



EMMA ECCLES JONES  
COLLEGE of EDUCATION  
*and* HUMAN SERVICES  

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UtahStateUniversity®

Department of Nursing  
and Health Professions

Utah State University  
**BSN STUDENT HANDBOOK**

**2019 -2020**

## **WELCOME**

Welcome to the BSN program at Utah State University. The several semesters promise to be an exciting, growing, and rewarding experience.

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

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

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# UTAH STATE UNIVERSITY NURSING PROGRAM

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

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

The USU BSN Program provides nursing students the opportunity to prepare for nursing licensure as registered nurses. Nursing faculty respect individuality and personal aspirations, and respond to student and community needs by employing a variety of innovative teaching approaches. Student and community input is valued and incorporated into ongoing evaluation and improvement of the program.

## USU Nursing Program Mission and Values

### **Mission:**

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

### **Core Values:**

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

## CURRICULUM

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

## PROGRAM STUDENT LEARNING OUTCOMES

**Upon completion of the BSN program, students will be able to:**

1. Integrate reliable evidence from multiple perspectives to inform safe nursing practice and make reasonable clinical decisions. (*Outcome Area: Critical Thinking*)
2. Synthesize knowledge from nursing and a liberal education in the planning and provision of holistic nursing care across the lifespan and continuum of health care environments. (*Outcome Area: Holism*)
3. Employ the nursing process and patient care technologies and information systems to support safe nursing practice. (*Outcome Area: Nursing Process and Safety*)
4. Utilize interpersonal and inter-professional communication in collaboration for the promotion of optimal health for individuals, families, communities, and populations. (*Outcome Area: Communication*)
5. Apply ethical and legal standards of professional nursing including professional accountability and responsibility in the provision of professional nursing care. (*Outcome Area: Ethics*)
6. Integrate leadership and management skills, and knowledge of health care policy, regulatory processes, and cost-effectiveness for the improvement of quality care and patient safety. (*Outcome Area: Advocacy and Leadership*)
7. Incorporate principles of health education, promotion, and disease prevention in the professional nursing care of individuals, families, communities, and populations. (*Outcomes Area: Education and Health Promotion*)
8. Value caring, respect, dignity, hope, and the human spirit in the provision of professional nursing care. (*Outcome Area: Respectful Care*)

## COMPARISON OF LEVEL AND END-OF-PROGRAM STUDENT LEARNING OUTCOMES

Outcome Areas	First Level (1 <sup>st</sup> Year)	Second Level (3 <sup>rd</sup> Semester)	End-of-Program
<b>Critical Thinking</b>	Demonstrate proficiency in performing nursing skills while using nursing judgment and evidence-based practice.	Demonstrate proficiency in performing advanced nursing skills while applying critical thinking and evidence-based practice when making complex nursing judgments.	Integrate reliable evidence from multiple perspectives to inform safe nursing practice and make reasonable clinical decisions.
<b>Holism</b>	Use holistic principles while caring for individuals, families, and communities across the lifespan.	Evaluate and incorporate holistic principles while caring for individuals, families, communities, and populations with complex health care needs across the lifespan.	Synthesize knowledge from nursing and a liberal education in the planning and provision of holistic nursing care across the lifespan and continuum of health care environments.
<b>Nursing Process &amp; Safety</b>	Establish priorities and ensure safe, quality care while utilizing the nursing process and patient care technologies.	Establish priorities and ensure safe, quality care while utilizing the nursing process and nursing informatics in caring for individuals, families, communities, and populations with complex health care needs across the lifespan.	Employ the nursing process and patient care technologies and information systems to support safe nursing practice.
<b>Communication</b>	Model effective communication techniques when collaborating within interdisciplinary teams.	Integrate effective communication processes and collaboration when caring for individuals, families, communities, and populations.	Utilize interpersonal and interprofessional communication in collaboration for the promotion of optimal health for individuals, families, communities, and populations.
<b>Ethics</b>	Model accountability in nursing practice while adhering to legal and ethical principles.	Model accountability and responsibility in nursing practice while caring for individuals, families, communities, and populations with complex health care needs.	Apply ethical and legal standards of professional nursing including professional accountability and responsibility in the provision of professional nursing care.
<b>Advocacy &amp; Leadership</b>	Advocate for professional and leadership role development in self and others.	Incorporate leadership, management, and advocacy skills when caring for individuals, families, communities, and populations.	Integrate leadership and management skills, and knowledge of health care policy, regulatory processes, and cost effectiveness for the improvement of quality care and patient safety.

## CONCEPT-BASED CURRICULUM

As much as 50% of the information taught in a Bachelor’s Degree Nursing (BSN) program changes within 2 years after graduation. Nursing students must manage huge amounts of rapidly changing information during nursing school—as well as throughout their career. Nurses cannot possibly know all of the information necessary to care for all their patients, so they must learn how and where to efficiently locate accurate information.

Students often believe they cannot be expected to know course content unless it has been specifically taught in a course, and that faculty are responsible to “cover” all content. In the traditional setting, large amounts of textbook information is covered, rather than expecting students to use textbooks as a learning resource and reference. With this perspective, classroom time becomes primarily an information delivery session.

Managing large amounts of essential nursing information is possible within a concept-based curriculum. A concept, or set of concepts, organizes information; therefore, it is easier to understand and remember information, compared to long lists of facts. Concept-based instruction requires higher levels of thinking from faculty and students through active student engagement. Students are placed in learning groups to solve problems, work through cases, situations, and questions, rather than simply receiving lectures on concepts, thus bringing the students as close to the real experience as possible in the classroom. Students work collaboratively, and teach one another as the teacher coaches and facilitates student learning. Concept-based learning is about taking responsibility, and consists of changing behavior in order to meet essential program outcomes that educate safe and effective graduate nurses.

To assist students in preparing for their nursing practice, USU faculty evaluated landmark publications related to safety, quality, error prevention, simulation effectiveness, technology to support learning, adult and non-traditional learners, content overload in nursing education, evidence-based practice, and managing the 21<sup>st</sup>-century explosion of nursing information. The USU nursing curriculum reflects national nursing education trends, and embraces a student-centered, Concept-Based Curriculum (CBC) designed to provide students the opportunity to focus on vital concepts, to organize, transfer, and retain essential nursing knowledge, skills, and attitudes. Conceptual teaching supports students’ critical thinking while minimizing rote memorization and superficial learning.

A concept-based curriculum consists of *concepts* and *exemplars* (examples). Concepts are essential nursing components, clustered by common or defining characteristics. Students are introduced to concepts and learn to organize and analyze the concepts, then understand them more thoroughly through the study and application of diseases, clinical issues, or problems that exemplify the concept (*exemplars*). This table is a guide to teaching and learning conceptually at USU:

- ★ Focus on the CONCEPT

- ★ Provide additional content and application through EXEMPLARS

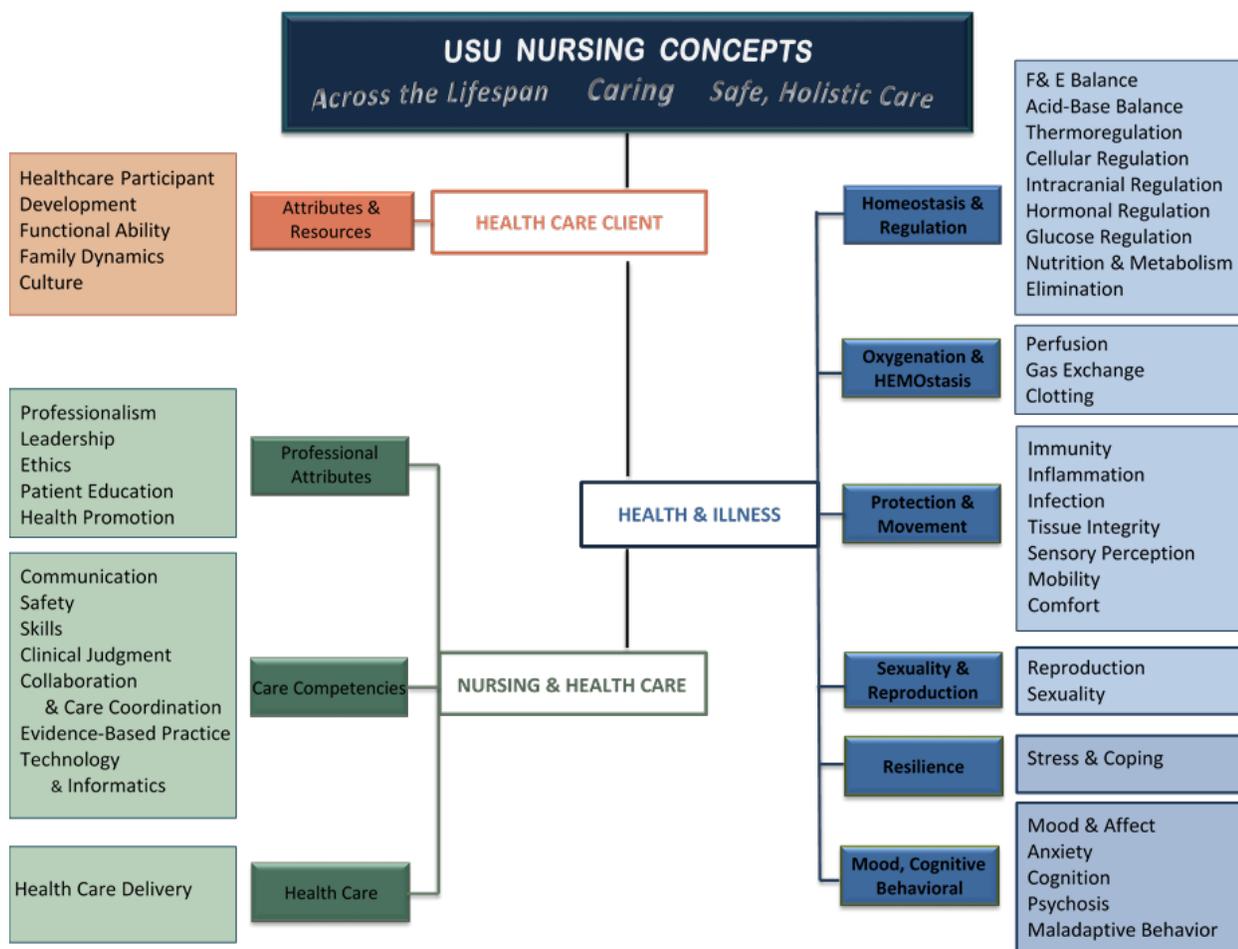
- ★ Analyze relationship of EXEMPLARS and CONCEPT to interrelated concepts

- ★ Integrate new and previously encountered information, experiences, skills, and attitudes with the CONCEPT

# USU CONCEPTUAL FRAMEWORK

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

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



## STUDENT ASSESSMENT: STANDARDIZED TESTING

The purpose of nationally normed, proctored, standardized testing and completing remediation throughout the nursing program is to improve student's critical thinking, reasoning and test taking skills with a final outcome of successfully passing the NCLEX exam on the first attempt. The USU Nursing Department has adopted use of Assessment Technologies Institute (ATI) exams to evaluate, monitor, prepare, and predict student success in taking the increasingly difficult registered nurse licensure exam (NCLEX-RN). Nursing course exams cover a variety of learning outcomes designated for courses to prepare students to nurse clients safely and well. Additionally, ATI exams provide test questions that are specific to common nursing knowledge areas such as fundamentals, medical-surgical, pediatrics, maternal-child, pharmacology, and community nursing.

During the BSN program, nursing students regularly take standardized exams to assess their current level of knowledge in specific areas or topics in nursing. Standardized exams provide formative and summative evaluation to assist the student nurse in evaluating his/her proficiency in subject areas. The exams also aid in determining gaps in the curriculum, comparing student achievement with like populations, and achieving consistently high NCLEX-RN pass rates. Additionally, these exams identify specific, individualized remediation content that can contribute to student success in the nursing program. Remediation is required for students to focus on areas of reported weakness and increase their potential to pass the NCLEX exam. ATI assessments, including remediation activities, and, if indicated, a parallel exam, consist of 10% of the course grade.

## USU NURSING WRITING EXPECTATIONS AND APA FORMATTING

The ability to write clearly and persuasively is an important attribute of the Bachelor's-prepared nurse. Academic writing has its own standards and guidelines, and the American Psychological Association (APA) style provides a standard format for students to effectively organize their writing, support ideas, and assist the reader to locate citations. APA formatting should be used for all writing assignments, unless otherwise indicated by the instructor.

Owning a laptop is strongly recommended. Nursing courses include online resources that are often accessed during class. Access to a computer is required for assignment completion.

Students are expected to purchase a copy of the *Publication Manual of the American Psychological Association*, Sixth Edition, 2<sup>nd</sup> printing (ISBN 978-1-4338-0561-5) and consult the Purdue Owl website ([https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_form\\_at.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_form_at.html)) for instructions and examples.

## ACCREDITATION & APPROVAL

The USU BSN nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

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

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

The program follows and abides by the FERPA Policy available at <https://www.usu.edu/registrar/faculty-staff/ferpa>

## **TUITION, BOOKS, & FEE PAYMENTS**

Each student is responsible to meet payment deadlines for tuition, books, and fees. Textbooks are sold as a bundle in the USU Campus Store. When bundled, students receive up to 40% discount of unbundled textbooks. The bundle also contains online access to *Nursing Concepts Online*, a program-required online resource that is used throughout the entire nursing program.

Nursing program personnel are not responsible if fees are not paid or books not purchased at the specified times. Students being funded by an agency such as vocational rehabilitation, Workforce Services, Bureau of Indian Affairs (BIA), or Veterans Administration (VA) are responsible to obtain the necessary approvals and forms from the agency.

## **SCHOLARSHIPS & FINANCIAL AID**

Financial aid is available and is awarded on need as well as the availability of resources. Scholarships are also available on a limited basis through the nursing program (<http://cehs.usu.edu>) and the Financial Aid Office. Application must be made to receive a scholarship or other financial aid. Students are responsible to contact and follow instructions provided by Financial Aid.

## **NURSING PROGRAM CLINICAL REQUIREMENTS**

1. Refer to the Clinical Addendum for lab, simulation and clinical requirements. Students must be responsible for all information in the handbook, sign an acknowledgement of understanding, and pass the required USU BSN Handbook quiz with 80% or higher score in order to attend clinicals.
2. Malpractice insurance is required by clinical facilities and is provided by Utah State University.
3. Students will receive instructions on how and where to provide documentation of current American Heart Association certification in basic life support for healthcare providers, immunizations, results of criminal background check, and urine drug screen.
4. Law requires that the student acquire personal health insurance. See: <http://www.firststudent.com/>. The University is not responsible for personal injury or illness coverage.

## **LICENSURE**

The National Council Licensing Examination (NCLEX) for licensure as an RN is taken after completion of the BSN program. For application information, check with the Utah State Board of Nursing at: <https://dopl.utah.gov/nurse/index.html>. Completion and submission of the licensure application is ultimately the responsibility of the student.

## STUDENT RECORDS

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

## STUDENT HEALTH

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

Physical Requirements: The following physical requirements are necessary to function in the hospital and community health settings, and required for admission into the USU BSN program:

- **Strength:** Sufficient to assist with lifting (50 pounds independently) and transferring a patient, and perform CPR.
- **Mobility:** Sufficient mobility to kneel, stoop, reach, balance, and bend down to the floor; ability to move around rapidly; and to move in small, confined areas.
- **Hearing:** Sufficient to hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and various overhead pages.
- **Vision:** Sufficient to make physical assessments of patients and equipment. Ability to identify and distinguish colors.
- **Communication:** Able to communicate in both verbal and written formats; and interact with clients, staff, and faculty supervisors.

Sources of Stress Identified by Nursing Students: While faculty will work with you to make reasonable accommodations in the campus lab and classroom, there are clinical practice conditions that occur in the hospital environment that are beyond faculty control. Additional skills and abilities are required to perform patient care in the clinical settings in order to pass nursing course objectives and requirements. These skills and abilities can be developed and improved while in the Nursing program, but the following are realistic stressors that nursing students must be able to manage.

- Large amounts of information must be learned and retained. Nursing students must demonstrate knowledge of these concepts in the classroom. Additionally, the student must be able to apply critical thinking and clinical reasoning in order to recall, articulate and demonstrate concepts and skills in a timely manner in hospitals and clinics, so there is no delay in patient care. Frequent practice to master skills is required in clinical skills labs, simulations, classroom, and at the clinical sites. Most students find they must attend voluntary lab practice on their own time, outside of class.
- In addition to developing the extensive knowledge base and applying it in a timely manner, students must have sufficient emotional stability to perform under stress. Stress is produced by both academic study and performing nursing care in real patient situations while being observed by the instructors, other health care professionals, and patients.
- Students must be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (e.g. ambiguous directions, ambivalent preceptor), emergent demands (e.g. "stat"

- test orders) and a distracting environment (e.g. high-noise levels, crowding, complex visual stimuli).
- Time requirements and need for scheduling flexibility: Course and clinical times, days and locations will vary each semester. Clinical placement assignments may occur at short notice.
  - Clinical experiences provide training and experience in health care settings. These may occur in hospitals, but will also include skilled nursing facilities, hospice, community health, and public health facilities. Students must have personal, reliable transportation. Clinical assignments may occur at any time in the 24-hour period, any day of the week. Clinical rotations are assigned to ensure fair and equitable placement.
  - Nursing students must constantly accumulate more knowledge, expertise, and experience as they attend clinical experiences, and demonstrate increasingly sound judgment and decision-making skills in a timely manner in response to signs of patient deterioration.
  - Nursing students must be prepared to deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.
  - The nursing student “promotes, advocates for, and strives to protect the health, safety, and rights of the patient” (ANA Code of Ethics, 2010). HIPAA guidelines include keeping information gathered in practice or clinical learning environments, including individual patient information, clinical facilities and fellow student information, undisclosed in personal and professional writings, social media and general gossiping.

Honesty about one’s health problems is expected. Students are encouraged to report any pre-existing problems, i.e., severe emotional stresses, drug-related problems, back injuries, disabling diseases, even though inactive, at the time of entrance into the program. It is our concern for students which leads us to request this information. Should a health situation arise, it is essential for faculty to be aware of underlying conditions to ensure safety for students, faculty, patients, and communities.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Disability Resource Center (DRC) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders.

ADA accommodations do not alter the academic performance requirements or the requirement to demonstrate professional competence in required skills. Students can contact the Utah State University Disability Resource Center (DRC) if they are not certain whether a medical condition and/or disability qualifies.

Students with a disability that will require accommodations to fulfill nursing program requirements should contact the DRC prior to beginning the nursing program. “Although students are encouraged to state their needs for accommodation early in the semester...accommodations are not retroactive. While a student may request accommodations at any point in the semester the accommodation is only implemented from that point forward.” ([USU Accommodations Policy](#)).

### **Logan Campus**

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

# **CRIMINAL BACKGROUND CHECK & DRUG SCREEN REQUIREMENTS**

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

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

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

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

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

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

## **GUIDELINES FOR USE OF SOCIAL MEDIA**

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you, Utah State University, and the nursing programs. Be aware not only of the content you post, but of any content that you host (e.g., comments posted by others on your site).
- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.
- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.
- Once you have posted on social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted is practically

impossible.

- If you post content concerning USU, make it clear that you do not represent the University and that the content you are posting does not represent the views of the University.
- Make sure the content you post is in harmony with the ethical or other codes of your program and field. In certain circumstances, your program may have made these codes binding on you, and violations (of HIPAA, for example) may result in action against you. The University may take action against you for disclosures of confidential information.
- Inappropriate posts by nurses have resulted in licensure and legal repercussions. The National Council for State Boards of Nursing (NCSBN) has developed guidelines for nurses and nursing students for using social media responsibly. The guidelines can be found at: <https://www.ncsbn.org/347.htm>
- Realize that you may be subject to action by the University for posting or promoting content that substantially disrupts or materially interferes with University activities or that might lead University authorities to reasonably foresee substantial disruption for material interference with University activities. This action may be taken based on behavioral misconduct, academic performance, academic misconduct, or professional misconduct, and may range from a reprimand or failing grade to dismissal from a program or the University.
- For additional information, please refer to the USU social media guidelines: <http://www.usu.edu/prm/web-communications/social-media-guidelines.cfm>

## CIVILITY

The Utah State University Nursing Program adheres to the USU Student Code civility statement, Section II-1 [Responsibilities of Students](#), and believes nursing is a caring and compassionate profession that is deeply rooted in personal and professional accountability. Treating others with value, respect, dignity, justice, and equality is essential to our mission in creating a culture of civility. Civility matters, and belongs in the realm of ethical behavior. Faculty, staff, and students are considered equal and active members of our learning community. The professionalism and civility guidelines of the USU Nursing Program are consistent with the USU Student Code of Conduct, American Nurses Association (ANA) Code of Ethics, and Utah Nurse Practice Act Standards of Professional Accountability.

As Utah State University nursing students, you are held to the highest ethical standards in and out of the clinical setting. Any form of incivility is unacceptable in the USU Nursing Program. Incivility is defined as disruptive, ill-mannered or offensive behavior contrary to the well-being of the learning community. This includes any and all forms of disrespect or disregard for instruction, the instructor, staff, clinical partners, or a fellow-student.

Professional behavior is an expectation of the nursing program, and up to a 10% grade deduction from the final grade may be applied for behaviors inconsistent with professionalism.

Professionalism in nursing and civility are closely linked. Examples of *unprofessionalism* include:

- Failure to respond to instructor communication
- Consistent disregard for assignment expectations
- Social network postings that include information about clinical site, patients, faculty,

and/or preceptors

- Unexcused absences in class, simulation, lab, or clinical
- Disruptive behavior of any kind in class
- Failure to prepare for class
- Cellular phones and electronic devices not silenced or used inappropriately during class, lab, simulation, or clinical
- Arriving late, or leaving early in a conspicuous manner
- Failure to attend scheduled required examinations
- Non-participative visiting with others, speaking when another has the floor, or other activities that disrupt class

Examples of *incivility* include:

- Negative innuendo (raising eyebrows, face-making, body language, other forms of non-verbal communication)
- Covert or overt negative communication (snide remarks, withholding information, assumptions, abrupt responses, blaming, emails in all caps, uncontrolled emotion)
- Undermining activities (not available to help, turning away when asked for help)
- Sabotage (deliberately setting up a negative situation)
- Bickering among peers
- Scapegoating (assigning blame to one person when things go wrong)
- Backstabbing (complaining to others about an individual)
- Failure to respect the privacy of others (gossip/talking about others without their permission)
- Broken commitments and/or broken confidences (repeating something that was meant to be, or should be kept confidential)

As faculty, students and staff, we strive to incorporate the guidelines of the **RESPECT\*** acronym into our interactions with others, regardless of medium.

**R:** Recognize that every opinion is valuable

**E:** Express and receive feedback without making it personal

**S:** Stop collusion, direct the issue back to the owner

**P:** Practice authentic listening

**E:** Encourage discussion of ideas and issues, not people

**C:** Celebrate each other's successes

**T:** Treat others as they wish to be treated

\*Adapted from University of Kansas RESPECT initiative available at <http://nursing.kumc.edu/respect-program.html>

In addition to RESPECT, other guidelines for our interactions with each other are:

- Manage emotions so that oral and written communication can be clear and neutral (or positive)
- Accept personal responsibility for choices such as insufficient study, poor test scores, and submission of late assignments
- Offer a reasonable solution when registering a complaint or requesting a change

# NURSING PROGRAM POLICIES AND RESOURCES

## GENERAL

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

## POLICY #1: STUDENT CONDUCT

The USU Nursing Program complies with the [Utah State Nurse Practice Act](#) and the [Nurse Practice Act Rule](#), and its governing organization's policies and procedures regarding unlawful and unprofessional conduct. Students are strongly encouraged to read and be familiar with the Nurse Practice Act and the Nurse Practice Act Rules.

Student learning improvement contracts are used in the USU BSN program to assist students in improving substandard performance in any area of responsibility. Faculty will meet with the student to discuss the necessary learning improvement, the expected outcome, timeframe in which the outcome is to be met, and consequences if the outcome is not met.

## POLICY #2: ATTENDANCE

### 2.1 Theory Class

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

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

### 2.2 Laboratory and Clinical Experiences

Attendance is mandatory for each laboratory and clinical experience. Students should wear scrubs and/or their nursing uniform to the lab. Nursing uniforms are required for simulation experiences. Students may be sent home if the student is not prepared and dressed appropriately. Each unexcused absence may result in an automatic ten percent (10%) grade

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

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

### **2.3 Tardiness**

Tardiness in clinical or the classroom is a distraction to others and is viewed as unprofessional. Students are expected to consistently arrive on time. One minute after start time of class or clinical is considered tardy in the USU Nursing program.

Students who are tardy to class, lab, or simulation receive a 1% overall grade reduction for the first tardiness, along with a verbal warning. The second time a student is late, a 3% overall grade reduction is taken, along with a verbal and written warning. The third time a student is late, a 5% overall grade reduction will occur, and the student must schedule a meeting with the instructor.

Tardiness to clinical is not acceptable and will result in the student being sent home from the clinical shift. Students are expected to arrive 15 minutes prior to scheduled clinical shifts in order to receive instructions from the clinical instructor and be on the floor ready for report. For example, if the clinical shift begins at 0500, students should arrive by 0445. A student who is more than one minute late (i.e., 0501) to clinical will be dismissed from clinical and receive 0 points for that clinical. Students must meet with the Clinical Coordinator to schedule make up for the clinical hours. Make-up points are not awarded for the make-up day.

## **POLICY #3: TRANSFER STUDENTS**

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

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

## **POLICY #4: WITHDRAWAL**

The nursing program complies with USU Withdrawal Policy found in the General Catalog (<http://catalog.usu.edu/>)

For more details see: [http://www.usu.edu/registrar/htm/registration/after/add\\_drop](http://www.usu.edu/registrar/htm/registration/after/add_drop)

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

The nursing program complies with USU Policy Section VII-2 Procedures for Grievances Not Relating to Discrimination or Harassment found in the Code of Policies and Procedures for students at USU. See: <https://studentconduct.usu.edu/studentcode/article7>

## **POLICY #6: DISMISSAL**

**Students will be dismissed from the nursing program if:**

- 6.1** The student fails to maintain a **B-** grade in each required course for the nursing program. Courses must be successfully completed in sequence when enrolled in the nursing program.
- 6.2** The student fails to maintain at least a 79.5% exam average in a nursing course. Students will receive the lesser of the exam average or overall course average as the course grade. Refer to Policy #7 for readmission after dismissal procedures.
- 6.3** The student is in violation of The Code of Policies and Procedures for Students at Utah State University (see <https://studentconduct.usu.edu/studentcode/>) or for unlawful and/or unprofessional conduct (Utah State Nurse Practice Act). See: [Utah State Nurse Practice Act](#)
- 6.4** Deemed appropriate for violation of any other applicable USU or nursing policy

Removal of any student from the client care responsibility due to a threat related to client safety may be a reason for suspension or dismissal from the program.

## **POLICY #7: READMISSION OF STUDENTS**

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

### **Returning after Military Duty or Health Issue**

Students who have left the program due to military duty or health issues need to keep the nursing program director informed of their situation or desire to return. Students who are returning due to these issues do not need to complete the application forms. These students are required to send the nursing program director a Letter of Intent explaining the desire and timeline to return at least three months prior to the planned return date. For those wanting to continue their nursing education during the fall semester, the nursing program director should receive letters by May 1<sup>st</sup> of that year. Those

who would like to return in the spring semester should turn in their Letter of Intent by October 1<sup>st</sup>.

### **Returning after Dismissal**

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

Students are limited to one readmission after dismissal for failure. If a student is readmitted after dismissal for failure and again fails a nursing course, he/she will be permanently dismissed from all USU nursing programs and is not eligible for readmission.

### **In order to be readmitted after dismissal from the nursing program:**

- Students must show evidence of an increased level of functioning through further education, counseling, employment, or other criteria depending upon the reasons for withdrawal from the program. Students should write a letter explaining what they have done to prepare themselves for success. Nursing faculty consensus is required for readmission to the nursing program.
- Students must have completed each prerequisite and co-requisite courses before reentering the nursing program with a minimum of a **B-** grade.
- Students may be required to take all the nursing courses for the semester they re-enter the program, or in certain cases, all nursing courses for the program. The faculty will make this decision. Students must complete each nursing course with a minimum of a **B-** grade. If a student completes an entire semester of the nursing program, but has to drop for any reason (except a call to “active duty” military service) the student has one academic year to complete the rest of the program. Otherwise the student will need to retake all nursing courses.

## **POLICY #8: STUDENT APPEARANCE**

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

### **8.1 Clinical Area**

#### **8.1.1 Uniform:**

- Should be clean and in good repair: free of wrinkles, stains, tears, and frays.
- Approved uniform per nursing program and clinical site policy. A solid-color white, navy, or pewter gray long sleeve t-shirt may be worn under the uniform if the

sleeves can be pushed up.

- White or dark closed-toe, non-slip shoes that coordinate with the uniform.
- Watch with a second hand. The watchband should be as simple as possible.
- Stethoscope and/or any other equipment required for clinical duties.

**8.1.2 Name Badge:** USU approved name badge must be worn at all times in all clinical settings, and for BSN students in Sorenson Center for Clinical Excellence lab, simulation and classroom settings. Students may also be required to wear an additional facility-specific badge while in clinical sites.

**8.1.3 Acceptable Jewelry:**

- **Minimal** jewelry.
- One **small**, inconspicuous post earring may be worn in each pierced ear lobe. Other visible piercings, including tongue rings, are not allowed.
- No necklaces.

**8.1.4 Makeup:** Makeup should be conservative, including no scented lotions or perfumes.

**8.1.5 Fingernails:**

- Follow CDC Guidelines for Healthcare workers (see: <http://www.cdc.gov/handhygiene/Guidelines.html>).
- Guidelines established by USU nursing faculty and the clinical sites.
- No artificial, gel, or polished nails.
- Measure less than ¼" long.

**8.1.6 Hair:**

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

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

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

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

**8.1.10 Tobacco:** Students may not use tobacco during any clinical experience or while in uniform.

## **8.2 Classroom Dress**

The way you dress sends a message to those around you. As a nurse you need to send the message that

you are professional. Being well-groomed and well-dressed influences the way others accept you and develop confidence in your skills. Even in the classroom, professional dress and grooming may affect how others view your abilities. In the lab, appropriate dress and grooming will assist students to concentrate on the skills being learned.

### **8.3 Laboratory Dress**

Students are expected to wear their clinical uniforms or nursing scrubs to the lab. Please refer to the Clinical Addendum for additional details regarding dress for open lab time.

### **8.4 Student Activities Dress**

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

### **8.5 Business Casual Attire**

Business casual includes wearing clothes that represent the student as a professional. Acceptable clothing includes: collared shirts, polo shirts, slacks, blazers, and/or sweaters. When appropriate, more formal attire may include suits/jackets, tailored clothing, tie (for male students), socks/hose, and dress shoes.

Dress that is **not** acceptable includes:

- Large hats, caps, bandanas, and “doo-rags” that are distracting and interfere with those around you (except headgear considered a part of religious/cultural dress or in cases of medical need, such as chemotherapy). While these items may be worn on campus, they are to be removed in the nursing classroom.
- Clothing that is soiled or torn. Pants of any style should not drag on the floor.
- Shirts advertising or representing “mock advertising” alcoholic beverages, sexual behavior or innuendo, tobacco products, profane language or gestures.
- Pajamas, tank tops with less than a three-inch wide shoulder strap, camisoles, halter tops, tube tops, shorts, culottes, or skorts shorter than mid-thigh length, mini-skirts, midriff tops, low-cut tops, or any dress exposing undergarments. Scrubs may be worn provided the attire is associated with a professional activity for that day (e.g. proper work attire).
- Any open-toe shoe in laboratories including, but not limited to “flipflops,” “Birkenstocks” or other sandals.

### **8.6 Identification Badge**

An approved identification badge must be worn on the student's person and be visible at all times according to institutional policy where the student is practicing. All students, faculty or staff are expected to conform to this standard at all times.

USU’s Sorenson Center for Clinical Excellence policy requires that the nursing student badge be worn above the hip and visible at all time while in the building or grounds.

### **8.7 Specialized Areas**

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

wear business casual attire.

## **POLICY #9: STUDENT NURSING ORGANIZATIONS & ACTIVITIES**

### **9.1 Purpose of Student Nursing Organizations and Activities**

The purpose is to:

- a. Assist in the direction and promotion of school activities of the students.
- b. Stimulate a spirit of cooperation between the faculty and students in nursing.
- c. Promote the educational, professional, and social well-being of the students in nursing.
- d. Provide a means of collaborating officially and effectively with matters pertaining to the welfare of the students in nursing.

**9.1.1** Students are strongly encouraged to participate in the USU Student Nurses Association and are encouraged to join the National Student Nurses Association (NSNA)/Utah Student Nurses Association (USNA). Dues are \$30 per year and include joint membership in both the USNA and the NSNA.

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

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

**9.1.3** The Nursing coordinator or appointed faculty member serves as an advisor.

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

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

**9.1.6** Dues for the USU SNA are \$20 per semester and must be paid by the first day of the second month of the semester. Dues pay for activities or items such as school

memorabilia. Each group of students gives input on how the money should be spent.

## **POLICY #10: SUSPECTED DRUG & ALCOHOL ABUSE**

### **10.1 Student Suspected of Substance Use**

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

**10.1.1** Before and during nursing class and lab/clinical.

**10.1.2** While in student uniform.

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

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

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

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

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

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

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

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

The behaviors and signs observed by the instructor will be documented by the instructor and validated

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

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

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

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

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

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

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

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

## **POLICY #11: SEXUAL HARASSMENT**

Students and faculty in the nursing program will comply with the USU Sexual Harassment Policy #339. (see: <https://www.usu.edu/policies/339/>)

## **POLICY #12: EMPLOYMENT**

- Students must assess their own ability to handle employment and the course of study in nursing.
- It is strongly recommended that students do not work a night shift prior to theory.
- In an effort to maintain patient safety, students are **prohibited** from working night shift before daytime labs or clinical assignments. If the student is unable to work safely, the student may be sent home for the day and may receive an unexcused absence.

## **POLICY #13: LABORATORY GUIDELINES**

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

The laboratory is a simulated clinical situation. Refer to the Clinical Addendum for open lab dress code.

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

Mannequins should be left in correct alignment, cleaned properly, and be covered after use. Assigned students will be responsible for cleaning or making sure identified areas are cleaned.

Refer to the Clinical Addendum for the laboratory and manikin take -down checklists.

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

Lab activities must be completed during regular office hours. Open lab hours are posted on the classroom doors and will be updated each semester. Students are required to sign in and out when using the lab during open lab hours and will be expected to leave the lab clean and tidy following any use outside of class hours. Open lab hours are self-directed, unless accommodations are made with the Clinical Coordinator or Nursing faculty. See the Clinical Addendum for additional information.

## **POLICY #14: GRADING**

### **14.1 Grading**

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

#### **Passing Grades:**

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

#### **Grades resulting in dismissal from the USU nursing program:**

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

## 14.2 Evaluations

Clinical assignments are graded by the course faculty or by clinical teachers. Instructors will make every effort to return submitted assignments to students as soon as possible.

Students receive electronic evaluations regarding clinical performance following clinical rotations, which may be completed by the clinical teacher and/or assigned nurse. Students will receive mid-term and final evaluations each semester by clinical teachers, faculty, or Clinical Coordinator. Students are expected to attend mid-term and final evaluations as a required portion of each practicum course. Evaluation/advisement sessions may be held with the student as many times as necessary for any course, as determined by the instructor.

During semesters where the students are completing more than one practicum course at a time, the course faculty may choose to combine mid-term and final evaluations of clinical performance for each course.

## 14.3 Written Work

1. Homework assignments, term papers, clinical written assignments, workbook assignments, and reports must be submitted electronically through Canvas. Assignments submitted by email, in person, or in a format not recognized by Canvas may not be accepted. Grading typically includes neatness, spelling, sentence structure, and content. Points may be deducted for poor grammar, spelling, appearance, lack of proper APA format, or failing to include student name on the paper. Course syllabi will include point values assigned to these requirements.
2. Assignments must be completed before being submitted. A five percent (5%) grade reduction on the assignment is implemented for each day late, including weekends. A score of zero (0) is given after seven days.
3. When taking material or ideas directly from other sources, direct quotations and references must be appropriately provided. Work that has not been properly referenced constitutes plagiarism and will be penalized. "The penalties for plagiarism are severe and include warning or reprimand, grade adjustment...expulsion." (Student Code of Conduct, Article 6. See: <https://studentconduct.usu.edu/studentcode/article6>)
4. The student may be asked to submit a copy of any referenced articles, as long as such copying does not violate any copyright laws or are prohibited by the author and the publisher of the article.
5. Research papers and annotated bibliographies must be completed in APA format. It is the student's responsibility to find APA guidelines and use them correctly.
6. The student is responsible for composing his or her own writing.
7. Students may not use, possess, share, or distribute previous assignments, exams, or quizzes from the USU Nursing Program, nor use any other student's written work. This is considered cheating. (See: <http://www.usu.edu/studentconduct/aiv/index.cfm>)

## 14.4 Tests

- 14.4.1** Should an emergency arise, the student must prior (or timely) arrangements for tests to be taken at other than scheduled times. When notifying the instructor about the emergency situation, the test should be taken the next day, or a ten percent (10%) grade reduction may be given for the test. Timely make-up of missed work is solely the responsibility of the student. Emergencies do not include: work or vacations, non-emergent doctor or dental appointments, being too tired to come to class, getting married, or other special events). At the instructor's discretion, tests may be taken early. Students cannot miss a theory class to take a test.
- 14.4.2** Most course final exams will be taken in the classroom. Faculty will provide instructions to their respective classes.
- 14.4.3** Each nursing course will typically include four (4) unit exams and one (1) comprehensive final exam. The unit and final exams make up 55% of the course grade, with the final exam weighted as 25% of the course grade (included in the 55% total).
- 14.4.4** Students must maintain at least a 79.5% (B-) average in course exams. Failure to maintain at least a 79.5% average in course exams will result in failure of the course independent of scores on other course assignments (papers, presentations, concept maps, etc.). Students will be dismissed from the program for course failure. Students will receive the lesser of the exam average or overall course average as the course grade. Refer to Policy #7 for readmission after dismissal procedures.

## 14.5 Grading Papers, Quizzes, Group Presentations, Clinical Assignments

### 14.5.1 Grading Papers

1. Students are expected to submit college-level work. Therefore, faculty may grade papers for both content and structure such as grammar and spelling.
2. Papers will be graded according to grading criteria for each assignment.
3. Students must complete and submit all course assignments/requirements in order to pass the course.
  - a. All assignments must be completed and submitted on or before the due date, and requests for late submission must be made before 9 p.m. the previous day. A five percent (5%) grade reduction on the assignment is implemented for each day late, including weekends. A score of zero (0) is given after seven days.
  - b. Students must submit assignments electronically in Canvas. Assignments are to be computer-generated, unless a legible, handwritten assignment using ink or other media has been specified. Lack of computer access, disc incompatibility, and other such problems may not excuse late assignments, presentations or clinical papers.
  - c. Although an ill student has notified the instructor, the assignment may still be due at the required deadline.

### 14.5.2 Quizzes

The USU Nursing program has determined that classroom learning should focus on the application of concepts. This can be done only if the student comes to class prepared.

- Quizzes may constitute a portion of the student's grade in any course. At the end of the semester, quiz percentages are averaged to determine the overall quiz grade.
- Quizzes may be unannounced.
- If the student is absent or late for class for any reason and missed the quiz, he/she may receive a zero (0) for the quiz.
- Students who are absent when a take-home quiz is assigned may receive a zero (0) for the quiz.

### 14.5.3 Graded Group Presentations

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

### 14.5.4 Clinical Grading

Clinical grading includes all assignments given in clinical rotations, skills, and simulation labs

1. Clinical Assignments
  - a. All assignments for clinical rotations will be submitted in Canvas and follow the submission guidelines listed in **Policy 14.3**. Clinical assignments often include concept maps, reflective journaling, and weekly nurse performance evaluations. Grades for clinical rotations are given by course faculty or clinical teachers. Instructors will make every effort to return submitted assignments to students as soon as possible.
  - b. Students are required to pass a medication competency quiz with a 79.5% or higher score each semester prior to beginning clinical practicums. If the first attempt does not result in a passing score, remediation is assigned. If the second attempt is also less than 79.5%, the course instructor and Clinical Coordinator will assist the student to develop a learning improvement contract. Clinical rotations do not begin until a passing score is achieved.
  - c. Tardiness in clinical is not acceptable. Students who are tardy, per **Policy 2.3**, will be sent home from the clinical rotation and will schedule make-up hours with the Clinical Coordinator. The student will receive no points for the make-up clinical and assignments. All assignments must be submitted for completion of the course. See **Policy 2.2** in the BSN Student Handbook for more information on clinical absences.
  - d. Refer to the Capstone Practicum section for details regarding Nursing Capstone practicum assignments.

2. Skills Lab Assignments
  - a. Scheduled Lab Hours:
    - Students are expected to attend all scheduled labs for each course. Students should be on time, as a late entrant disrupts the entire class. A late student may be sent home at the discretion of the instructor.
  - b. OSCEs (Objective Clinical Structured Exam):
    - Following the scheduled lab hours for each course, students must pass off assigned skills in an instructor-led OSCE. OSCE rubrics are provided during scheduled lab hours. Students who do not pass the first OSCE are assigned remediation. If the student does not pass the second OSCE attempt, they will collaborate with the course instructor and Clinical Coordinator to develop a learning improvement contract. The student may be held from continuing clinical rotations until adequate learning improvement progress is documented.
  - c. Open Lab Hours:
    - Students will complete open lab hours for each practicum course. Student are provided skill demonstration assignments to be completed during open lab hours. Student hours are tracked. See Clinical Handbook for additional details on scheduling and expectations.
3. Simulation Assignments
  - a. Students must attend all scheduled simulations for each course. Tardiness in simulation will result in a loss of course points [per Policy 2.3]. Students may request an excused absence, make up the missed simulation, and be awarded make-up points. An unexcused absence must also be made up in order to complete the course, make-up points are not awarded.
  - b. Students may be given additional simulation pre-work or post-simulation assignments and will follow submission guidelines listed in **Policy 14.3**.

## **POLICY #15: USE OF TEST BANKS**

Students must complete testing and remediation with academic integrity; use of illegally obtained test content, sharing of information and working with other students is considered academic dishonesty and may lead to student dismissal from the USU Nursing program. Any copy of test banks from ATI or program course textbooks available online or elsewhere has been illegally obtained, and that purchasing it from someone who has obtained it is also illegal. The USU Nursing program uses forensic data, and reserves the right to nullify scores and re-administer an ATI exam, at student expense, based on the results of an investigation indicating that student(s) may have had prior knowledge of the exam/question content. Possible consequences of obtaining and using a course textbook test bank include but are not limited to a reduction in an exam score, zero for an exam score, reduction in course grade, failing grade in a course, and/or dismissal from the nursing program.

# CLINICAL PROGRAMS POLICIES AND RESOURCES

## C1: CLINICAL CURRICULUM

The USU clinical curriculum includes clinical rotations, skills lab, and simulation experiences. The BSN clinical curriculum is consistent with the program course curricula. Clinical course design is the result of extensive analyses of current literature, best educational practices, student needs, a complex and changing healthcare environment, and the influence of technology in nursing education. Clinical experiences are designed to provide students rich opportunities to integrate and apply important concepts and skills to become excellent nurses and leaders, while providing safe environments for learning.

## C2: NURSING PROGRAM CLINICAL REQUIREMENTS FOR SKILLS LAB, SIMULATION, AND CLINICAL EXPERIENCES

Student contact hours for skills lab, simulation, and clinical requirements for each course are calculated based on the number of credit hours per practicum course.

### C2.1 Skills Lab

- Students are required to complete all lab hours for each practicum course. Lab skills are learned progressively, and skills learned each semester are built upon prior practice in previous semesters.
- Students must successfully pass an Objective Structured Clinical Exam (OSCE) following their required lab hours each semester. Students are provided rubrics for testable skills during the scheduled lab hours for the applicable course. [See **Policy 14.5.4** for information regarding OSCE grading]

### C2.2 Simulation

- Students are required to complete all simulation hours for each practicum course. Simulation scenarios are based on concepts and exemplars taught in the accompanying didactic course, as well as skills learned in lab each semester.
- During the first semester of the BSN program students are oriented to the simulation labs, manikins, and procedures prior to participating in simulations. Re-orientation is provided as needed.
- During each simulation experience, students are guided by faculty trained in simulation facilitation in a three-step process: pre-briefing, the simulation scenario, and debriefing. Students may be given assignments as a part of required simulation hours.

### C2.3 Clinical

- Students are required to complete pre-assigned clinical rotations in each practicum course. These experiences and training in healthcare settings may occur in hospitals, skilled nursing facilities, hospice, community health, public health, and others. Clinical rotations may be scheduled during any time in the 24-hour period, any day of the week. Student clinical rotation assignments are made by the Clinical Coordinator and designed to ensure fair and equitable placement.
  - Assignments will be communicated with the student in a timely manner whenever possible. Due to facility processing times, final assignments may not be complete until the week prior to the start of the semester. The Clinical Coordinator communicates wait times and general expectations to the students when information is made available.

- Students are allowed a period of time at the beginning of each semester to make changes to the clinical assignment. Students are given one opportunity to trade their entire clinical assignment with another student. Every assigned clinical for the semester must be traded with the other student; trading individual dates is not allowed. Both students must communicate their request to trade to the Clinical Coordinator via email in order for the change to be considered.
- Some healthcare facilities require students to complete a facility-specific orientation prior to beginning of clinical rotations for the semester. Such hours apply to the required number of clinical hours for the practicum. Orientations may include orientation to the unit and/or the facility, computer orientation, or other orientations determined by the individual facilities.
- Students are supervised by an assigned USU teacher during each clinical rotation. The teacher may be on-site during clinical hours, or may be available by phone to the student, depending on the site and course requirements. This information will be provided to the student prior to the beginning of each clinical.

#### **C2.4 Capstone:**

- Each student completes a final Capstone Practicum, and a Capstone course during their final semester of the Nursing program, in which they will complete 144 clinical hours at the clinical site supervised by a facility-assigned professional nurse. Support and oversight of the student are provided by USU faculty.
- Capstone Placement Requests
  - During the student's third nursing semester, students are invited to submit the Capstone Preference Form. While student requests for their specific preference cannot be guaranteed, the request is a starting point for determining clinical preferences. Requests are not taken prior to the third semester in order to meet partner facility requirements and begin planning appropriate placement for all students.
- Capstone assignments are made according to the following criteria:
  - Facility/Unit Availability
  - Clinical Performance
  - In-Class Performance
  - Student Requests
    - Student requests are considered when making placements, but are secondary to student performance and facility/unit availability.
    - Students requesting placement in a critical care unit (e.g. Intensive Care, Neonatal Intensive Care, Emergency Department), must demonstrate excellence in both clinical and in-class performance to be eligible for consideration. They may be asked to provide proof of previous or current employment in a critical care environment, prior to confirmation of placement, depending on facility requirements.
- Capstone Assignments
  - Besides the clinical practicum, Capstone students are given course assignments, described in the course syllabus and practicum handbook.
  - During the Capstone practicum, students meet at least three times with their clinical teacher: prior to or during their first shift; at midpoint, and then again as the preceptorship concludes.
    - Additional meetings may be scheduled with the clinical teacher and/or preceptor if needed

### **C3: GUIDELINES FOR USE OF SOCIAL MEDIA DURING CLINICAL EXPERIENCES**

In addition to the guidelines published in the BSN Student Handbook, the following guidelines apply to social media during clinical experiences:

- Students are expected to comply with HIPAA guidelines while in all clinical facilities. Simulation labs are also considered clinical facilities during active simulations.
- Personal devices should never be used to take pictures with patients. If a patient requests a student to join in a photo taken on the patient's device, the student may choose whether or not to participate.
- Pictures or videos taken during clinical experiences can be taken outside of clinical environments (e.g. in the breakroom, cafeteria, parking lot, classroom), and should be free of any identifying information.
- Students will be expected to uphold the Clinical Confidentiality Agreement that will be signed prior to any simulation experiences. Taking personal pictures or videos during a simulation is prohibited. [See **Simulation Policies and Procedures** for detailed information regarding the Clinical Confidentiality Agreement.]

### **C4: CIVILITY**

Students may be sent home from clinical experiences for incivility, and are subject to the requirements listed on pages 18-19 of this BSN Student Handbook for an unexcused clinical absence.

### **C5: STUDENT CONDUCT**

- Student learning improvement contracts may be implemented if faculty determine student clinical performance needs improvement in clinical rotations, skills lab, or simulation experiences. When clinical improvement is indicated, the student will meet with the course faculty and Clinical Coordinator to discuss the necessary learning improvement, the expected outcome, timeframe of the contract, and consequences if outcomes are not met. [Refer to BSN Student Handbook **Policy #1**].
- If, for any reason, a student poses a threat to patient safety, the student may be immediately removed from patient care duties or the clinical site at the discretion of the Clinical Teacher. Follow-up will be scheduled with course faculty, the Clinical Coordinator, or others to determine next steps.

### **C6: ATTENDANCE**

Students are held to **USU BSN Handbook Policies 2.2 & 2.3** regarding attendance for all clinical experiences.

## C7: STUDENT APPEARANCE

Students attending clinical experiences are held to the **Policy #8 Student Appearance** in this handbook. A student may be sent home at the discretion of the faculty member and clinical institution. A zero (0) grade may be given for the entire day. If the infraction occurs on orientation day of a given facility, the student may be excluded from working in that facility. The days missed due to uniform non-compliance cannot be made up, which could result in a failing grade in the course and/or dismissal from the program.

Students are expected to comply with **Policy 8.1** regarding wearing of the uniform and badge during all clinical experiences, including clinical rotations, skills lab, and simulation experiences.

Students are not required to be in uniform while in practice lab during Open Lab Hours. Classroom dress, described in **Policy 8.2**, should be followed, with the name badge visible and above the hip at all times while in the nursing lab, as required by the Sorensen Center for Clinical Excellence (SCCE) building policy.

## C8: LABORATORY GUIDELINES

### C8.1 General Laboratory Use

- All bedside units, work areas, equipment, and supplies are to be left clean and tidy following use. Personal belongings and trash should be properly handled or disposed of at the end of lab sessions. Food and beverages should not be brought into simulation spaces.
- Manikins should be left in correct alignment and be covered and cleaned properly after use. Assigned students will be responsible for cleaning or making sure identified areas are cleaned. Students using the lab during Open Lab Hours are responsible for cleaning up the lab space after use.

### C8.2 Lab & Manikin Use

- Broken or non-functioning manikins or equipment should be reported immediately to the Clinical Coordinator. If broken or non-functioning manikins or equipment are found following Open Lab Hours and have not been reported, those students who were present during that the Open Lab Hours in question may be held responsible.
- Lab use is offered only to students who are signed in. Students will not be allowed to disrupt lab sessions to obtain necessary equipment. Prior planning is the responsibility of the student. If a conflict in use arises, notify the Clinical Coordinator, nursing program assistant, or a faculty member.
- Lab activities must be completed during regular office hours. Open lab hours are posted on the classroom doors and will be updated each semester. Students are required to sign in and out when using the lab during open lab hours. Students will be expected to leave the lab clean and tidy following any use outside of class hours. Open lab hours are self-directed unless accommodations are made ahead of time with the Clinical Coordinator or other Nursing faculty.
- Refer to the *Lab & Manikin Take-Down Checklist* posted in the skills lab for specific steps when taking down manikins

### **C8.3 Logging Open Lab Hours**

- Students will be expected to sign in and out during Open Lab Hours with the Clinical Coordinator. The process for signing in and out is determined by the Clinical Coordinator.
- Open Lab Hours logged for course credit for each student will be submitted by the Clinical Coordinator to the Course Faculty at the end of each course.

# Utah State University Department of Nursing and Health Professions

## BSN Student Handbook Acknowledgement Form

I acknowledge that I have read the entire  
BSN Student Nursing Handbook:

\_\_\_\_\_  
Initial here

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

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

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_