

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>

2017-2018



The Associate Degree Nursing Program is accredited and approved by:

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	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
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REVISED: August 2017

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 the Department's online organizational page (The HUB) or on the University's learning management system (i.e. Blackboard®). The Associate Degree Nursing Student Handbook will also be posted on department's website.

Student Responsibility

It is the student's responsibility to become familiar with all the policies and procedures relevant to the Associate Degree Nursing program and with the general academic information section of the EKU Undergraduate Catalog.

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Department of Associate Degree Nursing

The Department of Associate Degree Nursing (ADN) was established in 1965, is located in the Rowlett building on the Eastern Kentucky University Richmond Campus, and is one of eight departments in the College of Health Sciences. The program is approved by the Kentucky Board of Nursing and accredited by the Accreditation Commission for Education in Nursing. The ADN program received initial accreditation from the National League for Nursing in 1971 and continuing accreditation in 1976, 1984, 1992, 2000, 2008, and 2016.

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 Department of Associate Degree Nursing affirms the University's core values of intellectual vitality, sense of community, cultural competency, stewardship of place, accountability, and excellence and aligns with the College of Health Sciences (CHS) vision to be *the premier college that shapes and improves health and well-being, advancing Kentucky and impacting the world!*. The College of Health Science's Mission 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*, and is supported by the values of intellectual vitality, cultural competency, civic responsibility, collaboration, and accountability.

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

End of Program 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

Eastern Kentucky University Student Code of Conduct

When becoming part of the University community, the student enjoys social, cultural, and educational opportunities. He or she also assumes the role of a citizen of the community and agrees to abide by the regulations and standards of conduct operative in the University community. Students are expected to show respect for others, themselves, and the University community; take responsibility for their behavior; read and understand the University Handbook for Students; and uphold the Student Honor Code. Students are responsible for knowing the University's regulations, disciplinary procedures, and penalties. It should be emphasized that students are subject to criminal statutes and legal action, not just the University's regulations and disciplinary system. Information regarding the ECU Student Code of Conduct is available through the Office of Student Conduct and Community Standards:

<http://studentconduct.eku.edu/>

Associate Degree Nursing: Classroom and Clinical Code of Conduct

A positive classroom and clinical environment should facilitate teaching and learning. Students, in particular, play an important role in creating this type of environment. The Associate Degree Nursing Department Code of Conduct clarifies basic expectations in the classroom and clinical setting. Students are expected to:

- adhere to ECU's Student Code of Conduct and Academic Integrity Policies
- attend class and clinical assignments
- arrive to scheduled classes on time, remain through the full period, and bring all necessary materials
- come prepared to class and clinical and complete all required readings and preparation

Students should not engage in behaviors that detract from the learning experience. These behaviors include talking in class, sleeping, reading other works, and/or unnecessary movement in and out of the classroom. Students will conduct and express themselves in a manner that is respectful of all persons. Students will review and follow the course syllabi for each nursing course, which may include additional expectations for behavior and conduct in the classroom and/or clinical setting.

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.

Information regarding the EKU Academic Integrity Policy is available through the Office of Student Conduct and Community Standards: <http://studentconduct.eku.edu/>

Academic Integrity: Associate Degree Nursing 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 healthcare 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.

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 establishes the ethical standard for the profession and 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.

Students are expected to adhere to the provisions of the American Nurses Association Code of Ethics. Information concerning the *ANA Code of Ethics with Interpretive Statements* is available at: <http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>.

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, such as the American Nurses Association, and policies and procedures of employing institutions. Legal guidelines serve to protect the public.

All persons, whether registered nurses, students, unlicensed assistants, or laypersons are legally liable for their actions. Under the Kentucky mandatory 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 nursing license to practice nursing (as defined by the State Nurse Practice Act). The student, while carrying out responsibilities in patient care, must act as a reasonably prudent person. The amount of experience and education, along with past performance and academic record, are some of the criteria that are considered in determining the expectations for the "reasonably prudent". Responsibility increases as the student progresses in knowledge and experience. It is the responsibility of the student to inform the faculty member/clinical instructor when the patient's need for a treatment or task is one in which the student has not been taught or is contrary to the student's knowledge. It is important to note that anyone who undertakes to act as a nurse has a responsibility to meet the needs of the patient. Treatments or tasks incorrectly performed and/or failure to perform treatment or tasks needed by the patient constitutes negligence. Failure to act as a reasonably prudent student is unsafe practice.

Students should familiarize themselves with the laws of the state in which they intend to practice. In general, state boards of nursing have the power to (1) deny admission to take licensure examination; (2) require individuals be graduated from an approved school; (3) require reporting of misdemeanor or felony convictions; and (4) deny licensure to persons who negligently or willfully act in a manner inconsistent with the practice of nursing, or is unfit or incompetent to practice due to other causes, such as abuse of controlled substances, fraud, or deceit.

The Kentucky Board of Nursing website (www.kbn.ky.gov) provides information concerning the Scope of Practice for all licensees (RN, LPN, APRN), Kentucky Nursing Laws (KRS Chapter 314) and Kentucky Administrative Regulations (KAR 201 Chapter 20). In addition, the Board of Nursing issues Advisory Opinion Statements to provide guidelines on safe patient care. These are written to reflect statutes and administrative regulations, as well as standards of practice and evidence based practice research.

The Kentucky Nursing Laws define the scope of practice for the RN in KRS 314.011 (6). Registered nursing practice is defined as follows: "the performance of acts requiring substantial specialized knowledge, judgment, and nursing skills based upon the principles of psychological, biological, physical, and social sciences in the application of the nursing process in:

(a) The care, counsel, and health teaching of the ill, injured, or infirmed

(b) The maintenance of health or prevention of illness in others

(c) The administration of medication and treatment as prescribed by a physician, physician assistant, dentist, or APRN and as further authorized or limited by the Board, and with standards of practice established, which are consistent either with the American Nurses Association Standards of Practice or with standards of practice established by nationally accepted organizations of registered nurses.

Components of medication administration include, but are not limited to:

1. Preparing and giving medications in the prescribed dosage, route, and frequency, including dispensing medications (only as defined in subsection (17)(b))
2. Observing, recording, and reporting desired effects, untoward reactions, and side effects of drug therapy
3. Intervening when emergency care is required as a result of drug therapy
4. Recognizing accepted prescribing limits and reporting deviations to the prescribing individual
5. Recognizing drug incompatibilities and reporting interactions or potential interactions to the prescribing individual
6. Instructing an individual regarding medication

(d)The supervision, teaching of, and delegation to other personnel in the performance of activities relating to nursing care

(e)The performance of other nursing acts which are authorized or limited by the Board, and which are consistent either with the American Nurses Association's Standards of Practice or with standards of practice established by nationally-accepted organizations of registered nurses

For additional information, refer to the Kentucky Board of Nursing RN Scope of Practice:

https://kbn.ky.gov/apply/Documents/KY_JX_20151102.pdf

Licensure

Information on licensure can be obtained from the Kentucky Board of Nursing website (www.kbn.ky.gov) or by directly contacting the KBN via telephone or mail. Potential applicants for licensure who have a history of a criminal conviction should review the information related to misdemeanor and/or felony convictions posted on the KBN website. Current standards for initial licensure include graduation from an approved program of nursing, successful results on the National Council licensure examination (NCLEX), met requirements of criminal background screening, and ability to read, write, and speak the English language.

Professional Standards and Behaviors

Graduation from an approved nursing program presumes that an applicant for initial licensure demonstrate sufficient competency to deliver safe and effective care. It is recognized that competency standards for initial entry into nursing practice evolve as society changes. To this end, a licensing body is dependent upon the faculty of the prelicensure nursing program to foster program outcomes reflective of current practice demands, to assure that the competency level of program graduates supports safe and effective nursing care, and to reinforce the need for continued learning throughout a nursing career.

Failure to demonstrate professional standards and/or behaviors which may result in the violation of laws and regulations (i.e. Kentucky Board of Nursing, KAR, and KRS regulations); failure to adhere to established standards of practice consistent with the American Nurses Association or nationally accepted organizations of registered nurses; failure to adhere to policies of Associate Degree Nursing, Eastern Kentucky University, and/or clinical agencies; and/or actions which places or potentially places patients, families, institutions, and/or the public at risk may result in in the student not being permitted to participate in course and clinical activities and/or not being permitted to progress in the nursing program. Such violations of professional standards and behaviors may include (but are not limited to):

1. Behaviors that are inconsistent with nursing professional values and principles and/or that do not conform to the legal and ethical standards of the nursing profession (see American Nurses Association Scope and Standards of Nursing Practice, Code of Ethics, Kentucky Nursing Laws, Associate Degree Nursing core values and integrating principles);
2. Failure to communicate respectfully, both verbally and nonverbally, and/or failure to demonstrate the ability to work collaboratively with faculty, peers, and all members of the healthcare team;
3. Failure to exhibit behaviors of integrity, dependability, accountability, or assume responsibility for own actions;
4. Clinical nursing performance that jeopardizes, or potentially jeopardizes, the safety of patients, families, and/or agency staff (refer to Clinical Unsafe Policy);
5. Failure to modify behavior in response to feedback;
6. Failure to maintain patient privacy and confidentiality (HIPAA) including use of social media and all other forms of communication;
7. Failure to follow clinical agency policies and/or procedures, the ECU Student Code of Conduct, ECU Student Handbook, and/or the Associate Degree Nursing Student Handbook;
8. Failure to submit and maintain required documentation for participation in clinical experiences;
9. Failure to meet clinical agency placement requirements.

Student Employment

Kentucky has a mandatory nurse practice act. A mandatory act requires that anyone who practices nursing according to the definition of the practice in the state nurse practice act must be licensed. Exemptions to this include the practice by students of nursing in their course of study while under the supervision and direction of a clinical nursing instructor, outlined in KRS 314.101(1)(a)-(e). A student who may be employed by a hospital or other healthcare agency is not exempted in the activities they may perform and may not in any way practice nursing as defined in the state nurse practice act.

It is the responsibility of students employed in a private setting to adhere to the state nurse practice act. 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. In situations where the student is functioning as an employee (not as an ECU student), no part of the uniform which would identify the wearer as a student of Eastern Kentucky University may be worn. The professional liability insurance required to be carried by each student covers the individual only while functioning in a student role within assigned clinical areas. It does not protect the student while functioning in private employment. Students may not document in the electronic medical record under their private employee account while acting as a student nurse during a clinical course.

The Department of Associate Degree Nursing assumes no responsibility for student activities performed as an employee of an agency. Students are personally responsible and liable for any activity they participate in while employed. Students who practice illegally (i.e. outside of the scope of the Nurse Practice Act) may jeopardize their future as persons convicted of violations of the nurse Practice Act may be ineligible to sit for NCLEX-RN and receive licensure. Students are encouraged to accept employment with caution to promote student success in the classroom and clinical setting and must exercise judgment in the number of employment hours worked during the school year. To promote academic success, students are strongly encouraged to be privately employed **no more than 20 hours per week** while enrolled in the nursing program. If a student chooses to engage in private 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 not be permitted to participate in clinical experiences for that day and will receive an "unsatisfactory" or "unsafe" grade for that clinical day.

CRIMINAL CONVICTION RECORD

The Kentucky Board of Nursing is authorized by law to deny a license or to issue a license under disciplinary conditions because of an applicant's criminal conviction. KRS 314.091(1) states, in part: "The board [of nursing] shall have power to reprimand, deny, limit, revoke, probate, or suspend any license ... to practice nursing issued by the board or applied for in accordance with this chapter ... upon proof that the person ... (b) has been convicted of any felony or a misdemeanor involving drugs, alcohol, fraud, deceit, falsification of records, a breach of trust, physical harm or endangerment to others, or dishonesty" For more information, refer to the KBN brochure [Mandatory Reporting of Criminal Convictions](http://kbn.ky.gov/conprotect/Documents/cvbroch.pdf) <http://kbn.ky.gov/conprotect/Documents/cvbroch.pdf>.

Students must meet all clinical agency placement requirements, which include standards written into the Commonwealth of Kentucky Nurse Practice Act. Failure to report any criminal conviction EVER received is deemed to be falsification of records and may result in denial of licensure and/or potential disciplinary action by KBN. The KBN may take action on criminal convictions that bear directly on an individual's qualifications or ability to practice nursing (KRS 314.011). Students must be academically qualified to fulfill the role and responsibilities of a person licensed to practice as a professional nurse. Students who have questions concerning criminal conviction(s) and clinical eligibility are encouraged to speak with the Department Chair and review licensure information posted on the KBN website.

Technology/Social Media

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. **Audio/Video:** Students may not take personal video or audio devices to the clinical setting. This includes pre and post conference areas 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, Laptops, or other electronic devices:** Cell phones may not be used in the clinical setting or during pre/post conferences. Cell phones must be placed on "vibrate" or "silent" mode while in the clinical setting, including pre/post conference areas. Students must adhere to clinical agency policies. Students may not download or record client data into these devices.
4. **Social Media:** Any sharing of information related to a student's clinical experience is strictly forbidden. Students must never share any identifying information or potentially identifying information such as descriptors/names of clients, families, facilities, staff, faculty, or other students. Be respectful, responsible, and accountable.
5. **Medical Records:** Students must adhere to patient privacy, confidentiality, HIPAA, and clinical agency policies and procedures in the protection of personal health and medical information. Federal and state laws protect this confidential medical information and it is illegal to use or disclose this confidential medical information outside the scope of clinical duties (Refer to HIPAA statement).
6. **Reporting Violations:** Students must report known or suspected violations of these policies to the instructor responsible for the class/clinical or to the course coordinator. KRS 314.031 *Unlawful acts relating to nursing* specifies (4) it shall be unlawful for any nurse, employer of nurses, or any person having knowledge of facts to refrain from reporting ... suspected [violations in] the confidentiality of information or knowledge concerning any patient, except as authorized or required by law.

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, plan for the upcoming semester, and to obtain a RAC (Registration Access Code) number for course registration. Additional meetings may be held if deemed necessary by the advisee, advisor, or both. 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.

All nursing (NUR) courses are sequential by semester. Unless permission is granted by the Department to enroll in a course out-of-sequence, a student must complete all NUR courses in a semester successfully with a grade equivalent of 2.0 ("C" or "S") in order to enroll in courses listed in the curriculum progression plan for the next semester. Schedule changes will be needed when a student has received an unsatisfactory grade in any nursing course or required course, or when the student's cumulative grade point average (GPA) has fallen below 2.00.

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.

Changes of Schedule

The University reserves the right to cancel a course when the registration is not sufficient to warrant its continuance, to divide classes if the enrollment is too large for efficient instruction, and to change instructors when necessary. Further, the Department of Associate Degree Nursing reserves the right to cancel, reschedule, or reassign clinical locations as necessary.

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 with all Eastern Kentucky University class schedules on ECU Direct, are posted on the Department's organizational page, The HUB, and are available in the Nursing Office. 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. Only those students who have registered for the course will be allowed to attend (Visitors, children, and/or pets are not permitted).

In the final nursing semester, students must complete the Kentucky Board of Nursing required Integrated Practicum experience, which consists of a minimum of 120 clock hours of concentrated direct patient care in a healthcare facility to be completed within a 7-week period. The Associate Degree Nursing program incorporates this clinical practicum experience within NUR 241C. Students must complete this course and practicum during their final semester in the program prior to graduation. If for any reason a student will not complete all program requirements in the semester he or she is scheduled to enroll in NUR 241C (e.g. all general education requirements will not be completed), the student must delay enrollment in NUR 241C until the final semester immediately prior to graduation. If for some reason a student enrolls in NUR 241C but does not graduate, the course and practicum must be repeated during the final semester just prior to graduation. Students will not be permitted to graduate with an incomplete grade ("I") on their transcripts even if a course is not a required course for the degree. Students should refer to the University Catalog for ECU policies and requirements for graduation.

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 EKU communication will be sent to the student's EKU email address. Students are expected to check their EKU email address at least every other day for updates about classroom and clinical information, and are responsible for reading all information sent to their EKU 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 EKU 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.

University Student Support Services

- Center for Student Accessibility: The Center for Student Accessibility (CSA) assists students and faculty to assure access for students with disabilities as they pursue their educational goals. Students can be referred to community services if the CSA office staff cannot meet their needs. Students who are registered with the Center for Student Accessibility (CSA) should request their accommodation letter(s) from the CSA. CSA will transmit letters to the specified course instructor(s). It is recommended that students discuss the accommodations needed with their instructor(s). If a student believes they need an accommodation and are not registered with the CSA, they should contact the Center for Student Accessibility in the Whitlock Building, Room 361, via email at accessibility@eku.edu, or by telephone at (859) 622-2933. Upon individual request, this handbook can be made available in an alternative format.

Associate Degree Nursing ATTENDANCE POLICY

Research shows that students who regularly attend class are more likely to succeed. Students are expected to attend class, clinical and lab experiences in order to meet the objectives of the program and legal requirements for licensure. Students should actively participate in all aspects of the learning process, which includes class discussions, written work, and in-class activities. National and local studies have shown a direct correlation between attendance and grade performance. Therefore, attendance is considered mandatory. Attendance will be recorded each class period, and excessive tardiness and absences will be noted in the student's academic record.

Students who miss more than 15% of the regularly scheduled class meetings due to unexcused absences are subject to failing the course. "Excused" absences include verifiable medical or family emergencies, University-approved activities (accompanied by a University excuse), illness (the student's or an immediate family member), and other absences as outlined in the University's "Student Absence from Class" policy. Please refer to this Regulation for examples of excusable reasons for absence and for more 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 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. 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.

Students whose absences are not excused will receive a zero for any assignments, tests, or class activities missed. Students who anticipate having multiple excused absences should contact their instructor as soon as the situation arises so that they can make arrangements for how to handle missed class time.

The Department of Associate Degree Nursing adheres to the attendance policy published by Eastern Kentucky University. It is the policy of the Department that individual course instructors may determine if class attendance will be included as a graded item for the course. Students are advised to review course syllabi to determine specific course requirements.

Students who are unable to resolve an absence issue with the instructor may appeal to the Department Chair. The Department Chair's decision is final.

Additional Policies: Clinical and Lab Settings

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 course objectives.

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 Policy for all course assignments, including course exams and external exams (i.e. HESI). In order to maintain integrity and security of exams, the following will be observed in all classes:

- All course examinations will be administered electronically via Exemplify testing software loaded on iPads provided by the College of Health Sciences and the Department of Associate Degree Nursing. Should technical issues arise, a paper test with a computer-generated answer sheet (i.e. Scantron) will be provided.
- External exams (i.e. HESI) are also subject to exam policies and Academic Integrity policies.
- Students may be assigned a seat by the faculty for exams.
- No personal belongings, watches, cell phones, or electronic devices are permitted during any exams, including HESI exams. Cell phones must be turned off. Additionally, no scarves, hats, caps or hoods covering the head, unless for religious purposes, will be permitted during testing. All personal items must be stowed in designated locations during all exams and exam reviews.
- Food and/or beverages, including water bottles, candy, or chewing gum, are not permitted during exams.
- Calculators are available within the testing software on iPads or computers provided for exams. If needed, only Department-issued calculators will be permitted during exams. No other calculators are permitted.
- Scrap paper will be provided during exams. The scrap paper will be labeled with the student's name and must be submitted at the conclusion of the exam to avoid violations of the Academic Integrity policy.
- All quizzes and exams, including HESI exams, are formatted to prevent backtracking and require each item to be answered before advancing to the next question. Students will NOT be able to skip an item or return to a previous item.

- For course exams utilizing Exemplify testing software, students must upload the exam (i.e. green screen) before leaving the testing area to receive credit for the exam.
- **Exam Review:** Exam reviews for course exams are individualized and occur upon completion of exams. Once a student exits an exam, the student may review questions missed and rationales for the correct response. Students may also schedule a review of exam content areas with the course faculty. Exam content reviews must be scheduled with faculty within one week of the grade posting. HESI exam reviews are subject to Elsevier rules and regulations. HESI reviews have an established time limit by the vendor and must be completed immediately following the exam.
- For course exams utilizing Exemplify testing software, students must remain seated quietly in their seat and not engage in conversation or other distracting behavior(s) until all students have completed the exam.
- **Late Arrival:** If a student arrives late for an exam, the student will have the remaining time left to complete the exam (i.e. the student will be required to stop [exit] the exam at the same time as the rest of the class). **Testing time will not be extended.** No student will be permitted to begin an exam after the first student has competed and uploaded the exam. No late student entry is permitted for HESI exams.
- Students absent during a scheduled exam must follow the directions for make-up exams (if permitted) as printed in the course syllabus.
- **Grade Posting:** Course exam grades will be posted in the grade center of the Blackboard® course site following a thorough item analysis by course faculty. Grades will be posted no later than one week following exam completion. The posted grade is the final grade for the examination.

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 COURSE 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 "U".

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

Students who believe 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. The Department of Associate Degree Nursing ensures complaints and grievances receive due process and strives to resolve issues in compliance with University policies. **Please note: grade appeals and readmission appeals follow a separate policy and process.**

A complaint or "grievance" is defined as any written complaint, excluding grade appeals and appeals for program readmission. If the complaint involves an academic affairs area, it is noted in the ECU Student Handbook as follows:

"Academic Affairs Area"

Complaints involving a particular class or instructor should be communicated to the instructor or faculty member directly involved. If a resolution is not reached, a complaint or grievance should be filed, in writing, with the Department Chair of the class where the student is experiencing a problem. If the student is not satisfied with the Department Chair's explanation, an appeal, in writing, should be sent to the Dean of the College. If the student is not satisfied with the College Dean's explanation, the final appeal of the complaint or grievance procedure should be made in writing to the Provost and Vice President for Academic Affairs, Coates Room 108.

Complaints involving non-Academic Affairs areas should follow the procedures outlined in the ECU Student Handbook. Any concerns involving discrimination or harassment should be directed to the Office of Equity and Inclusion.

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 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 NUR clinical course(s). Although students may remain enrolled within didactic

(classroom) nursing classes, the student will be unable to successfully complete nursing course(s) for that semester. Therefore, the student will be unable to continue and progress in the program.

Students should prepare for dosage calculation exam by using the required text: Ogden, S.J. (2015). *Calculations of Drug Dosage* (10th ed.). St. Louis: Mosby. Students enrolled in NUR 114 should review Chapters 6, 11-13, and may find chapters 1-5 helpful. For students enrolled in NUR 124 and NUR 126, Chapters 15, 16, and 19 are suggested for review. For students enrolled in NUR 232, NUR 234, and NUR 240/241C, chapters 17 and 18 are suggested.

Dosage Calculation Exam Rules:

1. The exam will consist of 20 questions to be taken in one hour.
2. For paper/pencil exams, only answers written on the answer sheet will be accepted.
3. Only calculators that are provided within the testing software on i-Pads or calculators that are Department-issued will be permitted during exams.
4. **NOTE:** Answers to calculation items should adhere to NCLEX-RN® standards and should only be rounded at the END OF CALCULATION.
5. **Answers must follow clinical safety standards** and use leading zeros for amounts less than one [i.e. write 0.1 not .1] and avoid use of trailing zeros [i.e. write 1 not 1.0].
6. If the final answer is less than one, the answer should be rounded off to hundredths, example $0.6666 = 0.67$
7. If the final answer is greater than one, the answer should be rounded off to tenths, example $1.812 = 1.8$
8. 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. HESI exams are subject to all Academic Integrity policies.

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	55	1 hour 30 minutes	30 minutes
NUR 124	Custom Medical-Surgical	55	1 hour 30 minutes	30 minutes
NUR 126	Specialty: Perinatal	55	1 hour 30 minutes	30 minutes
NUR 232	Custom Medical-Surgical	55	1 hour 30 minutes	30 minutes
NUR 234	Specialty: Mental Health	55	1 hour 30 minutes	30 minutes

The program's benchmark for HESI exam scores is 900. Students who achieve scores of 800-899 on the HESI exams for NUR 114, NUR 124, or NUR 126 have the opportunity to remediate by elective enrollment in CHS 210 the following academic semester. Students who achieve scores of less than 800 on the HESI exam for NUR 114 or NUR 124 are required to remediate by enrolling 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. Appeals may be directed to the Department Chair.

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 EKU grade point average of at least 2.0 and have successfully completed all courses in the curriculum with a grade of "C" or better or "S" to progress to the next nursing course and to meet requirements for graduation. Students must remain eligible to continue with Eastern Kentucky University and remain eligible for clinical agency placement. In addition, students registered in NUR 217 and/or CHS 210 must successfully complete those courses with a passing grade of "C" or better.

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 in the ADN Nursing Office. Satisfactory academic standing is defined as completion of each nursing course with a grade of C or better, or grade of "S" for courses graded as S/U, 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 meeting with the nursing academic advisor, reviewing the academic plan, and obtaining the advisor's signature, the student should submit the form to the Nursing Office for consideration by the Admissions/Progression committee.

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 grade below passing in a nursing course (see readmission policies).
5. Students who's cumulative and/or EKU 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 passing ("D", "F", or "U") 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. To be considered for readmission, the student must be eligible to continue with Eastern Kentucky University, must be eligible for clinical agency placement, and must demonstrate the ability to satisfactorily complete the clinical component. Recommendations for readmission will be based upon the student's complete record of academic performance, including academic integrity records, 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 of the decision by letter sent to the student's ECU email address within five (5) days following the meeting.

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.

READMISSION APPEAL PROCESS

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

1. An appeal of the committee's decision should be made **in writing** to the chair of the program's readmission committee via email to the Administrative Assistant in the Nursing Office of the desire to appeal the decision. Within the letter, the student should provide additional pertinent information to support the appeal. The student will be notified of a date and time 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 of the decision by letter sent to the student's ECU email address within five (5) days following the meeting.
3. If the student is not satisfied with the committee appeal decision, the student may appeal to the Department Chair. An appeal of the committee's decision should be made **in writing** to the Department Chair via email to the Administrative Assistant in the Nursing Office. Within the letter, the student should provide additional pertinent information to support the appeal. The student will be notified of a date and time to appear and present the appeal to the Department Chair. The student will be notified of the Department Chair's decision by letter sent to the student's ECU email address within five (5) days following the meeting. A student who has agreed to a time for an appeals meeting with the Department Chair and who does not appear at that meeting may forfeit the right to present evidence beyond that furnished in the original application for readmission.

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. The Department of Associate Degree Nursing utilizes CastleBranch as a system to maintain clinical documents, process background checks, and assist in the urine drug screening process. All students must submit and upload documentation of the following clinical requirements to CastleBranch prior to beginning the nursing program and must provide record updates as indicated each semester while admitted to the nursing program. **It is the student's responsibility to upload clinical documents into their CastleBranch account prior to the stated deadline. When a student uploads a document into CastleBranch, the student is attesting to the accuracy and validity of the document. The clinical requirements are not considered met until the documents have been reviewed and approved by both CastleBranch and the Department of Associate Degree Nursing.** Students are not permitted to register for ANY nursing courses until all required documentation has been approved (*Exception: flu vaccines and insurance letter renewals for fall semesters as outlined below). **Students are strongly encouraged to submit documents in advance of the semester deadline to allow ample time for review and approval should additional submissions be required.**

To be considered current and in compliance, All records MUST be approved by both CastleBranch and the Department of Associate Degree Nursing, must remain current through the entire semester, and must not expire at any time during the semester in which the student is enrolled in clinical course(s). It is the student's responsibility to ensure currency and validity of required documentation.

Students must meet all clinical agency placement requirements. Students with clinical requirements which are not considered current and in compliance as defined above are ineligible to participate in clinical experiences and will be unable to satisfactorily achieve student learning outcomes for the clinical course(s). Although students may remain enrolled in didactic (classroom) nursing classes, the student will be unable to successfully complete nursing course(s) for that semester. Therefore, the student will be unable to continue and progress in the program. The Department of Associate Degree Nursing retains authority in determining a student's eligibility for clinical placement.

All documents* MUST be submitted for review to CastleBranch and must be approved by BOTH CastleBranch and the Department of Associate Degree Nursing. The deadline for having documents current and in compliance as defined above is:

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

Prior to the submission deadline, students who have extenuating circumstances and cannot meet the submission deadline may request an extension through written appeal to the Department Chair. The written appeal must include a date that all requirements will be completed and submitted to CastleBranch. If approved, students will not be given further deadline extensions.

Students who do not have documents current and in compliance by the stated deadline, or who are found to be in non-compliance, will be denied nursing course enrollment or will be disenrolled from clinical nursing courses in which they are enrolled. If the student wishes to remain in the nursing program, the student will need to submit an application for readmission to the program for the following semester. Students who wish to appeal the disenrollment decision must contact the Department Chair in writing by 12:00 pm on the first business day following the deadline. Students who need clarification of clinical requirements should contact the ADN Nursing Office at (859) 622-1942.

Eastern Kentucky University Student Health Services offers many immunizations (vaccines), 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: TB skin testing may not be done within 4 weeks of receipt of a live vaccination, including MMR.). The two doses of vaccine can be given four weeks apart.
- 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 (varicella zoster virus titer). Written statements of immunity due to history of disease are NOT accepted evidence of immunity (NOTE: 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 Pertussis immunity by documented immunization of one TDaP (dose received in **adulthood**). This vaccine is for adults and is different from the vaccine given to infants and young children.
- 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 complete TB screening and TB risk assessment upon initial hire or admission to an allied health program and then 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:

A. **Upon initial admission to the nursing program**, students must complete TB screening within 3 months of starting the first nursing course. TB screenings greater than 3 months old before the start of the 1st nursing semester CANNOT be accepted. Students must submit one of the following ALONG WITH a TB Risk Assessment form signed by a licensed healthcare provider:

- Negative two-step Tuberculin skin test (TST screening) and 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. If the 2nd TB skin test is administered greater than 21 days following the 1st TB skin test, the test is invalid and must be started again

-OR-

- Negative TB blood assay for Mycobacterium tuberculosis (T-SPOT OR QuantiFERON) and TB risk assessment form. Students who have previously received BCG vaccine should obtain a TB blood assay test, rather than Tuberculin skin test for required screening.

If positive results, the student must provide documentation of the positive test AND the medical evaluation/treatment received (i.e. Chest X-Ray, medication, etc...).

NOTE: Although the renewal date will be set for 1 year to ensure TB screening does not expire, the TB screening and TB risk assessment must be remain valid for the current and/or upcoming semester in which the student is enrolled; therefore, TB screenings may need to be updated before the renewal date specified.

B. **TB annual renewal**: submit one of the following ALONG WITH a TB Risk Assessment form signed by a licensed healthcare provider:

- Negative 1-step TB skin test (TST) completed within 364 days before the anniversary date of the last TB test and TB risk assessment form

-OR-

- Negative TB blood assay for Mycobacterium tuberculosis (T-SPOT OR QuantiFERON) blood test (T-SPOT OR QuantiFERON) completed within 364 days before the anniversary date of the last TB test with TB risk assessment form

Should a student's TB screening (i.e. skin test (TST) or blood assay) expire before renewal, a 2-step TB skin test or a blood test (T-SPOT or QuantiFERON) will be required per Kentucky regulations.

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.** Students must submit proof of completion (i.e. copy of front/back of signed card or official electronic certificate). CPR certification must remain current throughout the entire semester of the clinical course and cannot expire at any time during the semester.

Here are the specific requirements for Influenza Vaccine and Health Insurance Letters as these are "exceptions" to the August 1 deadline:

7. Annual Influenza Vaccine: Students must receive an annual flu vaccine (NOT a live vaccine, such as FluMist) and upload evidence of vaccine receipt to CastleBranch each fall prior to October 31st for the "upcoming" flu season. For spring admissions, students must submit documentation that a vaccine was received during the previous fall semester for the "current flu season" (e.g. *Spring 2018 admissions should provide proof of influenza vaccine received during the fall 2017 semester*). 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) and/or follow the policy of the assigned clinical agency. **Students may register for fall semester classes as vaccines are not available until after the semester begins.* **Students who fail to submit proof of receiving a flu vaccine by October 31st will be disenrolled from clinical nursing courses.**

8. Evidence of Personal Health Insurance: The cost of treating illnesses or injuries incurred in clinical situations is not covered by the clinical agency. Students are required to carry personal health insurance to cover such situations:

- A. **Upon program admission**, students must submit a letter from their personal health insurance carrier (not employer) which confirms personal health insurance coverage. The letter must be on insurance carrier letterhead, indicate the current date, must have the student's name on the letter, and list the effective dates of coverage. **Copies of insurance cards are NOT accepted forms of documentation.** Receipt of this letter is required to proceed with initial registration in nursing courses.

- B. **Letter updates EACH fall semester prior to October 31st:** To remain in compliance, students must provide an updated letter of documentation each fall semester prior to October 31st showing continued personal health insurance coverage. The letter must be on insurance carrier letterhead, indicate the current date (dated AFTER August 1st), must have the student's name on the letter, and list the effective dates of coverage. Insurance cards are NOT accepted. NOTE: Students may need to submit two (2) letters within one academic year to remain compliant. Students must NOT re-submit previous letters. Coverage must be in effect during all clinical rotations. **Students may register for fall semester classes as insurance letter renewals are not due until October 31st.* **Students who fail to submit proof of insurance letter renewals by October 31st will be disenrolled from clinical nursing courses.**

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

9. Evidence of Professional Liability Insurance (PLI): All students participating in clinical learning experiences must purchase professional liability insurance through the University and maintain it while enrolled in all clinical nursing courses. Students must purchase PLI 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 (859) 622-1942. Students will not be allowed to attend clinical experiences unless they have obtained this liability insurance coverage through EKU.

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, at the student's expense, 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.

Changes to the Associate Degree Nursing Program Clinical Placement requirements will be sent to your student email, posted on the Department's Blackboard® organizational page "The HUB", and posted in the Associate Degree Nursing Program office. It is the student's responsibility to periodically check for changes in requirements and deadlines for Clinical Placement.

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. Please note that the student has the ultimate responsibility to make sure he/she arrives to his/her clinical assignment on time. Whenever possible, car-pooling is strongly encouraged and recommended; however, students cannot use this as an excuse for being late or unable to attend a clinical site should something happen to the individual or vehicles available for carpooling.

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

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. Clinical faculty have the discretion to determine appropriateness of appearance. Students not conforming to dress code requirements will not be permitted to participate in clinical experiences for that day and will receive an "unsatisfactory" grade for the day. **Students must adhere to personal appearance and hygiene requirements of the clinical agency.**

Name Badges

Associate Degree Nursing students will obtain photo ID badges from ECU Card Services located in the Powell Building, Room 114, after presenting the receipt from ECU Student Accounting Services as proof of payment. ECU Student Nurse ID badges must be worn at all times while in the clinical area. Students who arrive to a clinical agency without their ECU identification badge will not be permitted to participate in clinical experiences for that day and will receive an "unsatisfactory" grade for the day. Replacement badges must be purchased from ECU Card Services. Additional agency-specific identification badges may also be required at student expense. Such requirements will be communicated by course faculty.

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, federal HIPAA regulations, and clinical agency policies. The disclosure of a client's medical information outside of direct clinical duties will result in an "Unsafe" grade for the course and may result in civil or criminal sanctions. Examples of violations include: photocopying of medical records, leaving unsecured records viewable to others, copying or transcribing client's personal identifiable information including but not limited to, client's name, birth date, address, phone number, social security number, and/or significant others' name on any forms, papers, or devices that would be left unsecured and/or removed from designated clinical units. Students must not discuss the client or provide any information that could identify the client with anyone not directly involved with that client's health care. Protected health information must remain secured.

COMMUNICABLE DISEASES & BLOOD-BORNE PATHOGEN POLICY

The Department of Associate Degree Nursing recognizes the importance of minimizing the exposure of students and/or patients in a clinical setting to communicable diseases and blood-borne pathogens, as defined by the Centers for Disease Control (CDC). The Department emphasizes this through education regarding Universal Precautions, proper hand hygiene and disinfection/decontamination procedures, and collection of student immunization and health screening records. Students must adhere to the University Exposure Control plan: http://ehsrmi.eku.edu/sites/ehsrmi.eku.edu/files/bbp_exposure_control_plan_eku_updated_080514.pdf, as well as the Exposure Control Plan of the assigned clinical agency.

In the case of an exposure to a blood-borne pathogen, students are expected to follow the Exposure Control Plan that is established at the clinical site in which the exposure occurred. Students may follow-up at EKU's Student Health Services as needed. All exposure incidents should be reported immediately to the clinical instructor and the Department Chair and following care, appropriate EKU Nursing Program and clinical agency forms should be completed.

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 EKU faculty, staff, students, volunteers, vendors, patrons, customers, guests, visitors and Persons employed as an EKU contractor. This Policy is designed to support health initiatives for EKU and its extended regional campuses by designating all EKU 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 Representation

The Department believes in student participation in the organization and administration of the Department. As an expression of its belief, students are encouraged to participate in a number of Department committees. 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 for the following committees:

- 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, ECU'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)	\$ 12.00
➤ 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

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

STUDENT AGREEMENT

I have received a copy of the 2017-2018 Associate Degree Nursing Student Handbook. The entire contents of this Handbook discussing the policies and procedures of the Associate Degree Nursing program have been read and understood.

By signing this acknowledgement, I agree to comply fully with the policies and procedures of the Department of Associate Degree Nursing, the Associate Degree Nursing Student Handbook, policies of assigned clinical agencies, and policies of Eastern Kentucky University.

I hereby affirm that I understand, accept, and will uphold the responsibilities and stipulations of the Eastern Kentucky University Honor Code and Academic Integrity Policy, as well as the University and Associate Degree Nursing Codes of Conduct.

I understand that failure to adhere to these rules, regulations, and guidelines may result in disciplinary measures, denial and/or removal from clinical placement, and/or not completing the major in the desired time frame. I also understand my rights and responsibilities as a student in Eastern Kentucky University Associate Degree Nursing courses and/or clinical experiences.

Student's Full Name (Printed)

Students ECU ID #

Student Signature

Date