Research shows that students who regularly attend class are more likely to succeed. Regular class, clinical, and lab attendance is expected of all students in order to meet the objectives of the program and legal requirements for licensure. The Attendance Policy of the Department of Associate Degree Nursing is consistent with Eastern Kentucky University Regulation 4.1.6R. Please refer to this Regulation for examples of excusable reasons for absence and for more complete information on compliance with this regulation: (http://policies.eku.edu/sites/policies.eku.edu/files/policies/4.1.6_student_absence_adopted_12.1.14.pdf). Consistent with this regulation, students should be prepared to provide appropriate verification of any absence. Students who are unable to resolve an absence issue with the instructor may appeal to the Department Chair/Unit Head. The Department Chair's/Unit Head's decision is final.

EKU students are responsible for course work covered during all class, clinical, and lab periods, including the first class meeting. In the case of excused absences, students will be provided an opportunity to make up missed course/clinical/lab assignments as is feasible. To the extent possible, students should notify the instructor in advance of an absence. No absence of any nature will be construed as relieving the student from the responsibility for the timely completion of all work assigned by the instructor. Initiating the request to make up missed assignments is the student's responsibility. Attendance will be recorded each class period, and excessive tardiness and absences will be noted in the student's academic record. Only those students who have registered for the course will be allowed to attend (Visitors, children and pets are not permitted).

In the clinical or lab setting, students must have the cognitive and physical ability to meet the course objectives and perform the essential elements of the registered nurse job description. For personal and client safety, a student must inform the clinical instructor of any condition or situation which could affect his/her ability to take on a regular client assignment in the clinical setting and to safely, competently, and effectively carry out the cognitive and physical requirements for care of the assigned client(s).

To protect the safety of both clients and students, students with fevers or who have contagious conditions, or students with slings, casts, crutches, orthopedic boots/braces, walkers, wheelchairs or other temporary devices will not be permitted in the clinical practice area. Students should consult with instructors and the Department Chair to determine appropriate alternative learning experiences and/or whether the student will be able to meet clinical objectives.

Absences in the laboratory or clinical area, especially a history of tardiness and/or absences, may result in a clinical grade of "unsatisfactory." Following any clinical or lab absence, the student must consult with the instructor regarding the ability to meet objectives.

Revised January 2015

INCLEMENT WEATHER

In the event of inclement weather, safety of students and faculty is paramount. Refer to the Richmond Campus Inclement Weather plan for information regarding announcements of campus closures and delays and class schedules when the campus is operating under an inclement weather delay. Refer to individual course syllabi for information of meeting times during inclement weather delays. Clinical instructors will notify students of procedures to be followed if a clinical experience must be delayed or cancelled due to inclement weather or if the student is unable to attend clinical due to inclement weather.

Weather and road conditions are not the same in every area. The decision to travel ultimately rests with each individual regardless of any action taken, or not taken, by the University or faculty members. It is the responsibility of the student to notify the instructor if the student is unable to attend class or clinical due to weather and to work with the instructor to determine if arrangements can be made to make up any missed work.

EXAM POLICIES

The Department follows the University Academic Integrity Policies for all course assignments, including exams. In order to maintain integrity and security of exams, the following will be observed in all classes:

- Only department-issued calculators and two, wooden #2 lead pencils will be permitted on the student's desk during exams. No personal calculators, cell phones, pagers, or other electronic devices will be permitted. Mechanical pencils, ink pens or felt tip markers may not be used to mark exam answer sheets.
- Water bottles, candy, gum, or other food or beverages are not permitted during exams.
- Cell phones, pagers, and other electronic devices must be in the off position during exams, and must be placed out of sight in book bags, purses, etc...
- Students may be requested to place all personal items at designated locations in the classroom during exams and/or exam reviews.
- Students may have only the computer-generated answer sheet during exam reviews. No recording devices, cell phones, pens or pencils, and/or note paper are permitted.
- Time frames for test reviews are printed in the syllabus and will be strictly observed.
- Students absent during a scheduled exam must follow the directions for make-up exams (if permitted) as printed in the syllabus.

ACADEMIC STANDARDS

The following grading scale will be used in all nursing (NUR) didactic courses:

Letter Grade		Quality Point	Numerical Grade
A	=	4.00	90-100
B	=	3.00	82-89
C	=	2.00	77-81
D	=	1.00	70-76
F	=	0	<70

Unit test scores will be carried out two decimal points. THE FINAL GRADE WILL BE ROUNDED TO THE NEAREST WHOLE NUMBER. Students will receive midterm grades via ECU Direct for all full semester courses. Partial semester courses do not receive mid-term grades via ECU Direct.

CLINICAL COURSE GRADING SCALE

Satisfactory (S): consistently attains clinical objectives. Demonstrates continual growth throughout the rotation.

Unsatisfactory (U): fails to demonstrate performance of clinical objectives.

Needs Development (ND): has not demonstrated the clinical objectives appropriately or consistently. ND's need to be corrected before the end of the course in order to receive a satisfactory.

Unsafe: psychologically or physically endangers a client by not performing at the level of a reasonable prudent student. Demonstration of unsafe behavior may constitute grounds for dismissal from the ADN program at any point in the semester.

A final grade of unsatisfactory or unsafe in the clinical component of the course will constitute a failure for that course. Such a failure will be reported to the Registrar as an "F".

CLINICAL UNSAFE POLICY

A student who is enrolled in a clinical course(s) and whose performance meets criteria for unsafe practice cannot continue with participation in any clinical experiences in the program. If the student believes the clinical grade of unsafe was incorrect, the student should follow the policy for the University grade appeal process.

A student may institute the grade appeal process at any point from when the student is informed of a clinical grade of unsafe, up to the final date given in the University policy (http://policies.eku.edu/sites/policies.eku.edu/files/policies/4.1.15_grade_appeals1.pdf). Academic Practices/Grade Appeal hearings are scheduled in as timely a manner as is feasible to allow the student time for planning future enrollment and progression.

A student with a clinical grade of Unsafe will have a grade of "U" recorded for that clinical course when grades are submitted to the University Registrar. In addition, if the student is also enrolled in another clinical course that semester, he/she will not be able to meet the objectives of that course as well due to not being able to participate in clinical experiences. Therefore, the student will also receive a grade of "U" for that course when grades are submitted, unless withdrawal from the course is completed before the last date of withdrawal. (August 2016)

Grade Appeals

If a student wishes to appeal a course grade, the procedure can be located on the University website: http://policies.eku.edu/sites/policies.eku.edu/files/policies/4.1.15_grade_appeals1.pdf, and is outlined below:

- The student should consult with the instructor, seeking a satisfactory explanation.
- If, after consulting with the instructor, the student believes that a grievance exists, the student may present a complaint in writing outlining the basis of the grievance to the department chair within 30 days after the beginning of the next semester, exclusive of summer session. The department chair shall consider the matter in consultation with the instructor and the student and exercise influence towards mediation.
- If the grievance remains unsettled, the department chair shall as soon as practicable refer the matter to the departmental committee on academic practices composed of the department chair, two members of the department elected by the faculty thereof (with one alternate member to serve in the event that one of the regular members is the person against whom the complaint has been lodged), and one student member chosen by the department chair. All members of the committee shall have voting privileges. In cases where the department has an insufficient number of faculty members to make the above procedure workable, the Provost and Vice President for Academic Affairs and the dean of the college in which the course is offered shall appoint an appropriate committee.
- Meetings of the departmental academic practices committee shall be scheduled at a mutually agreed-upon time, when all relevant parties can reasonably be expected to participate. A student who has agreed to a time for a meeting of the departmental academic practices committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original letter of appeal.
- After considering the evidence and any rebuttals submitted by the student and/or the instructor, the committee shall make a decision which shall be binding. All parties shall be informed of this decision within ten working days.
- Appeals from the committee's decision may be made on procedural grounds only and must be made within 20 days following notification of the departmental committee decision. Such an appeal should be made to the dean of the college in which the course is offered and, if necessary, then to the Provost and Vice President for Academic Affairs.

General Process for Student Complaints and Grievances

The Department of Associate Degree Nursing ensures complaints and grievances receive due process and strives to resolve issues in compliance with University policies. A "grievance" is defined as any written complaint, excluding grade appeals and appeals for program readmission. Students are encouraged to speak with course faculty regarding specific classroom or clinical issues. If a resolution is not reached, students may file a formal complaint or grievance in writing to the Department Chair. In general, any student who feels that they have not been treated appropriately by a university official may file a complaint or grievance following the procedures listed in the ECU Student Handbook.

DOSAGE CALCULATION Exam Instructions

To successfully complete each NUR course, the student must demonstrate competency in calculating medication dosages by passing a 20 question dosage calculation exam within the first week of the semester with a minimum score of 90%. The student will be permitted a maximum of three (3) attempts to successfully meet this requirement.

The first dosage exam will be given during orientation, and the second and third attempt tests will be offered during the first week of class so that if a withdrawal is necessary students will be in the add/drop period for registration.

Students who do not successfully pass the exam within three (3) attempts will be required to withdraw from the NUR course(s).

Students should be prepared for the dosage calculation exam by using the required text: Ogden, S.J. (2015). *Calculations of Drug Dosage* (10th ed.). St. Louis: Mosby.

Ogden, chapters 6, 11-13 will be most beneficial in preparing for the level 1 (NUR 114) dosage calculation exam. In addition for level 1, students may need to review chapters 1-5. For the exam in level 2, Ogden chapters 15, 16, & 19 are suggested. For exams in levels 3 and 4, Ogden chapter 17 & 18 are suggested.

Dosage Calculation Exam Rules:

1. The exam will consist of 20 questions to be taken in one hour.
2. Only answers written on the answer sheet will be accepted.
3. Only the calculators that are provided by the course instructors may be used.
4. If the final answer is less than one, the answer should be rounded off to hundredths, example $0.6666 = 0.67$
5. If the final answer is greater than one, the answer should be rounded off to tenths, example $1.812 = 1.8$
6. If the answer is in drops, round to the nearest whole number, example: $24.3 = 24$.

Sample Exam Questions: NUR 114 (Level 1)

1. Ordered: 0.2 gm.
Available: 100 mg/tab
How many tablets should the patient receive?
2. Ordered: 1500 mg.
Available: 0.5 gm/ml
How many ml's should the patient receive?
3. Ordered: 400 mcg.
Available: 0.08 mg/ml.
How many ml's should the patient receive?
4. A patient receives one tablespoon of a drug every four hours for 24 hours.
How many ml's of the drug will the patient receive over the 24 hour period?
5. A patient who weighs 44 pounds is to receive a drug at the dosage of 10 mg/kg
of body weight. The drug is available as 50 mg/ml. How many ml will the
patient receive?
6. A patient who weighs 2000 gm. is to receive a drug at the dosage of 50 mcg/Kg
of body weight. The drug is available in 25 mcg/ml. How many ml's should the
patient receive?

Answer Key:

1. 2 tab
2. 3 mL
3. 5 mL
4. 90 mL
5. 4 mL
6. 4 mL

HESI Computerized Exams

The nursing program incorporates computerized exams to assist in developing competencies necessary for successful nursing practice. This process prepares students to successfully pass the NCLEX-RN® by evaluating student learning throughout the curriculum and strengthening the student's knowledge base. Exams provide a numeric value that measures current levels of understanding and identifies areas of content weakness to guide remediation efforts.

HESI scores are individually-weighted based on the difficulty level and student performance of each test item. The HESI predictability model (HPM) is a proprietary mathematical model used to calculate each HESI score. Scores can range from 0-1500. **The nursing program has established a HESI score of 900 as the benchmark score of acceptable performance for all HESI exams.**

The HESI exam provides test questions in a format similar to the NCLEX-RN® and is administered via computer in a proctored setting. HESI exams may be standardized, nationally-normed specialty exams or may be custom exams based upon a course's specific student learning outcomes. The amount of time allotted to take the exam are based upon the number of test items, allowing 1-1 ½ minutes per question. Immediately upon exam completion, students will have ONE opportunity to review rationales for exam questions.

The following HESI exams will be administered progressively throughout the nursing program. Students should refer to the Health Sciences Learning Resource Center (HSLRC) Testing Policies and Procedures prior to arrival to the Testing Center:

NUR Course	Type of Exam	# of Questions	Testing Session Time	Remediation Time
NUR 114	Custom Fundamentals	50	1 hour 30 minutes	30 minutes
NUR 124	Custom Medical-Surgical	50	1 hour 30 minutes	30 minutes
NUR 126	Specialty: Perinatal	55	1 hour 30 minutes	30 minutes
NUR 232	Custom Medical-Surgical	50	1 hour 30 minutes	30 minutes
NUR 234	Specialty: Mental Health	55	1 hour 30 minutes	30 minutes

Students who do not achieve a score of 900 on the listed HESI exams will be required to enroll in the designated CHS 210 course the following academic semester to assist students in developing individualized study plans to strengthen areas of identified content weakness.

Students enrolled in NUR 241C will be administered the HESI Comprehensive Exit Exam, a summative evaluation that measures knowledge, understanding of nursing concepts, and a student's readiness to successfully pass the NCLEX-RN® at program completion. Students have **3 attempts** to achieve the benchmark score of 900 on the Comprehensive Exit Exam to successfully complete the course. Students who do not achieve the 900 benchmark score following 3 attempts must repeat NUR 241C the following semester.

PROGRESSION POLICIES

The Associate Degree Nursing curriculum is designed to be completed within two consecutive academic years. Once admitted, it is anticipated that the majority of students will progress through the curriculum as designed. Students will have no longer than eight semesters (excluding summers) to complete the program. Even though maximum time limits are given to complete the program, a student who does not successfully complete a nursing course is not guaranteed readmission. Students must maintain a cumulative and ECU grade point average of at least 2.0 and have successfully completed all courses in the curriculum with a grade of C or better to progress to the next nursing course and to meet requirements for graduation.

Students in satisfactory academic standing who elect to interrupt the nursing sequence must complete a "Request to Interrupt (Drop Out of) the Nursing Sequence" form available online or in Rowlett 220. Satisfactory academic standing is defined as completion of a nursing course with a grade of C or better and completion of all required support courses for that semester with a grade of C or better. Once a student is ready to re-enter the nursing sequence, the request is initiated by the student using the department form "Request to Re-enter the Nursing Sequence." After receiving the academic advisor's approval and signature, the form is submitted to the Department Administrative Assistant in Rowlett 220.

A student may remain out of sequence for *one semester only* (excluding summer sessions). All students who remain out of sequence for more than one semester must apply for readmission.

Students will be admitted to nursing courses according to the following priority:

1. Students progressing satisfactorily at the current level of endeavor.
2. Students who are achieving satisfactorily in all courses, but who choose to interrupt the nursing sequence for one semester.
3. Students who are achieving satisfactorily in the nursing courses but who must interrupt the nursing sequence to take or repeat a support course(s) required for progression (see readmission policies).
4. Students who withdraw from or earn a failing grade in a nursing course (see readmission policies).
5. Students who's cumulative and/or ECU GPA falls below 2.0 (see readmission policies).

READMISSION POLICIES AND PROCEDURES

The Admissions/Progression Committee represents the Department of Associate Degree Nursing and has the authority in readmission decisions for the department. **Readmission is not guaranteed to any student for any nursing course.**

A student must apply for readmission to the program for any of the following reasons:

1. A final grade below "C" in a required nursing (NUR) course.
2. A final grade below "C" in a support course required for progression.
3. Withdrawal/drop from a required nursing (NUR) course.
4. Achieved less than a 2.00 GPA (cumulative and/or ECU).
5. Remained out-of-sequence for more than one semester (excluding summer term).

Note: Students who are unsuccessful in a total of two (2) nursing (NUR) courses or who have been out-of-sequence (absent) from the program in excess of one year (two semesters) from the date of departure until the semester for which re-application is made are NOT eligible for readmission.

Students requesting readmission are required to submit an Application for Readmission, which includes self-identified barriers to success and an action plan for academic success. Applications are available in the department office and should be submitted to the department office (Rowlett 220) by the submission deadline. Recommendations for readmission will be based upon the student's complete record of academic performance, the number of repeated nursing (NUR) courses, the nature of documented deficiencies (academic, clinical, ethical, professional) and whether they lend themselves to further successful progression in the program, and evidence that the student has sought or will seek ways to correct deficient areas. Readmission is dependent upon space availability, the student's ability to meet curriculum requirements of the cohort to which readmission is sought, and demonstration of retained competency.

Students will be considered for readmission when the Admission/Progression Committee convenes for the semester. The date and time of this meeting will be documented on the readmission application. Students will be notified by mail of the committee's decision.

Students who are recommended for readmission will be granted provisional readmission status contingent upon demonstration of retained competency, which measures foundational knowledge and understanding of previously-learned nursing concepts. This competency is fulfilled by achieving a score of 77% or higher on a customized HESI exam that is based upon the previous semester's Medical-Surgical course's student learning outcomes:

Seeking Readmission to:	Demonstration of Retained Competency:
NUR 114	No Exam. Readmission decisions dependent upon space availability following selection of the incoming NUR 114 cohort based on final course grade.
NUR 124 or NUR 126	Custom HESI exam based on NUR 114 student learning outcomes
NUR 232 or NUR 234	Custom HESI exam based on NUR 124 student learning outcomes
NUR 240 or NUR 255	Custom HESI exam based on NUR 232 student learning outcomes

This retained competency exam will be scheduled by the nursing program as soon as is practicable and administered following the committee's decision recommending readmission (usually within 2 weeks). The exam will be administered via computer in a proctored setting within the Health Sciences Learning Resource Center (HSLRC) at the student's expense.

In order to promote student success, students readmitted to the program will be required to enroll in supplemental course(s) designed to promote academic achievement. These course(s) will be taken concurrently with the course to be repeated. (Approved September 2016)

READMISSION APPEAL PROCESS

The student who has been denied readmission may appeal the decision following these guidelines:

1. Notify the chair of the program's readmission committee (by calling the Administrative Assistant in the Department Office) of the desire to appeal the decision and to provide additional pertinent information to support the appeal. The committee chair will schedule a time for the student to appear before the committee to present the appeal. A student who has agreed to a time for a meeting of the departmental readmission committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original application for readmission.
2. The student will be notified within five working days of the committee's decision.
3. If the student is not satisfied with the decision, the student may schedule an appointment to present the appeal to the Department Chair. The student will be notified within five working days of the Department Chair's decision.

4. If the student is not satisfied with the decision of the Department Chair, the student may present a written appeal to the Dean of the College of Health Sciences. If the Dean determines there are extenuating circumstances surrounding the students' request for readmission and/or if the procedure for readmission has not been followed, a meeting of the College's Readmission Committee will be scheduled. A time will be appointed for the student to appear before the committee to present the appeal. A student who has agreed to a time for a meeting of the College Readmission Committee and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original application for readmission.
5. Decisions of the College Readmission Committee are binding. The student will be notified of the decision within five working days.

CLINICAL REQUIREMENTS

Required Documentation for Clinical Placement

Documentation of the following items is required to be in compliance with Joint Commission regulations, clinical agency contractual requirements, and to ensure a safe clinical environment for students and the public. All students must submit and upload documentation of the following clinical requirements to the designated Records Management Service prior to beginning the nursing program and provide record updates as indicated each semester while admitted to the nursing program. Students are not permitted to register for nursing courses until all required documentation has been received.

All records MUST be current through the entire semester and must not expire at any time during the semester in which the student is enrolled in a clinical rotation. It is the student's responsibility to ensure currency of required documentation.

Students must meet all clinical agency placement requirements. Students with expired clinical requirements are ineligible to participate in clinical experiences and will be unable to satisfactorily achieve student learning outcomes for the clinical course. Students who need clarification of clinical requirements should contact the ADN Nursing Office at (859) 622-1942.

All documents MUST be uploaded to the designated Records Management site prior to the deadline:

August 1st for fall semesters and December 1st for spring semesters

Eastern Kentucky University Student Health Services offers many immunizations, TB skin testing, and serologic titers at reduced cost. Additional information can be found at: <http://healthservices.eku.edu/>

Specific requirements:

1. **Measles, Mumps, and Rubella (MMR) Immunity:** Students must provide evidence of immunity either through (1) documented immunization of two MMR doses received after the first birthday or (2) completion of serologic titer (*note that TB skin testing may not be done within 4 weeks of receipt of a live vaccination, including MMR.).
2. **Varicella (chicken pox) Immunity:** Must provide evidence of immunity either through (1) documented immunization of two doses, administered at least four weeks apart or through (2) completion of serologic titer. Written statements of immunity due to history of disease are NOT accepted evidence of immunity (*note that TB skin testing may not be done within 4 weeks of receipt of a live vaccination, including the Varicella vaccine).
3. **Tetanus, Diphtheria, and Pertussis (Tdap) Immunity:** Students must provide evidence of immunity by documented immunization of one Tdap dose received in adulthood.
4. **Hepatitis B Immunity:** Evidence of immunity either through (1) documented immunization of a 3-injection series over a 6-month period. Students who have not completed the third dose of the series before beginning NUR 114 must have received two injections (1 month apart) prior to August 1st (fall NUR 114 admission) or January 1st (spring NUR 114 admission) with the final injection received prior to registering for the second semester. Alternatively, immunity may be verified by (2) serologic titer, or (3) health record provider statement of prior disease.
5. **Tuberculosis (TB) Screening:** Per Kentucky Administrative Regulation (902 KAR 20:205), all healthcare workers must annually complete TB screening and TB Risk Assessment.

Students must provide evidence of TB screening and Risk Assessment completed and signed by a licensed provider (Physician, PA, Pharmacist, APRN, RN, or LPN with supervision) by either completing Tuberculin Skin Testing (TST) or TB blood assay for Mycobacterium Tuberculosis (BAMT) as outlined below:

Option #1:

- Students must complete baseline Two-Step Tuberculin skin test (TST) screening upon initial enrollment into the nursing program and (2) complete a TB Risk Assessment form.

Process for Two-Step TB screening: Students must specify to their healthcare provider that a Two-Step TB skin test is required when initiating the testing procedure. A baseline skin test is administered and if non-reactive (negative), a second skin test is administered 7-21 days later. If the second test is negative, the individual is considered non-infected. A positive test indicates the need for further screening.

- After completing initial Two-Step Tuberculin skin test (TST) screening, students must (1) complete annual TB screening through a one-step TB skin test (TST) in or before the same month as the anniversary date of the last TB test, and (2) complete a TB Risk Assessment form.

Option #2:

- Students may (1) obtain a TB blood assay for Mycobacterium tuberculosis (BAMT) as initial testing upon initial enrollment into the nursing program and (2) complete a TB risk Assessment form. **No TB skin testing is necessary if blood assay (BAMT) is used.** Acceptable tests include T-SPOT® or QuantiFERON®-TB Gold. Students who have previously received BCG vaccine should obtain a TB blood assay test, rather than Tuberculin skin test for required screening.
- After completing initial TB blood assay (BAMT) screening, students must (1) complete annual blood assay TB screening (BAMT) in or before the same month as the anniversary date of the last TB test, and (2) complete a TB Risk Assessment form.

Screening Process for reactive (positive) results: A reactive (positive) skin test or blood assay indicates the need for further screening and the student will be referred to their primary health provider or local health department for follow-up.

- At initial testing or annual testing, if testing is reactive (positive) and denotes a “new finding”, the student must receive (1) medical evaluation with their primary health provider or local health department, which includes additional testing as outlined within 902 KAR 20:205.
- Students with a previous TB skin test (TST) interpreted as positive, or a previously positive TB blood assay (BAMT) must (1) provide documentation of this previous result and medical evaluation/treatment received, and (2) complete an annual TB risk assessment through a licensed medical provider or local health department. TB skin testing (TST) or TB blood assay (BAMT) should not be completed unless the previous documents cannot be retrieved.

NOTE: Ability to attend clinical rotations will be determined based upon health provider or health department recommendations providing disease surveillance. Students must be free of signs/symptoms of active TB and cleared as being noninfectious by a licensed medical provider in conjunction with the local and state health department.

Additional Information:

- Kentucky TB Prevention and Control Program and Centers for Disease Control and Prevention encourage Tuberculin skin testing utilizing Tubersol® PPD solution.
- **TIMEFRAME:** TB skin tests cannot be administered within 4 weeks after a live vaccine has been administered (i.e. MMR, Varicella).
- For optimal screening and to reduce false positive readings, it is strongly recommended to be consistent in method of TB screening (skin test vs. blood assay).

6. Healthcare provider CPR: Students must maintain active certification in Basic Life Support (BLS) cardiopulmonary resuscitation (CPR) certification for the healthcare provider. **Only CPR courses sponsored by the American Heart Association will be accepted.**

7. Annual Influenza Vaccine: Students must receive an annual flu vaccine (NOT a live vaccine, such as FluMist) each fall prior to October 31st. Students requesting exemption must provide documentation from a healthcare provider (on official letterhead) specifying the medical reason that the student cannot receive the vaccine. The student will be required to wear a face mask while in the clinical setting during flu season (November 1 through March 31st).

***Students may register for fall classes as vaccines are not available until later in the semester.*

8. Evidence of Personal Health Insurance: Students must provide a letter of documentation confirming personal health insurance coverage and effective dates upon program admission to be in compliance with clinical agency contractual requirements. **Copies of insurance cards are NOT accepted.** Additionally, students must provide an annual updated letter of documentation showing continued personal health insurance coverage each fall prior to October 31st (insurance cards are NOT accepted) to remain in compliance. Coverage must be in effect during all clinical rotations.

Information regarding low-cost personal health insurance options can be located on the EKU Student Health Services webpage: <http://healthservices.eku.edu/student-health-insurance>.

9. Evidence of Professional Liability Insurance (PLI): Students must purchase professional liability (malpractice) insurance through the University upon program admission when registering for nursing courses and then annually each fall semester. The course registration number (CRN) for professional liability insurance will be noted on course registration sheets and can also be obtained from the Nursing Office.

Note: Professional Liability Insurance covers only clinical experiences which are part of scheduled nursing courses and is no longer in effect following graduation or if the student withdraws from the nursing program.

10. Background (Criminal History) Check: A background check is required for all students to ensure a safe clinical environment for both students and the public and to meet the contractual requirements of clinical facilities. Additional criminal history screenings or audits could also be required while enrolled in the program.

Students must obtain a background check prior to initial enrollment in the nursing program. EKU has contracted with CastleBranch to establish an acceptable screening procedure.

Students who fail to submit a background check through CastleBranch cannot complete or maintain enrollment in any Eastern Kentucky University College of Health Sciences Program.

Students will be given an opportunity to challenge any information that would negatively affect their eligibility to remain enrolled in the nursing program through the Adverse Action process associated with CastleBranch. **Students must meet all clinical agency placement requirements.** Clinical agencies maintain primary responsibility for patient, visitor, and staff safety within their respective agencies and retain ultimate authority in determining clinical placement within their facility. Students whose screening results do not meet clinical agency placement requirements will be unable to participate in clinical experiences, and therefore, cannot satisfactorily progress and complete the nursing program.

Students who have questions about criminal background reports and/or clinical eligibility are encouraged to speak with the Department Chair. Directions to register for a CastleBranch account and complete criminal background requirements are provided upon program admission and as needed by the Nursing Office.

11. Urine Drug Screening: Urine drug screening is required for all students to meet contractual requirements of clinical facilities and consists of a 9-panel standard urinalysis panel (marijuana, cocaine, PCP, amphetamines, opiate metabolites, barbiturates, benzodiazepines, methadone, and propoxyphene) plus MDMA (ecstasy), oxycodone, and hydrocodone.

Students must obtain a urine drug screen prior to initial enrollment in the nursing program. Random drug screenings or audits could also be required while enrolled in the program. EKU has contracted with CastleBranch to establish an acceptable screening procedure.

Students who fail to submit a urine drug screen through CastleBranch cannot complete or maintain enrollment in any Eastern Kentucky University College of Health Sciences Program.

If the drug test contains a positive result, the student will be contacted by a Medical Review Officer (MRO) affiliated with CastleBranch for consultation and/or for additional information to substantiate the positive result. Students with verified positive screening results will be ineligible to participate in clinical experiences, and therefore, cannot satisfactorily progress and complete the nursing program. Directions to register for a CastleBranch account and complete urine drug screening requirements are provided upon program admission and as needed by the Nursing Office.

Transportation to Clinical Area and Clinical Hours

Students are expected to provide their own transportation to the clinical area. Students will be informed in each nursing course orientation of the hours of the clinical experience. Student clinical experiences may be on any shift and on any day, including night shifts and weekends.

Dress Code

The uniform and identification represent the ECU nursing program and the nursing profession. All nursing students will present an image which promotes maximum confidence in the quality of service provided.

Dove Professional Apparel® has been contracted by the Associate Degree Nursing program to supply uniforms. Students will purchase uniforms directly from the vendor website: www.doveapparel.com. Students should (1) register for an account to begin the ordering process and (2) enter the school code **EKU-ADN** to directly link to the program's site listing all required and optional garments available for purchase. Each semester, the program will sponsor "uniform fittings" to assist students in determining appropriate sizes.

Uniform and General Appearance

Each student will wear a maroon uniform purchased at the designated vendor unless notified by the clinical instructor of a unique dress code required by a clinical agency. The uniform consists of a scrub top, scrub bottom (pants or knee-length skirt), and cardigan (lab jacket). Students may wear a solid white, short-sleeved undershirt (t-shirt). Uniforms should be clean, neat, and free of wrinkles. Uniform deviations are not acceptable.

Tattoos and body art should be covered, if possible. Offensive and/or large tattoos, those that depict violence or sexual and/or racial overtones, must be kept covered. Scents, colognes, and perfumes can cause allergic reactions or nausea in some clients and should not be used during clinical experiences. Strong odors, such as from tobacco products and use of vapors, etc... can be similarly offensive and are prohibited while in the clinical area.

Student appearance must be consistent with professional standards. Individual faculty have the discretion to determine appropriateness of appearance. Students not conforming to dress code requirements may be sent home from the clinical agency and will receive an "unsatisfactory" grade for the day.

Name Badges

ECU Student name badges provided by the Department of Associate Degree Nursing must be worn in the clinical area. Replacement badges must be purchased from the Nursing Office in Rowlett 220. Additional agency-specific identification badges may also be required at student expense. Such requirements will be communicated by course faculty.

Students are required to wear a maroon lab jacket (cardigan) and closed toed shoes when working in the Clinical Nursing Center.

Students will adhere to personal appearance and hygiene regulations of the clinical agencies. In addition to these policies, students must follow the following guidelines:

Grooming

1. Hair should be clean, neatly groomed, and controlled in a manner to promote asepsis and not interfere with patient care or safety. No extreme hair styles or colors are permitted. Facial hair must be neatly trimmed and well groomed.
2. Fingernails should be clean, short and neatly trimmed. Clear nail polish in good condition without chipping is permitted. Artificial nails or nail components are NOT permitted.
3. Make-up should be conservatively applied.

Shoes and Hose

Shoes may be either solid black or white in color and must meet clinical agency requirements (i.e. leather, closed toe and heel). White/nude hose or white/black cotton socks (matching shoe color) must be worn.

Jewelry

Jewelry should be kept to a minimum. Students may wear a plain wedding band/engagement ring and no more than one small pair of earrings that are confined to the earlobe. Facial and oral jewelry is not acceptable. Additional restrictions may be required by individual clinical agencies and will be communicated by nursing faculty.

Clinical Supplies

Students will bring to clinical each day: watch, pen with black ink, permanent black marker, name badge, bandage scissors, stethoscope, and pen light.

HIPAA Statement

Eastern Kentucky University Associate Degree Nursing students are responsible for protecting clients' confidential information according to State regulations and Federal HIPAA regulations. The disclosure of a client's medical information outside of direct clinical duties will result in an "Unsafe" for the course and may result in civil or criminal sanctions. Examples of violations include: photocopying client's charts, copying or transcribing client's name, birth date, address, phone number, social security number, and/or significant others' name on any forms or papers that would be removed from designated clinical units, and discussing the client with anyone not directly involved with that client's health care.

Personal Injury Policy

Bloodborne Pathogens Student Exposure Control Plan – College of Health Sciences

- I. Laboratory and Clinical Practices
 - a. All students who have occupational exposure shall practice Standard Precautions as the accepted standard of protection and infection control.
 - i. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other bloodborne pathogens.

- ii. All procedures involving blood or other potentially infectious material (PIM) shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of aerosols of these substances.
- iii. Specimens of blood and other PIM shall be placed in a container which prevents leakage during collection, handling, processing or storage.

b. Personal Hygiene

- i. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where there is reasonable likelihood of occupational exposure.
- ii. Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other PIM are present.
- iii. Hand washing is mandatory immediately after removing gloves and other personal protective equipment (PPE), and after any barehanded contact with blood or other PIM.
- iv. Hand washing facilities shall be available in any area where a reasonable likelihood of occupational exposure exists.
 - When hand washing facilities are not available, antiseptic hand cleaners or tolettes must be provided.

c. Personal Protective Equipment

- i. Gloves must be worn when:
 - Direct contact with blood or other PIM is anticipated.
 - During invasive procedures.
 - Examining non-intact skin.
 - During examination of the oral cavity, gastrointestinal and genitourinary tracts.
 - Working directly with contaminated instruments.
 - The student has cuts, lesions, or dermatitis
 - During phlebotomy.
- ii. Single-use gloves must be available of the proper size, material, and quantity. Hypoallergenic gloves or glove liners will be provided for those students who may have hypersensitivity to regular gloves.
 - If there is a chance of blood or other PIM to be splashed or spattered into the eyes or mouth, eye and face protection must be used. This shall consist of a:
 - a. Mask in combination with goggles or glasses with solid side shields, or
 - b. Chin-length face shield, or
 - c. Splash shield positioned between the worker and the infectious material.
- iii. Gloves, laboratory coats, gowns, and other personal protective equipment must be removed prior to leaving the laboratory/clinical area.

- d. Contaminated Sharps
 - i. Contaminated sharps (CS) means any contaminated object that can penetrate skin including, but not limited to, needles, scalpels, lancets, broken glass, broken capillary tubes, and exposed ends of dental wires.
 - ii. Contaminated needles and other CS shall not be recapped, sheared, bent, or broken by hand. Any needle recapping or breaking shall be accomplished by the use of a mechanical device or one-handed technique.
 - iii. CS must be discarded in an appropriate container, which is (a) puncture resistant, (b) leak-proof on the sides and bottom, and (c) labeled with the biohazard symbol and/or color-coded red.
 - CS containers must be readily and easily accessible and not be allowed to over-fill prior to disposal.
 - CS containers must be closed immediately prior to removal or replacement.
 - iv. Broken glassware must not be picked up by hand. It shall be picked up with tongs or forceps, or swept up with a sterilizable brush or squeegee and dustpan, and placed in an appropriate CS container.
 - v. For disposal, CS must be sterilized by pressurized steam (autoclave) and placed in an appropriate container for disposal with other waste.

II. Incidents of Possible Exposure to Bloodborne Pathogens

a. Definitions

- i. Exposure incident means a specific eye, mouth, and other mucous membrane, non-intact skin, or parenteral contact with blood or other PIM that results from the performance of the student's duties.
- ii. Source persons mean any individual, living or dead, whose blood or other PIM may be a source of occupational exposure to a student.
Immunoassay means an approved serological test or group of tests which is currently performed in an accredited clinical laboratory for the determination of HBV, HCV, and HIV infection.

If a student is involved in an exposure event, the following procedure should occur at the student's expense:

1. Documentation of the exposure incident, which shall become part of the student's medical record, including the:
 - a. Route of exposure.
 - b. Circumstances surrounding the incident, and
 - c. Hepatitis B, Hepatitis C, and HIV status of the source person, if known.
2. Confidential medical evaluation and follow-up of the incident should include:
 - a. Counseling
 - b. Immunoassay to exposed person
 - c. Follow-up immunoassay at six weeks, twelve weeks, and six months post-exposure.
 - d. Medical evaluation of any acute febrile illness that occurs within twelve weeks post-exposure.
 - e. Use of safe and effective post-exposure measures according to recommendations for standard medical practice.

LATEX SENSITIVITY/ALLERGY POLICY

Policy

Those persons with known sensitivity to latex shall be treated as if they have a known allergy. Students may be requested to provide documentation from their health care provider.

Purpose

To provide general information about latex products and potential types of allergic reactions. Procedure for those persons with sensitivity/allergy to latex.

Scope

Pertains to all students and faculty.

Responsibility

- Students are responsible for providing accurate allergy history.
- College will provide persons with non-latex gloves upon request in the laboratory setting.
- Students are responsible for preventing and/or limiting their exposure to latex in laboratory/clinical situations.
- If a latex sensitivity/allergy exists, the student understands that 100% prevention of exposure to latex in any laboratory/clinical situation may not be possible and that they may experience a life threatening allergic reaction.
- Thus, if a latex sensitivity/allergy exists at any time during the program of study, the student with their health care provider is responsible for deciding if a health career is possible.

Tobacco Products

Policy Statement

EKU supports initiatives designed to foster a healthy campus climate for ECU faculty, staff, students, volunteers, vendors, patrons, customers, guests, visitors and Persons employed as an ECU contractor. This Policy is designed to support health initiatives for ECU and its extended regional campuses by designating all ECU owned, rented and leased property as Tobacco-free, including surrounding exterior spaces and recreational areas.

Entities Affected by the Policy

This Policy is in effect for all Persons, at all times, who are attending classes, working, living, visiting, attending or participating in athletic events and all activities and programs on University owned, leased, occupied or controlled property including buildings and structures, residence halls, leased houses, grounds, exterior open spaces, parking lots and garages, on-campus sidewalks, streets, driveways, stadiums, recreational spaces, practice fields, University Property outside the main campus such as regional campuses, farm facilities, art galleries, performance venues, and sporting venues and functions that are held in these facilities and venues. This Policy is also in effect for all Persons, at all times, who are in vehicles owned, leased or rented by the University, including maintenance vehicles, automobiles, shuttles, utility vehicles, and golf carts as well as personal vehicles on University Property.

Tobacco Policy Procedures

The use of all Tobacco is prohibited on all Property that is owned, leased, occupied, or controlled by the University. This includes buildings and structures, residence halls, leased houses, grounds, exterior open spaces, parking lots, and garages, on-campus sidewalks, streets, driveways, stadiums, recreational spaces, practice fields, vehicles, University Property outside the main campus such as regional campuses, farm facilities, art galleries, performance venues, and sporting venues and functions that are held in these facilities and venues. The use of Tobacco is prohibited in vehicles owned, leased or rented by the University, including maintenance vehicles, automobiles, shuttles, utility vehicles, and golf carts as well as in personal vehicles on University Property. The University will provide educational information and programs on Tobacco use cessation.

Exemptions

- Tobacco use may be permitted for controlled research with prior approval of the appropriate dean or director. Smoke, like any other laboratory air contaminant generated, shall be controlled locally in a chemical hood or other exhaust system that provides 100% exhaust to the outside.
- Tobacco use may be permitted for educational, clinical, or religious ceremonial purposes with prior approval of the appropriate dean.
- Tobacco use may be permitted on properties the University owns, but leases or otherwise conveys an interest (e.g. an easement) to a non-University party, according to the provisions of the applicable lease or agreement.

Responsibilities

All members of the University community share in the responsibility for adhering to this policy and bringing it to the attention to visitors. The authority for enforcement is vested in the Senior Vice President or appropriate Vice President in conjunction with the Executive Director of Human Resources and Vice President of Student Success.

Violations of the Policy

Violations of this policy are subject to the corrective action and disciplinary procedures as set forth in the Faculty Handbook, Staff Handbook and Student Handbook. Visitors refusing to comply may be asked to leave campus

Associate Degree Nursing Program: SMOKING POLICY

Students will not be permitted to smoke, use tobacco or vaping products, including e-cigarettes, while at the clinical facility. Students must follow agency policies regarding smoking – some facilities do not permit smoking on hospital grounds, including parking lots.

STUDENT EMPLOYMENT

Students are encouraged to accept employment with caution to promote student success in the classroom and clinical setting. Students must exercise judgment in the number of employment hours worked during the school year. To promote academic success, students are strongly encouraged to work **no more than 20 hours per week** while enrolled in the nursing program. If a student chooses to engage in part time employment, the work schedule must not conflict with the nursing education schedule. Students will be counseled on an individual basis if private employment appears to interfere with clinical and/or class performance. Due to clinical safety issues, students performing below performance expectations will be sent home and receive an “unsatisfactory” for that clinical day.

Student Representation

Student representatives to the Faculty Organization of the Department of Associate Degree Nursing and to the designated standing committees shall be selected by faculty and must be enrolled within the third or fourth semester of the program. Student representatives shall be appointed by the Department or Committee Chair:

- Faculty Organization – two (2) student representatives
- Curriculum Committee – two (2) student representatives
- Admission and Progression Committee – one (1) student representative
- Recruitment Committee – one (1) student representative

Additionally each semester, students from each academic semester elect Student Representatives to facilitate communication between students and faculty by meeting regularly with course faculty and attending Faculty-Student Affairs Committee meetings. Student feedback is seriously considered in governance of the nursing program. Reports of student satisfaction, positive learning experiences, and suggestions related to curriculum and program operations are encouraged. Each academic semester will elect two (2) students for a total of eight (8) Student Representatives.

NURSING STUDENT NETWORK

The National Student Nurses Association is a national organization that mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Students are encouraged to become members of the Eastern Kentucky University Nursing Student Network (NSN) chapter. NSN assumes responsibility for contributing to nursing education in order to provide for the highest quality of health care and provides programs representative of fundamental interests and concerns to nursing students. NSN aids in the development of the whole person, including his/her professional role, and his/her responsibility for health care of people in all walks of life.

NSN meets regularly for programs, which include speakers, films on topics related to nursing, service projects, and field trips to places of interest to the members. At the beginning of each school year, incoming students are oriented to the NSN Chapter. More information about NSNA, EKU's NSN Chapter, and application forms can be located on their website: <http://bsn-gn.eku.edu/nursing-student-network>.

PREPARING FOR GRADUATION

Students completing requirements for graduation in December should submit the Application for Graduation form before the end of the preceding April. May graduates should submit the form by the end of the preceding October. Application forms are available online at the following link: <http://registrar.eku.edu/applying-graduation>.

APPLYING FOR NURSING LICENSURE AND NCLEX-RN

Students will receive information regarding the application process for initial nurse licensure and NCLEX-RN examination during the final semester of the program. Expenses associated with nurse licensure and NCLEX-RN application are separate from University fees. Graduates should plan to complete all licensure application requirements and the NCLEX-RN examination within 6-8 weeks of graduation and should budget for associated fees in advance.

*Approximate cost estimates:

➤ Kentucky Board of Nursing Application fee	\$125.00
➤ State Criminal History Report (Background Check)	\$ 22.00
➤ Federal Background Check (fingerprints)	\$ 14.75
➤ Jurisprudence Examination	\$ 9.00
➤ Pearson Vue (NCLEX-RN) registration	\$200.00

*fees subject to change

Students who wish to apply for initial nursing licensure in a state other than Kentucky should inform the Department Chair and contact the Board of Nursing of that state early in the final semester to begin the application process.

AVAILABLE LOANS AND SCHOLARSHIPS

Students who are interested in the criteria or eligibility requirements for available loans or scholarships should consult the bulletin board outside Room 220, Rowlett Building. Below is a partial listing of organizations who offer nursing scholarships and/or loans to eligible students:

College of Health Sciences Student Emergency Loan
The Kentucky League for Nursing
Fayette County (KY) Medical Society Auxiliary
Kentucky Association of Nursing Students (K.A.N.S.)
National Student Nurse Association (N.S.N.A.)
Bluegrass Black Nurses Association
Kentucky Board of Nursing (KBN) Nursing Incentive Scholarship Fund
Mitch and Mary Slater Endowment Scholarship
Various Health Care Facilities

HONORS FOR ASSOCIATE DEGREE NURSING STUDENTS

The Associate Degree Nursing program has partnered with The DAISY Foundation and is proud to offer the DAISY in Training Award to one student each semester who has been recognized for providing compassionate nursing care to patients and their families. All nursing students are eligible for the award and can be nominated by faculty, peers, preceptors, staff nurses, and/or patients and families. One award recipient will be selected each semester from students who are academically and clinically in good standing.

HONORS FOR ASSOCIATE DEGREE NURSING GRADUATES

- I. Students are graduated with High Distinction who attain a cumulative grade point average of 3.7 or higher on all semester hours transferred to or attempted at Eastern Kentucky University and complete a minimum of 32 semester hours at Eastern Kentucky University.
- II. Students are graduated with Distinction who attain a cumulative grade point average of 3.5 but less than 3.7 on all semester hours transferred to or attempted at Eastern Kentucky University and complete a minimum of 32 semester hours at Eastern Kentucky University.
- III. The Department of Associate Degree Nursing presents one or more of the following awards to students in the 4th semester of the nursing program:
 - a. Clinical Excellence
 - i. Consistently meets and frequently exceeds established criteria for clinical requirements.
 - ii. Demonstrates leadership in clinical area.
 - iii. Is nominated by a faculty member for consideration.

- b. Leadership
 - i. Shows professional responsibility.
 - ii. Displays an effective leadership style.
 - iii. Is nominated by a faculty member for consideration.

- c. Academic Excellence
 - i. Highest cumulative GPA on the ADN curriculum with no grade in any course in the curriculum lower than a B and no repeats in any course in the curriculum. The grade in NUR 240 and NUR 255 at the time of the award will be included in the GPA calculation.

Students in each graduating class are eligible for these awards. Recipients of the awards are recognized at the Department's Pinning Ceremony.

III. The Dean's Award

Undergraduate students who compile the following academic standings during a regular semester under the regular grading system are named to the Dean's List: 3.5 = 14 semester hours; 3.65 = 13 semester hours; or 3.75 = 12 semester hours. Students who are named to the Dean's List for three or more regular semesters are eligible for the Dean's Award. The award includes a recognition pin.

Additional Policies:

Selected policies available on the ECU website include:

- University Grievance Policy
- Sexual Harassment Policy
- Financial Obligations of Students
- Academic Information

Refer to the Eastern Kentucky University Student Handbook for further specific information pertaining to policies and procedures available at www.studentaffairs.eku.edu