

ASU DEPARTMENT OF NURSING

UNDERGRADUATE STUDENT HANDBOOK



2008-2009

The *Department of Nursing Undergraduate Handbook* contains information specific to students enrolled in either the AASN or RN-BSN program. It does not supplant information provided in the *Angelo State University Student Handbook* or the *University Bulletin*. Students must know the rules and regulations pertaining to Angelo State University as well as the Department of Nursing. All students are expected to adhere to the policies of both.

The policies and statements contained herein are true and correct at the time of publication, but are subject to continuous review and evaluation. Therefore, the Department of Nursing **reserves the right to make changes**. Students will be notified of the changes through announcements and email. Students should always refer to the “real-time” version of the *Undergraduate Student Handbook* on the Department of Nursing website which reflects the most current information. Students are responsible to periodically access any revisions to the publications online.

This publication is intended for information only and is not considered a contract.

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TABLE OF CONTENTS

I.	Department of Nursing Organization & Purpose	
	a. Mission Statement	5
	b. Philosophy	5
II.	Academic Degree Programs	
	a. Undergraduate Program Goals: Associate Degree.....	8
	b. Undergraduate Program Goals: Baccalaureate Degree	10
III.	Nursing Dept. Faculty and Staff	11
IV.	General Student Policies & Procedures	
	a. Academic Integrity	12
	b. ASU OneCard.....	12
	c. Computer Requirements.....	13
	d. CPR Certification	14
	e. Criminal Background Check	15
	f. Degree Plan.....	15
	g. Eligibility to take BSN courses (AASN students).....	15
	h. Eligibility to take NCLEX-RN Examination (Declaratory Order)	15
	i. E-mail Accounts.....	16
	j. Evaluation of Faculty and Course	17
	k. Grievance Procedure.....	17
	l. Health Insurance (Students)	
	m. Honors Program	17
	n. Immunizations.....	17
	o. Liability Insurance	17
	p. Licensure (BSN students).....	18
	q. Online Learning	18
	r. Persons with Disabilities	18
	s. Physical/Mental Performance & Special Accommodations Request	19
	t. Professional Conduct.....	19
	u. RamPort.....	20
	v. Required Equipment, Books, Syllabi and Supplies	20
	w. Scholarships & Financial Aid	20
	x. Standards for Progression	20
	y. Standards for Readmission.....	21
	z. Student Advisement.....	21
	aa. Student Nurses Association.....	22
	bb. Transfer Students	
	cc. TB Skin Tests	22
	dd. Withdrawal Policy	22
	ee. Working for Compensation	22

V.	Classroom Policy	
	a. Student Attendance	23
	b. Classroom Behavior.....	23
	c. Examinations	23
	i. Exam Counseling (AASN Program)	
	ii. Exam Make Up	
	iii. Clinical/Skills Lab Absences during Exam Week	
	d. Grading Criteria	24
	e. Guidelines for Written Work.....	25
	f. Testing Center	25
VI.	Clinical Practicum	
	a. AASN Clinical Experiences.....	26
	b. BSN Clinical Experiences	26
	c. Absences.....	26
	d. Behavior in the Clinical Agency	27
	e. Clinical Contract.....	27
	f. Clinical Evaluation	28
	g. Clinical in Place of Employment.....	29
	h. Clinical Log	29
	i. Confidentiality Policy.....	29
	j. Dress Code.....	29
	k. Emergency Messages	31
	l. Presence of Preceptor	31
	m. Simulation Lab	
	n. Standard Precautions	32
	o. Student Occurrence.....	33
VII.	Student Facilities and Resources	
	a. Assessment Technologies Institute (ATI).....	34
	b. Nursing Learning Resource Center	34
	c. Porter Henderson Library Services	34
	d. Information Technology	35
	i. Computer Labs	
	ii. IT Help Desk	
VIII.	Reference Documents	
	a. Texas Board of Nursing	36
	b. Texas Nurse Practice Act	36
	c. American Nurses' Association Code of Ethics for Nurses.....	36
	d. ASU Code of Honor	36
	e. HIPAA.....	36
	f. CDC Standard Precautions.....	36

MISSION STATEMENT

The Department of Nursing supports the Mission of Angelo State University by offering undergraduate and graduate programs that prepare competent professionals to meet the nursing care needs of a culturally diverse society. Within a dynamic health care environment, these programs facilitate nursing competency through scholarship, research, evidence-based practice, leadership, and service. Recognizing the individual diversity of learners, the department is committed to excellence in nursing education by providing a supportive and caring environment in order to facilitate personal and professional growth, educational mobility, and life-long learning.

PHILOSOPHY

We, the faculty of the Department of Nursing at Angelo State University, hold true the following beliefs and values as a guide for preparing competent professional nurses to meet the nursing care needs of a culturally diverse society. These beliefs and values are the framework for all faculty activities, including teaching, scholarship, research, practice, leadership and service.

Nursing, as an academic discipline, requires synthesis of knowledge, critical thinking, problem solving, decision-making, individual accountability, technical proficiency and leadership. The art of nursing is the application of this knowledge in caring, culturally sensitive, collaborative and therapeutic partnerships to promote, maintain, or restore health, or achieve a peaceful death. Integration of the art and science of nursing is manifested in the major roles of the nurse. These roles of the nurse are to provide and coordinate evidence-based health care services for individuals, families, groups, communities, or populations in a variety of settings, and to participate as a member of the profession.

The faculty respects recipients of health care as unique beings with biophysical, psychological, and sociocultural needs. Each recipient of health care (individual, family, group, community, or population) has the right and responsibility to participate in making decisions and choices that govern responses to meet these needs.

As health professionals, we believe that health and illness are human experiences existing on a continuum and that they are both contextually and culturally defined. Each individual has a perception of his/her own optimal health. Lifestyle choices, cultural influences, access to health care, and adaptation to internal and external environmental (physical, biological, psychological, social, technical and cultural) stressors influence health.

The faculty believes the health care needs of the community are best served by multiple levels of nursing practice with the purpose of nursing education being to produce competent, safe practitioners at the basic (AASN), general (BSN), and advanced (MSN) levels. Each level of nursing education builds and expands on prior knowledge and competency through programs of study that incorporate the humanities, physical and social sciences as well as nursing theory and traditions.

As nurse educators, the faculty believes the focus of associate degree nursing is directed primarily toward care of the individual (within the context of family) across the life span in various health care settings. As provider of care, the associate degree nurse uses the nursing process, scientific rationale, and current literature to assess, provide, monitor, and evaluate direct patient care with technical proficiency. As coordinator of care, the associate degree nurse functions as a member of an interdisciplinary team. Emphasis is on meeting the needs of recipients of health care requiring assistance to maintain or restore optimum health or to achieve a peaceful death. As a member of the profession, the associate degree nurse assumes responsibility and accountability for practice within legal and ethical parameters. Associate education provides a foundation for baccalaureate study.

We believe the focus of baccalaureate nursing expands to include health promotion with families and individuals as well as communities in a variety of structured and unstructured settings. The baccalaureate nurse utilizes an evidence-based analytical approach to decision-making and problem solving incorporating principles of leadership, collaboration, research, theory and professional practice to provide the highest quality of direct and indirect nursing care. As coordinator of care, the baccalaureate nurse utilizes expanded skills in communication, negotiation, and collaboration in order to assume leadership in an interdisciplinary team. As a member of the profession, the baccalaureate nurse utilizes political and organizational processes to advance professional nursing standards. Baccalaureate education prepares graduates to advance to an area of specialized nursing practice.

The Master of Science in Nursing is built upon the foundation of undergraduate nursing educational elements and provides graduate students with a choice of two options of study, Advanced Practice Registered Nurse (APRN) or Nurse Educator. We believe the overall goal of graduate study is to prepare a leader, manager, entrepreneur, and educator capable of assuming advanced roles in a variety of settings. As a member of the profession, the master's-prepared nurse gains knowledge by becoming a participant in the research process, utilizing research findings to enhance outcomes in his/her practice settings. The master's-prepared nurse has a thorough and comprehensive knowledge of the interactive social, political, and economic elements that combine to exert a profound influence on the formation and development of health policy. Course experiences assist students to develop as critical thinkers and ethical decision makers.

Faculty members further believe that a graduate student selecting the program option of APRN is prepared to be an expert clinician and provider of evidence-based care, advocate for the recipient of health care, and educator with a strong theoretical and research foundation in health promotion, restoration, disease prevention, and maintenance of function. Thus, the APRN is able to assess, diagnose, and plan treatment of common acute and chronic health deviations, and monitor response to therapeutic interventions. As a coordinator of care and with the expertise in the roles of consultant, collaborator, and leader, the APRN develops a longitudinal perspective of recipients of health care (individual, family, group, community and population) across the wellness/illness continuum. Faculty members believe that graduate student selecting the program option of Nurse Educator is prepared to assume a faculty role in schools of nursing, preparing students to function as a provider of care, coordinator of care, and member of a profession.

We believe that learning is a life long process in which an individual moves from the familiar to the unfamiliar in an environment that initially provides structure and then allows for increasing flexibility and creativity. We further believe that learning is optimized in a caring, participatory, and supportive environment that includes respect for individual diversity, access to resources, and a variety of activities.

Finally, we believe faculty collegiality facilitates and promotes mentoring and pioneering activities in professional nursing. Faculty encourages and supports collaborative endeavors with students in a variety of scholarly activities within a wide range of health care context. Through example, facilitation, and scholarship, faculty members strive to model commitment to a lifetime of continuing personal and professional development.

Reviewed May 1999, 2000; Revised 2001, 2004, 2006, 2007

Academic Degree Programs

The Department of Nursing offers multiple entry and exit nursing programs which lead to three degree options. The undergraduate degree programs include the Associate of Applied Science in Nursing (AASN) and the Bachelor of Science in Nursing (BSN). The graduate program leads to a Master of Science in Nursing (MSN).

Each student's individualized education plan will be developed to meet that person's unique circumstances and career goals. Academic advisors will assist the entry and ongoing student on a regular (each semester) basis. See the current ASU Bulletin for program specific requirements and admission criteria.

Undergraduate Program Goals: Associate Degree

The primary purpose of the associate degree program is to prepare graduates for living and working in a competitive global society and specifically to assume responsible roles as members of a health care team. This is accomplished by:

1. Supplementing students' general education and, as a result, insuring that graduates have the skills, knowledge, and attitudes that will enable them to enter the nursing profession as competent, safe, beginning practitioners at a basic level;
2. Providing students with a basis for making sound decisions and making judgments as basic practitioners which depend upon an understanding of the social, scientific, literary, artistic, political, and philosophic traditions of many cultures;
3. Assisting students to reach maximum capability with respect to communications, critical thinking, analytical reasoning, and effective problem solving, leading to optimal personal development and useful, responsible citizenship;
4. Providing an effective, cost efficient means of articulation for Licensed Vocational (Practical) Nurses seeking an associate degree;
5. Preparing graduates with the knowledge base to successfully write the National Council Licensing Examination for Registered Nurses (NCLEX-RN);
6. Providing a foundation for baccalaureate study in nursing.

AASN Program Objectives

Upon completion of the program of study, the graduate will be able to:

Provider of Care Role

1. Utilize the nursing process to provide safe, competent nursing care to culturally diverse clients across the lifespan in structured settings.
 - a. Assessing the biophysical, psychological and sociocultural needs of the client through purposeful communication, observational skills, and documentation to formulate nursing diagnoses.
 - b. Formulating goals and planning nursing interventions that will assist the client to promote, maintain, restore health or achieve a peaceful death.
 - c. Implementing a plan of care based on priority of needs in collaboration with the client, family, and members of the health care team.
 - d. Evaluating client outcomes and modifying the plan of care accordingly.
2. Apply knowledge and skills derived from nursing, humanities, and behavioral and physical sciences as a basis for critical thinking and nursing judgments.
3. Provide health information in a participatory environment to clients and their families specific to the client's level of knowledge and development to meet their health care needs.
4. Directly through assignment and/or delegation, provide nursing care for multiple clients and their families in structured settings.

Coordinator of Care

5. Manage human and material resources appropriate for the care of clients and their families in a variety of structured health care settings.
6. Collaborate with clients, their families and other health care providers to facilitate optimal client outcomes.
7. Function within the organizational framework of a variety of structured health care settings in planning and providing care for clients within the context of family.
8. Make appropriate client referrals to meet health needs.
9. Utilize effective communication skills in nursing practice.

Member of a Profession

10. As a member of the health care team, assume responsibility and accountability for own nursing practice grounded in professional standards and legal-ethical parameters.
11. Demonstrate responsibility for self-direction in the process of lifelong learning by participating in activities that contribute to personal and professional growth.
12. Act as an advocate on behalf of the client to ensure quality of care for a diverse patient population.

Undergraduate Program Goals: Baccalaureate Degree

The primary purpose of the BSN program is to prepare graduates to assume responsible roles as members of the interdisciplinary health care delivery team by:

1. Providing opportunity for licensed registered nurses to continue educational preparation in a professional nursing program which uses a liberal arts, biophysical, and behavioral science base to enhance the continued development of knowledge, skills, and attitudes in nursing;
2. Preparing a generalist in nursing who is capable of functioning in a variety of settings and roles in order to meet the health needs of a diverse and multicultural society;
3. Providing a foundation for specialized nursing practice and advanced educational preparation;
4. Preparing a graduate who exercises critical thinking skills, applies problem-solving techniques, utilizes information and communication technologies, and incorporates professionalism into practice, laying a foundation for life-long learning.

BSN Program Objectives

Upon completion of the program of study, the graduate will be able to:

Provider of Care Role

1. Integrate theoretical and empirical knowledge and skills derived from nursing, the humanities, the biophysical and behavioral sciences as a basis for making discriminating ethical nursing judgments and practice decisions.
2. Utilize the nursing process for promoting, maintaining, and restoring adaptive behaviors of clients (individuals, families, and/or communities) along the health continuum in a variety of settings.
3. Utilize systematic techniques in accumulating, analyzing, and applying data and research knowledge as the basis for evidence-based nursing practice.
4. Adapt professional nursing knowledge and competencies (behaviors) to the changing health needs of the global and diverse society and the health systems environments in which nursing and health care are provided.

Coordinator of Care Role

5. Collaborate with interdisciplinary health team members and consumers to improve the delivery of health care to individuals, families, groups and/or community within a variety of settings.
6. Function as a change agent, advocate, manager, leader, teacher, and coordinator in the delivery of quality, comprehensive nursing care within a diverse and multicultural society.

Member of a Profession

7. Accept responsibility and accountability for nursing decisions, legal and ethical nursing actions, continued professional and personal growth and lifelong learning.
8. Utilize communication and information technologies to advance quality comprehensive patient care and personal professional knowledge base.
9. Utilize political and organizational processes to advance professional nursing standards.

Nursing Dept. Faculty and Staff

The nursing faculty and staff represent a wide range of professional interests and years of experience. A complete list of nursing faculty including information on educational preparation, clinical expertise, and graduate field of study can be accessed from the link below.

[Nursing Departmental Website Faculty/Staff Page](#)

General Student Policies & Procedures

Academic Integrity

Nursing students are expected to maintain an environment of academic integrity. Actions involving scholastic dishonesty violate the professional code of ethics and are disruptive to the academic environment. Angelo State University maintains a license with an online plagiarism prevention service. Faculty may submit student papers and written assignments to this service to detect plagiarism and dishonest work. Students found guilty of scholastic dishonesty are subject to disciplinary action including dismissal from the Department of Nursing and Angelo State University in accordance with the [Student Academic Honor Code](#)

Examples of scholastic dishonesty include, but are not limited to:

CHEATING: Copying from another student's test. Possessing or using, during a test, materials which are not authorized. Using, buying, stealing, transporting, or soliciting a test, draft of a test, test facsimile, answer key, care plans, or other written works.

PLAGIARISM: Using someone else's work in your academic assignments without appropriate acknowledgment.

COLLUSION: Collaborating with another person in preparing academic assignments without authorization.

Procedures for discipline due to academic dishonesty have been adopted by the Board of Regents and are published under the section on "Student Services and Activities" in the [Angelo State University Student Handbook](#).

Code of Honor: A strong Code of Honor is a hallmark of a successful nursing program. Without this Code of Honor, it would be impossible to have an online program. The professional nurse learner is expected to abide by the [Angelo State University Student Academic Honor Code](#) at all times, with special emphasis in regard to exams, quizzes, and other graded materials.

ASU OneCard

All students (including online students) MUST have an ASU OneCard. This student ID serves as your library card. Students cannot use interlibrary loan or check out books without it. For those who are not local, an ASU OneCard can be obtained without coming to campus. The OneCard office needs the following from you:

- An enlarged copy of your drivers' license that can be easily read (not too dark).
- A photo of yourself that shows your face
- A valid mailing address

Students can mail a photo via regular mail or email a digital photo. The ASU OneCard staff can crop and enlarge images so that it will only show your face. Students who have access to a scanner, can scan their drivers' license and email as an attachment. Students can also mail a photo and a copy of their drivers' license. **Students should ensure that their mailing address is correct because ASU OneCards cannot be forwarded.**

For more information, go to the [ASU OneCard](#) office web site.
<http://www.angelo.edu/services/asuone/>

Computer Requirements

All students are required to have access to a dependable computer with a reliable Internet Service Provider (ISP or internet connection). Students taking traditional, online, and web supported courses should have a computer that meets the minimum requirements listed below. These system requirements will enhance the student's ability to access and use online course materials as well as review content and lectures presented in class. Computer hardware and software that are less than the specifications may cause technical problems interfacing with Blackboard. Preferably, students should consider having a DSL, Cable Internet connection, or other high speed connection. A Dial-up can be used, but students will experience slower access, and slower download and upload speeds for course materials.

Faculty often use Microsoft Power Point presentation software to present course content, and students will need the software to read the Power Point files (Microsoft Office 97 or later). A recent version of MS Internet Explorer web browser is also required and can be downloaded free at the Microsoft web page. Many faculty utilize Flash to present online lectures. Students must have Flash Player 7 or higher to view these lectures. Flash Player is a free download at the Adobe Acrobat web page. (See "Software Add-Ons" below)

System Requirements:

PC Systems:

Minimum PC Requirements	Suggested PC System
500 MHz processor	1Ghz or faster processor
128 MBRAM	256 MB RAM or more
20GB hard drive	40 GB or larger hard drive
CD-ROM drive	DVD/CD-RW drive
15 in. color monitor (1024 X768 resolution)	17 in color monitor (1024 X 768 resolution)
Windows 2000 or later	Windows XP Pro or Home
Microsoft Office 97	Microsoft Office XP
Cable or DSL broadband connection	Printer
MS Internet Explorer, version 6.0 or later	Scanner
Sound card, speakers/headphones	Web cam

Required Browser setting for Blackboard: (Go to "Tools" then to "Internet Options")

1. Enable scripting (Default Security Settings)
2. Enable java applets (For Internet Explorer only)
3. Enable cookies (Medium Privacy setting in Internet Explorer)

Macintosh Systems:

Minimum Mac Requirements	Suggested Mac Requirements
G3 processor	G4 processor
128 MB RAM	256 MB RAM or more
256 MB RAM or more	20 GB or larger hard drive
DVD/CD-ROM drive	DVE/CD-RW drive
Sound capabilities	Sound capabilities
15 in. color monitor (1024 X 768 resolution)	17 in. color monitor (1024 X 768 resolution)
Sound card, speakers, headphones	Sound card, speakers, headphones
Printer	Printer
Cable or DSL broadband connection	Scanner
Mac OS 9 or higher	Web cam
Microsoft Office 98	Cable or DSL broadband connection
	MAC OSX (capable of running OS 9 apps)
	Microsoft Office v.X

Software Add-Ons

Flash Player
Adobe Reader
Windows Media Player and/or QuickTime
Virus Software
VPN Client

IT Help Desk: 325-942-2911/ 1-866-942-2911 (toll free) helpdesk@angelo.edu The Information Technology (IT) Help Desk provides phone, e-mail, and walk-in computer support for all faculty, staff and students at Angelo State University. The Help Desk is located in the main computer lab in the Math Computer Science Building Room 111. They offer 24-hour support beginning Sunday evening at 9:00 p.m. through Friday evening at 6:00 p.m. They also offer support from 8:00 a.m. to 6:00 p.m. on Saturday. For your personal computer, the IT Help Desk provides basic assistance over the phone with dialup configuration, residence hall network connections, establishing a wireless network connection, proxy services, virus support and prevention. Due to liability issues they cannot provide hands-on support for personally owned computers.

CPR Certification

All undergraduate nursing students must maintain a current CPR certification throughout the length of their programs. A copy of a current CPR certification must be on file in the nursing office. Students must have successfully completed an American Heart Association program that includes infant, child, and adult 1- and 2- rescuer procedures in order to obtain a *Health Care Provider CPR Card*. As a service to our ASU nursing students, the Division of Continuing Studies provides CPR classes during August and the first week of September. These classes are held in the Nursing – Physical Sciences Building. For more information on cost and how to sign up – call (325) 942-2339.

Criminal Background Check

Students must obtain a criminal background check through an agency selected by the nursing department as part of the admission process to all undergraduate nursing programs. The criminal background check is to be done **before** student's application can be considered complete and eligible for review, and within the calendar year of admission. The student is responsible for completing the background check and all fees involved with this process. If the results of the background check are deemed unacceptable to any of the clinical agencies with which the university has contracts, the student would not be able to complete the clinical requirements of the program necessary for progression and graduation, and therefore would not qualify for acceptance into the nursing program.

The following histories will disqualify an individual from consideration for clinical rotations: 1) felony convictions, 2) misdemeanor convictions or felony deferred adjudications involving crimes against persons (personal or sexual), 3) felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances, and 4) registered sex offenders.

Students must also submit to any additional screenings that may be requested by the clinical agency in which they are participating in clinical experiences, e.g. drug screens.

For more information, click [here](#)

Degree Plan

All students are expected to file and maintain a degree plan for the purpose of tracking their progress through the program. A degree plan must be filed during the first semester for BSN students and prior to the completion of 30 semester credit hours for AASN students. It is the student's responsibility to maintain this plan and to make appointments as necessary for course advisement and counseling with their respective faculty advisors.

[Degree Plan Application](#)

Eligibility to take BSN Courses

Special permission to take non-clinical BSN courses may be granted to qualified AASN students who have junior standing (minimum of 60 college credit hours) and are in good standing in their AASN course of study. Interested AASN students should submit two recommendation letters from AASN faculty.

[BSN Recommendation Letter](#)

Eligibility to take NCLEX-RN Examination

The Board of Nurse Nursing (BON) has identified certain circumstances that may render a potential candidate ineligible for licensure as a registered nurse in the State of Texas. If one of the following statements applies to you, you must complete a Petition for Declaratory Order with the BNE (See Declaratory Order below). This Petition should be completed as soon as possible. The review process can take a minimum of three (3) months to two (2) years depending on the petitioner's case. Any student with concerns about how this may impact their personal eligibility to sit for the NCLEX exam should consult the BON directly. It is the student's responsibility to make inquiries and initiate the process if required.

- a. If you have had any licensing authority: 1) refuse to issue you a license; 2) revoke a license; 3) annul a license; 4) cancel a license; 5) accept surrender of a license; 6) suspend a license; 7) place a license on probation; 8) refuse to renew a professional

license or certificate held by you now or previously; or 9) ever fine, censure, reprimand, or otherwise discipline a license issued to you.

- b. If you have been convicted, adjudged guilty by a court, plead guilty, no contest or nolo contendere to any crime in any state, territory or country, whether or not a sentence was imposed, including any pending criminal charges or unresolved arrests (excluding minor traffic violations). This includes expunged offenses and deferred adjudications with or without prejudice of guilt. Please note that DUIs, DWIs and PIs are not considered minor traffic violations. **One time minor in possession (MIP) or minor in consumption (MIC) do not need to be disclosed. However, if you have more than one of either offense or one of each, then you must file a declaratory order petition.**
- c. If you have been diagnosed, treated, or hospitalized in the past five (5) years for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder.
- d. If you have been addicted to or treated for the use of alcohol or any other drug within the past five (5) years.

EFFECTIVE 9/1/03. Two (2) FBI fingerprint cards must be submitted to the Board with the Petition for Declaratory Order form. To request the FBI fingerprint cards, complete the web form at <http://www.bon.state.tx.us/> requesting a fingerprint card packet. Please allow three (3) weeks to receive the FBI fingerprint cards. The FBI cards will not be accepted if the cards are bent, folded, creased, cut, or damaged in any way. The fingerprint cards must be mailed and will not be faxed, e-mailed, or overnighted to the applicant.

The Declaratory Order process permits the BNE to make decisions regarding eligibility for licensure prior to entering or completing a nursing program. You can request a Petition for Declaratory Order by contacting the Board of Nurse Examiners for the State of Texas via mail (P.O. Box 430, Austin, TX 78767-0430), telephone (512/305-6802) or website (<http://www.bon.state.tx.us/>). Processing your petition may take three months to two years, after you provide all required documentation. Statutes and Rules governing this petition may be found in the Texas Occupations Code §§301.257, 301.452-301.454 (Nursing Practice Act), and in the Board Rules and Regulations relating to Professional Nurse Education, Licensure and Practice, 22 TAC §§213.27-30 and §§217.11-12. These statutes can be located on the BNE's website. Students who have obtained a Declaratory Order Petition must notify and inform the programmatic administrator of the outcome of his/her petition.

Email Accounts

The university provides an email account to all current students. **Students are required to use their ASU email address for the purpose of communicating with the program office, faculty, and for Blackboard assignments.** The Department of Nursing will exclusively utilize ASU email addresses in communicating to students. This is particularly important for students enrolled in online courses.

Students must have an ASU email username and password in order to access online library databases from off campus. Students must also have an email username and password to activate their [ASU OneCard](#), which is the official student identification card for ASU students.

Student e-mail accounts are created in any of the Computer labs on campus. For additional information click [here](#)

Distance students: If you are a distance student and need assistance in obtaining your university email username and password, fill out the [Technology Access Account](#)

[Agreement](#) and fax to the IT Help Desk at (325) 942-2508. When you receive your username and password, please immediately change your password. (To change password in Webmail, choose Options, then select Change Password near the bottom of the left hand column).

If you want to read your e-mail when you are away from the university you can login to the [Webmail](#) service using a web browser such as Internet Explorer or Netscape.

Evaluation of Faculty and Course

Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty seriously considers student evaluations in making modifications in the course, specific classes, and clinical experience. Evaluation of class, laboratory, and clinical teaching effectiveness are used by individual faculty in identifying areas of strength and areas of needed improvement. Course evaluations are also used in faculty tenure and promotion decisions. The faculty value student evaluation of teaching effectiveness as a means of improving teaching skills.

Angelo State University utilizes the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university has established a policy whereby students can complete course evaluations free from coercion. The classroom or clinical instructor may provide instructions and reminders about the evaluation process. Then the faculty member is required to leave the room while you are completing the evaluation form. An appointed student collects all of the forms, places them in the envelope, seals the envelope, and returns to the departmental secretary. Evaluations are tabulated off-campus and results are not available to individual faculty members until the following semester.

Students are encouraged to evaluate classroom and clinical instruction using the forms and methods provided. In addition, verbal input is welcome. The clinical instructor will also provide a tool for students to evaluate the clinical experience. RN-BSN students use an anonymous online IDEA survey to evaluate their online class and clinical courses. The online survey is sent to students' angelo.edu email address and once completed is returned directly to the tabulation center. Please do not miss this opportunity to provide us valuable input into how this course can better serve future students.

Grievance Procedure

In accordance with the *Grievance and Appeal Procedures for Students at Angelo State University*, it is the policy of the Department of Nursing to *receive process and resolve student grievances in a fair and prompt manner*. The *Angelo State University Student Handbook* distinguishes between grievances related to discrimination, or an *infraction, breach, or misinterpretation of University policies, rules, and regulations* **AND** a *grade grievance*. Therefore, the student handbook outlines two distinct procedures for each of these grievances. Any student with a concern or grievance should follow the applicable procedure in the [Angelo State University Student Handbook](#).

Health Insurance

All nursing students are required to have health insurance coverage during their entire tenure as an undergraduate nursing student. Evidence of health insurance coverage is submitted as part of the application packet. Students who do not provide proof of alternate coverage will be required to purchase health insurance through the University Student Health Insurance Plan. A copy of current health insurance coverage must be on

file in the nursing office. For more information about university student health insurance
.....

Honors Program

The Department of Nursing supports the ASU philosophy for individualized education for those students that are interested in advanced learning within the basic curriculum. For students who qualify according to the university guidelines, special sections of classes have been developed for using advanced skills and research to meet “Honors” class requirements. See link above for more information

Immunizations

All nursing students must have completed certain immunizations prior to registering for classes. The immunization requirements are mandated by the State of Texas for all students in health related courses who will have direct patient contact. Evidence of the required immunizations must be submitted to the nursing office with the program application. The immunization form must be filled out completely and signed by a health care provider. If the immunization form is not completely filled out or is lacking a health care provider signature, the student will not be able to register. Additional immunizations may be required by the clinical facility. The student is responsible for cost of all required immunizations.

[Student Immunization Record](#)

Liability Insurance

Liability insurance is automatically purchased for all undergraduate nursing students enrolled in clinical courses.

Licensure (BSN Students)

The student is responsible for maintaining a current RN licensure throughout the length of the program and will notify the ASU Department of Nursing of any change in registration status.

Online Learning (e-Learning)

Online Learning is an educational process that takes place when student and instructor are not physically in the same place. Using a computer and an Internet Service Provider (ISP) a student works on coursework when and where it is most convenient. Even though the online class may be more accessible to a student’s schedule, the content and workload are the same (and in some cases more demanding) in the online class as in a face-to-face course. Clinical requirements can be completed in the student’s city of residence utilizing a preceptor and a local clinical facility if they meet course objectives.

In an online class, the instructor provides instruction and facilitates the learning environment. Students can review course materials online, interact with other students and the instructor via email, chat rooms and threaded discussions; and participate in virtual classroom meetings. In the online classroom, students are active participants in their own learning, so they need to possess a high degree of self-motivation and self-discipline.

Online courses are similar in structure to classroom courses. The courses have a syllabus, required books to purchase, weekly assignments, projects, papers, and tests. Students will do exercises and solve problems either alone or in small groups. Students

will interact with classmates and instructors through online communication tools instead of face-to-face interaction.

For online coursework, students should possess basic computer skills. They should be able to: send and receive email; attach, send and open documents from email or internet sites; participate in online chats; research topics using the Web resources; use Internet library databases; and possess a working knowledge of Word and PowerPoint programs.

The learning management system (LMS) used by Angelo State University is Blackboard. An LMS is a web-based platform through which instructors can communicate with students, distribute information, and facilitate the exchange of ideas, information, and resources. An LMS offers students easy and immediate access to discussion forums and chats, course materials, assignments and resources, announcements and course calendar.

Most online courses are asynchronous, or designed so that students can conveniently complete their work anywhere via Internet access.

Persons with Disabilities

Persons with disabilities which may warrant academic accommodations must contact the Student Life Office, Room 112 University Center, in order to request such accommodations prior to any accommodations being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made. For more information on disability services, click [here](#) or contact the Student Life Office: (325) 942-2191; student.life@angelo.edu.

Physical/Mental Performance Policy

In order to accomplish the objectives of the program, students must be able to meet the following performance requirements:

- a. Visual acuity with corrective lenses to identify cyanosis, absence of respiratory movement in patients, and to read small print on medication containers, physician's orders, monitors, and equipment calibrations.
- b. Hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face and to hear monitor alarms, emergency signals, call bells from patients, and stethoscope sounds originating from a patient's blood vessels, heart, lungs, and abdomen.
- c. Physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation, lift patients, and move from room to room or maneuver in limited spaces.
- d. Ability to communicate effectively in verbal and written form. Ability to speak clearly and succinctly when explaining treatment procedures, describing patient conditions, and implementing health teaching. Ability to write legibly and correctly in patient's chart for legal documentation.
- e. Manual dexterity to use sterile techniques and insert catheters. Prepare and administer medications such as IVs, POs, and IMs.
- f. Ability to function safely under stressful conditions, adapting to ever-changing clinical situations involving patient care.

Special Accommodations Request

Students with a disability who request reasonable accommodations must meet with the Program Director within the first week of classes. Reasonable accommodations will be provided as authorized by the Office of Student Life as long as course requirements are not compromised. Faculty will provide no accommodations without authorization from the offices of Student Life. Students are responsible for obtaining appropriate documentation, such as from a medical provider to support the need for the accommodation. It is the student's responsibility to be a self-advocate when requesting accommodations.

Professional Conduct

Students in the Department of Nursing are expected to conduct themselves in a professional manner at all times, not only in interaction with clients and hospital staff, but also with peers, faculty, and university staff. Students represent the Department of Nursing and the nursing profession; thus students assume responsibilities toward society. These responsibilities are delineated in the [*Code of Ethics for Nurses, American Nurses' Association*](#) (ANA), 2001. The statements of the code and their interpretation provide guidance for nurses' behavior in relation to carrying out nursing responsibilities within the framework of ethical decision making.

RamPort

RamPort is a personalized communication system that provides access to university services and news as well as outside web media. This innovative online environment for Angelo State University students, faculty, and staff allows access to the ASU E-mail system, Library, Blackboard, Virtual Calendar, and Course/Departmental Information.

The Department of Nursing at Angelo State University utilizes a nursing channel to communicate important announcements, upcoming events, and program information. It is the student's responsibility to sign up for the nursing channel and check it frequently for current news and information.

Required Equipment, Books, Syllabi, and Supplies

Students will be required to purchase textbooks, equipment, and supplies as outlined in individual course outlines. Students not having the required equipment and supplies will not be able to complete course requirements (lab, clinical or lecture courses).

Scholarships & Financial Aid

All students are encouraged to review financial aid and scholarship information on the Department of Nursing website (see link below). Students needing financial assistance are also encouraged to contact the University Financial Aid Office (see link below.)

[Financial Assistance for Undergraduate Nursing Students](#)
[ASU Financial Aid](#)

Standards for Progression in Undergraduate Programs

The following standards must be maintained by each nursing student in order to progress in the Associate Degree Nursing Program and the RN-BSN Program:

- Compliance with all rules and regulations outlined in the *Undergraduate Student Handbook* and the current *Angelo State University Bulletin* (catalog).
- Successful completion of each required nursing course with a grade of C or higher.
- An overall grade point average of 2.0 or better on the 4.0 scale for (AASN students); 2.25 overall grade point average (GPA) at the completion of each semester in order to register for the next nursing course (BSN students)
- Each student must have a minimum of 2.25 overall grade point average in order to graduate (RN-BSN students).
- All students must have a grade of C or better in Microbiology and Pathophysiology.
- Current American Heart Association CPR certification
- Validation of Texas Department of Health immunization requirements for students enrolled in health related courses must be on file in the departmental office prior to clinical assignments.
- Ability to meet requirements of area health agencies related to criminal background checks, and other screenings (e.g. drug) that may be required of specific agencies.
- Demonstration of safe performance in the clinical laboratory at all times.
- Adherence to the *Code of Ethics* of the American Nurses Association.
- Compliance with all rules and regulations of the current Nurse Practice Act of the State of Texas when in the performance of duties in the Nursing Program.
- Compliance with all requirements of the clinical facility while engaged in student clinical experiences. These include, but are not limited to, criminal background checks and drug screening. The student is responsible for all costs associated with these requirements. (BSN students)
- Compliance with the *Angelo State University Student Academic Honor Code*.

Should a nursing student be dismissed for failure to maintain any of these standards, the student may appeal the dismissal to the Dean of the College of Sciences through the Head of the Department of Nursing.

Standards for Readmission – AASN Program

The readmission application procedure involves two parts: skills performance in the lab and an interview with the Nursing Department Readmission Committee. Students are required to complete the skills performance in the lab prior to their interview with the Nursing Department Readmission Committee. The *Nursing Readmission Committee* considers carefully each student's unique circumstances that led up to a nursing course failure or withdrawal and what changes the student is willing and able to make to ensure success in the nursing program.

Skills performance: Applicants should be prepared to perform skills expected of all students at the program level of readmission. Applicants should be prepared to perform skills acquired during their last successfully completed lab course in the semester preceding course failure. Students applying for readmission are strongly encouraged to utilize nursing lab resources for review and skill practice. The learning lab is open 8 am to 8 pm Monday through Thursday and 8 – 4 pm on Fridays during the fall and spring semesters.

Interviews with the Nursing Readmission Committee: During this interview, students will be asked to verbally articulate their plan to successfully complete the AASN nursing program and pass the National Council Licensing Examination for RN. For students coming from out of town, special efforts will be made to schedule the skills demonstration and interview on the same day.

A student is allowed only one readmission to the nursing program. Readmission for qualified applicants is approved on a **space available basis**.

Standards for Readmission – BSN Program

Students who meet any of the following criteria will no longer be enrolled in the nursing program and must apply for readmission

- Students who make below a C in a nursing course
- Students who receive a "D" or "F" in BIO 3324 – Pathophysiology
- Students who have an interruption in the normal progression of their nursing studies as a result of withdrawal from a nursing course(s) in more than one semester

Individuals who request and are approved for readmission to the BSN program may be reinstated only once. Recommendation from the nursing faculty and an overall grade point average of 2.50 or better are required for readmission. Readmission is on a space available basis.

[BSN Readmission Application](#)

Student Advisement

All students **must** be advised prior to registering for **any** courses in any given semester.

Upon **initial** acceptance to a nursing program, the student should contact the Department of Nursing to set up an advising appointment.

Currently enrolled AASN and RN-BSN students will be assigned an advisor prior to the advising period for pre-registration for the Summer-Fall semesters and Spring semester. A student should feel free to contact his or her advisor at any time regarding questions about the curriculum requirements, etc. However, it is ultimately **the responsibility of the student** to be sure requirements for the degree are met.

[Advising Information](#)

Student Nurses Association

All nursing students are invited and encouraged to join the ASU Student Nurses Association and the National Student Nurses Association. The Association sponsors a number of activities of interest to student nurses. Dues are nominal and required to join. Membership information is available at the beginning of each semester.

Transfer Students

Students requesting to transfer to ASU Associate of Applied Science in Nursing degree program from another nursing program must submit the following information;

1. A letter requesting to be considered for transfer admission – stating the reasons for this transfer AND a completed application to the AASN program
2. Transcripts from all colleges/universities attended
3. Syllabi of nursing courses completed
4. Examples/copies of course work
5. Letter of good standing from director of the nursing program
6. Letter of reference from at least one clinical instructor

Students must meet admission/progression requirements of ASU Department of Nursing including:

- a. Cumulative grade point average of 2.25 or above.
- b. Minimum composite ACT score of 20, SAT score of 930 or SAT I (includes writing component) score of 1400
- c. Grade of “C” or better in Anatomy, Physiology, Microbiology, Chemistry

Students must meet admission requirements of ASU Admissions Office. Student must complete 30 hours in residence to meet ASU graduation requirements. A Department of Nursing committee will review material submitted and make recommendations.

TB Skin Tests

All students are required to have a tuberculosis skin test done within the calendar year of admission to the nursing program and annually thereafter while enrolled in undergraduate nursing courses. A record of your TB skin test is kept in your permanent file in the Department of Nursing office.

Withdrawal Policy

The university’s policy on dropping courses and/or withdrawal from the university can be found in the current ASU Bulletin (catalog). Deadlines for dropping classes with a W can be found in the University Calendar in the current *Course Schedule*. See links below for more information

[University Bulletin - 2007-2009](#)
[ASU Registration and Scheduling](#)

Working for Compensation

Full time nursing students are encouraged to limit the amount of time they work for compensation in order to have adequate time for university level study and preparation for course work.

The Department of Nursing at Angelo State University assumes no responsibility for the performance and action of the nursing student while in the clinical facility other than during those times specified as a clinical learning experience and when under the direct supervision of a Department of Nursing faculty member. If the student chooses to work for compensation, this constitutes a private negotiation and contract between the clinical

facility or employer and the student, the clinical facility/employer assuming the legal responsibility for the action of the student during those times. If an RN student works for compensation while enrolled in the Baccalaureate Nursing program at Angelo State University, this arrangement also constitutes a private negotiation and contract between the chosen facility and the RN student. Under no circumstances should the student identify himself/herself as a nursing student either in writing or by dress, while working for compensation for the clinical facility.

The Department of Nursing makes no pretense of regulating the outside work activities of nursing students. The faculty interprets their role to that of facilitator of learning and evaluator of educational outcomes. It is the responsibility of the student to regulate his/her own outside activities, including working for compensation, in order that appropriate amounts of time are reserved for outside study to insure success in the accomplishment of his/her educational goal. Academic activities (lab, class, clinical practicum and other scheduled learning experiences) take precedence over student's work schedule. A student's job schedule must accommodate or work around the academic schedule (class, lab, clinical and other scheduled learning experiences.) The student is responsible for informing their employer that school activities take priority over work schedule.

Classroom Policy

Student Attendance

It is imperative that students attend lecture, clinical, and laboratory experiences as scheduled. A week's worth of cumulative absences in any one course will result in faculty evaluation of the student's ability to meet course objectives and may result in failure of the course. Three tardies (over 5 minutes late for lecture, campus laboratory, or clinical) will equal 1 hour of absence.

Equivalent weekly attendance is an expectation of online classes and critical to the successful completion of the course. For example, in a 3 hour credit course, a faculty member may require 3 separate days attendance in an on-line discussion forum. Online classroom attendance is evidenced by timely participation in the discussion assignments and other assigned activities. Failure to contribute in a timely fashion to any weekly discussion is considered an absence and could also result in an evaluation of the student's ability to meet course objectives and may result in failure of the course.

Classroom Behavior

Students are expected to observe the following guidelines for classroom behavior:

1. Neither children nor pets may be brought to classes or clinical agencies under any circumstance. Children must not be left unattended in any area of the building.
2. The Lloyd D. & Jonell S. Vincent Nursing-Physical Science Building is a non-smoking facility.
3. No food or drinks are allowed in classrooms.
4. Students are expected to be seated by the designated starting time for classes.
5. A student deemed disruptive by a faculty member may be asked to leave the classroom.
6. Cell phones must be turned off during class or lab. Pager/beepers, if used, must be set on silence during class or lab. Messages received during lecture may be returned during class breaks.
7. Respectful, formal communication skills are used in online forums.

Examinations

The exam counseling and test review policy is congruent with our mission to prepare competent professionals to meet the nursing care needs of a culturally diverse society.

The goal of this policy is threefold:

1. Improve student's understanding of critical core concepts
2. Improve student test taking skills
3. Maintain exam security

The exam review procedure will include the following steps:

1. Each student is assigned to a testing group. Each testing group is assigned a specific exam time.
2. Each student will be able to review the exam questions and their responses immediately – during the specified exam time period – only.
3. Faculty will evaluate test questions, analyze results and identify the most frequently missed concepts. Students will be provided a list of concepts – derived from questions they answered incorrectly. Students will be encouraged to re-read. And review content in textbook correlating with missed concept and then re-test on the content area using ATI or any other available testing program. The score or grade a student received on the ATI assessment will not influence the final grade or any grade received in a nursing course.

4. **Exam Counseling (AASN Program):** A student receiving a grade below 75 on an exam or a student with an average below 75 must be advised by faculty within one week after exam. Students are responsible for making appointments with their instructor for counseling. During this appointment, student and faculty member will together outline a written plan for improvement on the Exam Counseling Statement. Students in jeopardy of non-progression (grade below 70) will be advised regarding their status before the last drop date. Readmission criteria are outlined in the current University Bulletin.
5. **Exam Make Up:** A student not present to take an assigned nursing examination may receive a grade of zero for that examination.

A student may be allowed to make-up an examination under the following circumstance:

- a. Absence is due to serious illness/hospitalization of the student or an *immediate family member. Documentation by a health care provider will be required at the time the student requests a make-up exam for the day they were ill.
- b. Absence is due to a death in the *immediate family. Documentation will be required.
- c. An absence the faculty and/or Department Head deems as unavoidable.

*Immediate – family member living in the same household or outside household totally dependent on the student for care such as a spouse, parent, child, sibling, grandparent or grandchild.

To be eligible for a make-up exam in the above circumstances, the student must notify their instructor prior to the absence, and must make arrangements within 48 hours after the absence for the retake. Faculty have the right to offer an alternative form of the exam and/or to deduct up to 10 points from the exam grade.

Clinical/Skills Lab Absences During Exam Week: A student who is absent from clinical or skills lab up to 48 hours preceding an assigned nursing examination must present documentation from a health care provider at the time of the exam in order to be eligible to take the test. Students without this documentation will not be allowed to take the exam and thus will receive a grade of "0". The student must see a health care provider on the day of the absence with the excuse dated accordingly. Documentation (excuses) dated after the date of the clinical absence will not be accepted. Faculty have the right to offer an alternate form of the exam and/or to deduct up to 10 points from the exam grade.**Online Testing:** Exams in online courses are always considered an independent student activity – NOT a group activity (unless otherwise indicated by your course instructor.) Students are expected to take exams alone and not in a study group. This means that you cannot refer to your textbook or any other materials while you are taking the exam. It is inappropriate to share answers with other students. It is inappropriate to talk to other students while you are taking the test. Students who do not follow the honor code will be subject to disciplinary action.

Grading Criteria

Course grades will be dependent upon meeting the learning objectives and completing the course specific requirements. Each student will receive the actual grade earned based on exam scores and other graded activities according to the evaluation criteria and percentages outlined in the course syllabus. (Scores and final course grades will not be rounded up.) The following grading scale is used for all courses:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D
59 OR below = F

Guidelines for Written Work

The official source book for formatting papers is the most current edition of:

Publication Manual of the American Psychological Association
Washington, DC: American Psychological Association

Students are expected to follow the guidelines in this manual. While there are online APA websites with abbreviated guidelines, there is no substitute for the detailed information in the book. Faculty may return papers with an abundance of noticeable errors, including spelling and grammar, and give a zero for the assignment.

Testing Center (Vincent Building – Room 291)

The [Computerized Testing Center](#) provides access to a computerized testing system arranged in individualized carrels. Although the Department of Nursing has priority when scheduling exams in the Testing Center, other university departments and students will also be utilizing this center.

All Associate Degree nursing courses will utilize the Testing Center for most examinations. High security is maintained at all times. Students will be asked to present a picture ID in order to be admitted to the testing center. Personal items will be stored in storage bins before entering. No electronics, phones, equipment, writing utensils, etc. will be allowed in the center. Scratch paper and pencils are provided during testing times.

Clinical Practicum

AASN Clinical Experiences

The primary goal of the AASN program is to prepare the entry level graduate to provide direct nursing care to or coordinate care for a limited number of clients in various health care settings using evidence based skills. Such clients may have predictable or unpredictable health care needs and are identified as individuals and members of families. The clinical sites include acute care, long term care, rehabilitation, and community based facilities that deal with clients throughout the life span. Educational experiences are sequenced from simple to complex as students progress through the two year course sequence. The goal of clinical experiences is for the student to develop competence and increasing independence as a practitioner in the delivery of direct patient care, management of multiple clients, and leadership.

Clinical objectives direct the achievements of each course and are the building blocks for progression. In order to maintain the maximum safety of clients in accordance with the [Standards of Professional Nursing Practice](#), students receive direct faculty supervision and assistance from facility staff while caring for clients. Students must be able to safely and successfully perform any skill taught in the lab in the hospital setting. When deficits in the student's nursing care are noted, the student is given an "unsatisfactory" and an opportunity to remediate, when and if time permits within the semester. If no change occurs or the deficit cannot be fully addressed within the time left in the semester, the student is given an "F" in the clinical course and expected to repeat the course after being accepted through the readmission process (if space is available). If a student is deemed "unsafe" in the clinical setting, the student is immediately removed from the clinical site and removed from the program.

BSN Clinical Experiences

Three BSN core courses include a clinical practicum experience: *NUR 3101 Health Assessment Practicum*; *NUR 4201 Community Health Nursing Practicum*, and *NUR 4302 Management in Nursing Practice*. The student, with faculty guidance, will identify a qualified preceptor, provide the preceptor with the departmental Preceptor Handbook, and return the signed Preceptor Agreement Form to the Department before beginning clinical experiences. In addition, the student is responsible for determining if a clinical contract with the preceptor's clinical facility is on file in the department office.

For more information on clinical experiences and the student's responsibilities, see link below.

[BSN Clinical Experiences](#)

Absences

AASN Clinical Practicum: A week's worth of cumulative absences in any one course will result in faculty evaluation of the student's ability to meet clinical objectives and may result in failure of the course. This means that if you have one clinical day a week, missing ONE clinical practicum places you in jeopardy of course failure.

BSN Clinical Practicum: Students are expected to attend online post conference groups weekly. Failure to attend post conference in any one week is considered a clinical absence and earns the student a "0". Three absences or "0s" will result in clinical and course failure.

Behavior in the Clinical Agency

Students are expected to observe the following guidelines for behavior in the clinical agency:

1. Students are to adhere to the guidelines outlined by the agency during orientation.
2. Students may not bring children to the clinical agency at any time.
3. Students are to park in designated areas only.
4. Students should be in the clinical agency only when supervised or with the permission of their instructor (e.g. work up of patient information prior to clinical). In these instances, students should adhere strictly to agency guidelines in terms of chart review, visiting with patient, and proper attire.
5. Students may not use cell phones in the clinical setting.
6. Pager/beepers, if used, must be set on silence during clinical.
7. Students are subject to all policies regarding drugs, alcohol, and criminal background checks of assigned clinical facilities, including drug screening prior to starting a clinical rotation, random drug testing, and background checks.

In general, it is expected that students remain at the clinical agency/organization/facility for the entire time period assigned. Students should not expect to run personal errands or otherwise leave the clinical site during scheduled meal times or breaks. Emergency requests are granted at the discretion of the instructor and no student shall leave the clinical site without instructor notification and approval prior to leaving.

Clinical Contract (RN-BSN Program only)

The university must have a *Contract of Association* with a particular agency **before** you can begin working with a preceptor. The first step is to identify possible clinical agencies in your community that would be appropriate for the course. We encourage you to communicate with the nursing faculty member(s) who will be teaching the course - as you identify potential agencies and preceptors. We can help you determine the appropriateness of an agency or preceptor for the specific clinical objectives of each course. Sometimes it may be necessary for faculty to make the initial contact with the agency on your behalf.

It can take up to 3 months to get a new contract established. Therefore, if a student is wanting to utilize an agency with which the university **does not** have a contract, please email or fax the following information in writing to:

Nancy Grafa
(325) 942-2060 x244(phone)
(325) 942-2236 (fax)
Nancy.Grafa@angelo.edu

- Official name of the agency
- Mailing address, telephone number and fax number of the agency
- Complete name and title of person authorized to sign the contract for the facility
- Your contact person (if you have one)
- E-mail address of contact person if available
- Name of your preceptor (if you have one)

It is important that you follow up with Nancy to check on the progress and status of the contract. Just because we initiate a contract with a particular agency, don't assume that it will be automatically approved. Sometimes an agency requests changes to a contract, and this will take longer to be reviewed. In some rare cases, we have been unsuccessful at establishing a contract.

Clinical Evaluation

Students are graded upon three levels of achievement for clinical performances: “meets outcome”, “needs practice”, and “unsatisfactory performance”. Throughout the clinical experience the student is evaluated by the instructor and preceptors, and feedback is given to the student to improve or correct deficits. The final grade at the end of the semester is based upon the achievement of each course’s essential objectives on the Clinical Evaluation Form for that course.

Satisfactory

The student will be considered “Satisfactory” in the clinical setting when each essential course objective has been “met” by the end of the semester (course). Students are given a written summary at mid-semester and at the end of the semester. The student cannot progress with one or more “unsatisfactory” in essential course objectives.

Unsatisfactory Clinical Practice

A student will be considered “Unsatisfactory” if clinical experiences reflect negative performances, lack of preparation or absence.

- a. A student with unsatisfactory clinical preparation/performance may be removed from the clinical site and sent to the department’s learning resource lab for further study and preparation, or they may be kept at the hospital with a specific assignment at the discretion of the instructor.
- b. Inability to calculate medication dosages can result in remediation and a possible clinical unsatisfactory.
- c. A pattern of three or more clinical “unsatisfactories” may result in the student failing the clinical portion of the course, and as a result, receive a failing grade for the course.
- d. A student with excessive clinical absences (as determined by the faculty team) will be considered unsatisfactory and will result in failure of the clinical portion of the course.

Unsafe Clinical Practice

The nature of clinical nursing practice is such that students are involved in the direct delivery of patient care services. The primary purpose of any course is to provide education for students. However, when direct patient care is involved in the learning experience, the safety and well-being of patients are also of paramount concern. Nursing clinical experiences are structured so that as students progress through the program, they are expected to demonstrate increasing independence and competence in providing nursing care.

Students are expected to demonstrate achievement of clinical objectives by the end of a clinical course. In the unusual circumstance that, in the instructor’s professional judgment, a student is unable to provide safe nursing care to patients as delineated in Standards of Professional Nursing Practice (BNE, latest edition) and, if this deficit is such that the nursing faculty agree it cannot be remedied in the given clinical time within the limits of available faculty supervision, the student will be removed from the clinical setting and will receive a grade of F in the course.

Clinical in Place of Employment

To ensure a broad range of clinical experiences, the student may not have clinical experiences in the area or unit where he/she is working. The student is obligated to inform the faculty immediately if this conflict occurs. Faculty have the final authority in determining if a clinical agency will enable the student to achieve the clinical objectives. Additionally, the student may not do clinical activities at the same time he/she is performing employer-related work for compensation. This policy applies primarily to BSN students.

Clinical Log

All BSN clinical courses and some AASN courses require a log of student activities. Based upon the specific course objectives and requirements, the log will vary, but at a minimum each log is to be typed and include dates, times, how objectives were worked on or satisfied on any given day(s), signature of student and in some cases the signature of student's approved preceptor. You may be asked to submit your logs online as part of a post conference discussion group.

Confidentiality Policy

In accordance with the current Texas Nurse Practice Act on *Unprofessional Conduct [disclosing confidential information or knowledge concerning the client except where required or allowed by law]* and the [HIPAA](#) (Health Insurance Portability and Accountability Act) guidelines - the faculty of the Department of Nursing have adopted the following policy:

1. Except within the structured, teaching-learning situation, all aspects of the patient/client's medically-related information and/or data shall not be discussed with any other person or persons under any circumstances.
2. Proper identification as stated in ASU Dress code is required before reading charts/records.
3. Under no circumstances is the student to photo copy or record in any way any part of the patient's chart/records.
4. Students may become privileged to clinical agency or organization information which is considered private. Students who divulge agency or patient information acquired during courses may be immediately dismissed from the nursing program.
5. Failure to honor this basic ethical right of the patient/client or agency may result in the immediate dismissal of the student from the Nursing Program.

Dress Code

AASN Students

Projecting a professional image is a responsibility of all students and faculty. Appearance reflects not only upon the individual, but also upon the Angelo State University Department of Nursing and the nursing profession. The following are guidelines for clinical attire. Individual agencies may determine further dress code requirements at their discretion. If a student appears at a clinical agency inappropriately attired, it will be the clinical instructor's or agency representative's prerogative to ask the student to correct the situation.

In addition to the Dress Code for ASU students as defined by the University, the following is the dress code for the Department of Nursing:

1. Wearing of the uniform while at the assigned clinical experience:
 - a. Students will wear a “pressed”, clean ASU uniform and/or ASU lab coat as designated by agency policy. Uniforms will be of a light blue color and have the required “ASU” logo. The lab coat will be white with the required “ASU” logo. The uniforms and lab coats can be purchased at the ASU bookstore. A dress uniform is not to be worn above the knee and can be special ordered in the book store. Shoes must be white, either “nurses shoes” or tennis shoes (sneakers). Shoes must be clean and must cover the toes. White hose (if wearing a dress) or white socks should be worn. If T-shirts are worn under the uniform, they must also be white. Uniforms should be washed after each wearing due to the exposure to pathogens.
 - b. For the male student, no visible chest hair should show above the uniform. (This can be addressed by wearing a white undershirt as needed.) White socks and clean white shoes are also expected as part of the uniform.
 - c. Color of under garments should not be visible through the uniform.
 - d. The name tag is a required part of the nursing student uniform. Nursing students wear a name tag designating “ASU Nursing Student.”
 - e. Nursing student uniforms are not to be worn when at a place of employment. This includes the wearing of the name pin. The uniform is to be worn only during Angelo State University Department of Nursing activities.

2. General Appearance
 - a. Student Hair Styles: These should always appear neat, clean, and well groomed in a conservative style and color. Hair must not hang freely in the face or down the back. When hair is worn long, it must not touch the collar of the uniform. Ribbons, barrettes or other devices may be worn to contain the hair and keep it off the collar. Wigs meeting these specifications may be worn. Beards, mustaches, and sideburns may be grown, but they must appear neat and trimmed. Beards will not extend more than one inch from the face and under no circumstances are they to touch the collar or the front of the chest.
 - b. Jewelry: Jewelry of any kind is not to be worn while in the uniform; wedding bands and engagement rings being the exception. Engagement rings are hazardous in the clinical setting to both the patient and yourself; therefore, it is recommended that they not be worn. If ears are pierced, one pair of small, stud earrings may be worn. One earring per ear. No other visible body piercing or tongue bars will be allowed.
 - c. Chewing gum when in uniform is not permissible.
 - d. The use of make-up is a personal item. However, when caring for individuals who are ill, excess is neither becoming nor is it acceptable.
 - e. Personal hygiene includes short, clean nails, the use of deodorants, mouth washes and/or lozenges. No nail polish or artificial nails of any kind may be worn in the hospital
 - f. Excessive perfumes, after shave lotion, tobacco products, smoke and other strong odors can be respiratory triggers for some patients. Students may not wear perfume or after shave lotion and may not have the smell of tobacco products, smoke or other strong odors on their body or clothing while in the clinical setting. Therefore, students are not allowed to use tobacco products or smoke during clinical hours.

3. Special Occasions

- a. Nursing students checking clinical assignments prior to the educational experience and during clinicals are to wear the complete uniform, or a clean, pressed white laboratory coat may be worn over street clothes appropriate to entrance into the clinical agency or facility. Name tag is to be worn on the laboratory coat. Blue jeans, sweat pants, shorts, cut-offs, extremely short dresses, tank tops, etc., are not appropriate clothes to enter into a clinical agency or facility.
- b. Nursing students representing Angelo State University Department of Nursing at career days, college nights, etc., will be expected to wear the appropriate uniform for clinical experiences, unless otherwise informed.

RN - BSN Students

Each student is expected to present a professional appearance in the clinical settings while following the dress code of the facility.

Name Tags

Each student is expected to purchase and wear an approved ASU Nursing Student name badge that is to be worn in the clinical area and/or for activities with the Department of Nursing. The name badge should follow the following guidelines: white background with blue letter; first initial, last name, and RN on first line; School and program affiliation on second line

Example: J. Doe, RN
 ASU B.S.N. Student

No other degrees, credentials, certifications or other information can appear on the name badge. The name badge will not be worn in any other activity that is not related to the student's assignment or in any other working capacity. This is strictly prohibited. Identifying one's self as an on-duty ASU nursing student outside of specific ASU sanctioned clinical experiences warrants immediate course failure and permanent removal from the nursing program.

Lab Coats

A basic white lab coat will be worn as designated by individual clinical faculty, the agency, or specific requirements of the clinical setting. Some clinical areas may require a full, traditional nurse uniform; others may require scrub clothes, etc. All clothing should be clean and project an image of a professional nurse.

Emergency Messages

If the Department of Nursing receives a call for a student that is of an emergency nature, the staff will attempt to locate the student to relay the message. This procedure will be used only for emergencies. It is the student's responsibility to maintain accurate phone numbers with the department office and their clinical instructor.

Presence of Preceptor

The student will participate in clinical activities only when the designated preceptor has physical presence in the clinical facility and can provide regular before, during, and after clinical contact with the student during that clinical period.

Simulation Lab

The primary objective of the ASU Clinical Simulation Learning Center is to promote a superior level of high fidelity learning/teaching for students and faculty by providing a state-of-the-art environment to evaluate basic and advanced skills/behaviors.

CLINICAL SIMULATION LAB POLICIES

- Students are never to discuss events or scenarios occurring in the simulation lab except in debriefing sessions. “What happens in sim lab stays in sim lab...”. There is zero tolerance for academic dishonesty.
- Students are to dress for simulation lab as if attending clinical. Scrubs, name badges and uniform policies are enforced.
- Faculty are responsible for supervising all students brought to the lab for training.
- Universal Precautions are to be followed at all times as are all safety guidelines used in the clinical setting. Sharps and syringes are to be disposed of in appropriate containers. Anyone sustaining an injury must report to the ASU University Clinic.
- Equipment may not be removed from the simulation lab for practice nor are the simulation labs to be used for practicing clinical skills unless supervised by faculty or staff.
- Students may be digitally recorded during scenarios. Viewing of videos recorded during training are only permitted with faculty members. The videos are the property of the nursing department and students may not possess simulation lab videos or recordings.
- Coats, backpacks and other personal belongings are not to be brought to simulation lab and should be secured before entering the simulation area.
- All electronic devices are forbidden in the simulation lab. (Cell phones, pagers, any type of recording device, etc.).
- After a simulation take your personal belongings with you (i.e. papers, pens, stethoscopes, pen lights etc.).
- Food and drink are not permitted in the labs.
- If you have a latex allergy, inform your instructor before beginning simulation.
- Students absent the day of simulation training may not be allowed to make up that training.

Standard Precautions

The Center for Disease Control and Prevention (CDC) Recommended Standard Precautions are outlined below. It is the student’s responsibility to maintain compliance with these recommendations in all clinical settings.

Standard Precautions

Because the potential diseases in a patient’s blood and body fluids cannot be known, blood and body fluid and substance precautions recommended by the CDC should be adhered to for all patients and for all specimens submitted to the laboratory. These precautions, called “standard precautions,” should be followed regardless of any lack of evidence of the patient’s infection status. Routinely use barrier protection to prevent skin and mucous membrane contamination with:

- a. secretions and excretions, except sweat, regardless of whether or not they contain visible blood
- b. body fluids of all patients and specimens
- c. non-intact skin
- d. mucous membranes

Hand Hygiene

- a. Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn and/or immediately prior to any client interaction or nursing intervention. Perform hand hygiene immediately after gloves are removed, between patient contacts and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross contamination of different body sites.
- b. Use a plain (non-antimicrobial) soap for routine hand washing.
- c. Use an antimicrobial agent or waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyperendemic infections) as defined by the infection control program.

Gloves

Wear gloves (clean non-sterile gloves are adequate) when touching blood, body fluids, secretions, excretions and contaminated items. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces and before going to another patient. Perform hand hygiene immediately to avoid transfer of microorganisms to other patients or environments.

Mask, Eye Protection, Face Shield

Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose and mouth during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions and excretions.

Gown

Wear a gown (a clean nonsterile gown is adequate) to protect skin and prevent soiling of clothing during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions or excretions or cause soiling of clothing. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.

Patient Care Equipment

Handle used patient care equipment soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been appropriately cleaned and reprocessed and single use items are properly discarded.

Environmental Control

Ensure that the hospital has adequate procedures for the routine care, cleaning and disinfection of environmental surfaces, beds, bed rails, bedside equipment and other frequently touched surfaces and that these procedures are being followed.

Linen

Handle, transport, and process used linen soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures and contamination of clothing and avoids transfer of microorganisms to other patients and environments.

Occupational Health and Blood-borne Pathogens

- a. Take care to prevent injuries when using needles, scalpels and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments and when disposing of used needles. Never recap used needles or otherwise manipulate them with both hands or any other technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed scoop technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand and do not bend, break or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades and other sharp items in appropriate puncture-resistant containers located as close as practical to the area in which the items were used. Place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.
- b. Use mouthpieces, resuscitation bags or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

Patient Placement

Place a patient who contaminates the environment or who does not (or cannot be expected to) assist in maintaining appropriate hygiene or environmental control in a private room. If a private room is not available, consult with infection control professionals regarding patient placement or other alternatives.

Student Occurrence

Any student involved in a clinical occurrence (e.g. needle stick, patient or student fall/injury, medication error, etc.) must adhere to the following protocol for reporting the occurrence:

1. Notify the nurse responsible for the patient immediately.
2. Notify the clinical instructor, preceptor and/or faculty member as quickly as possible after the occurrence happens. The clinical instructor, preceptor & faculty will provide information on appropriate actions to be taken.
3. Notify the charge nurse.
4. Be prepared with details necessary for filling out a report and to sign the report as a witness or the person responsible for the occurrence.
5. Meet any ASU or facility policy regarding occurrences.

Student Facilities and Resources

Assessment Technologies Institute (ATI)

The Assessment Technologies Institute (ATI) is an online, comprehensive, testing and review program, designed to provide students with various learning tools that will assist them in learning course content, identifying strengths and weaknesses, reviewing content, improving test taking abilities, and ultimately successfully passing the NCLEX for professional licensure.

ATI assessments help prepare students more efficiently for the licensure exam and may also lower program attrition by increasing student confidence and familiarity with nursing content. The assessment evaluates knowledge in relation to the nursing process, critical thinking, therapeutic intervention, communication and competency skills. The assessments are written from the NCLEX blueprint and are at the application level. Students will be involved in taking both non-proctored at home and the proctored computer exams on campus throughout the nursing program. These exams are integrated within each of the nursing courses, and are further addressed by the faculty in each of the nursing courses.

The ATI program involves an assessment of critical thinking at the beginning and end of the program, an assessment of nursing knowledge after core nursing courses, and a comprehensive diagnostic predictor examination that is administered in the senior year, prior to graduation. The tests evaluate specific knowledge mastery as students progress in the program and the results help determine readiness to obtain licensure as a registered nurse. The majority of the testing is administered in a computerized format. Each student will receive a study guide combined with a CD, for each of the tests. Feedback about the test results is provided to the students as part of the overall program. This feedback is in the form of a detailed assessment of their individual performance on the designated test and provides scores for mastery of nursing content areas, nursing process, critical thinking phases, therapeutic intervention, communication skills and cognitive levels.

All nursing students are **required** to participate in the designated assessment and review program (ATI) – including the designated, proctored exams. Scores on the ATI proctored test will be part of your final course grade (See table below.) Failure to participate in the scheduled, proctored exams may result in unsuccessful completion of course requirements. Assessments will be administered throughout each nursing course. . Materials will be provided to assess level of mastery of course content.

ACHIEVEMENT on PROCTORED TESTS	POINTS AWARDED for LEVEL of ACHIEVEMENT	TOTAL PERCENTAGE AWARDED 5% OF COURSE GRADE Based on Level of Proficiency
>PROFICIENCY LEVEL 3	100	
>PROFICIENCY LEVEL 2	85	
>PROFICIENCY LEVEL 1	70	
<PROFICIENCY LEVEL 1	55	

The Proctored ATI Exam will be administered in the computer labs on campus and scheduled by the course instructor. It is recommended that you take the practice tests several times prior to the proctored exam.

Nursing Learning Resource Center

The Nursing Learning Resource Center (LRC) is located on the second floor of the Vincent Building. It has one computer lab, one audiovisual room, two nursing skills labs, and a student lounge room. The purpose of the LRC is to assist a nursing student at any level to prepare for class or clinical assignments.

All of the LRC equipment and resources are available for independent study or classroom use. Many items are available for check-out upon request. The Nursing LRC is open Monday through Thursday 8 am to 8 pm and Fridays 8 am to 4pm during the fall and spring semesters.

Porter Henderson Library

The university library provides a variety of resources essential for nursing student projects and formal papers including an extensive nursing collection of monographs and professional journals, online databases, Tex Share Loan Program, and Interlibrary Loan program just to name a few. In order to check out materials from the library, you must have an ASU OneCard.

<http://www.angelo.edu/services/asuone/>

Nursing Library Tutorial - It is important that students become familiar with resources available through the university library at the beginning of the semester by completing the Nursing Library Tutorial.

If you are a distance student and want to know more about how to access library databases from off campus, click [here](#).

If you are a distance student, the [Tex Share Loan Program](#) will assist you in being able to use public libraries in your home community. Students may obtain a **TexShare** card at the Library's Circulation Desk, provided that their Library account is in good standing (e.g. library fines situation). Students will then need to get a borrower's card from the library they visit. Participating libraries' policies vary. Participating libraries and their lending policies can be accessed from the aforementioned URL. Distance nursing students taking online classes who need a **TexShare** card should contact the Circulation Department at (325) 942-2051 for assistance.

[Interlibrary Loan](#) is a library-to-library loan service offered by the Porter Henderson Library to ASU students, faculty & staff. The primary purpose of ILL is to assist scholarly research by obtaining materials not available locally. For more information on how to submit a request for library materials through this program, click on the link above. Keep in mind that this process can take 10 to 14 days.

[Information Technology](#)

Information technology manages the university's computer infrastructure and technology needs across campus. An *ASU computer access account* will allow you (the student) to access a number of technological services across campus. Students can get their computer access account in any general access computer lab after showing a valid ASU ID card or showing proof of current enrollment. For more information on student technology services, click on the link above.

[Computer Labs](#)

Information Technology manages seven computer labs across campus for individual and group use. See link above for locations, available computer applications and hours of operation.

[IT Help Desk](#): (325) 942-2911; 1 866 942 2911 (toll free) helpdesk@angelo.edu.

The IT Help Desk provides phone, e-mail, and walk-in computer support for all faculty, staff and students at Angelo State University. The Help Desk is located in the main computer lab in the Math Computer Science Building Room 111. They offer 24-hour support beginning Sunday evening at 9:00 p.m. through Friday evening at 6:00 p.m. They also offer support from 8:00 a.m. to 6:00 p.m. on Saturday.

For student's personal computer, IT Help Desk provides basic assistance over the phone with dialup configuration, residence hall network connections, establishing a wireless network connection, proxy services, virus support and prevention. Due to liability issues IT cannot provide hands-on support for personally owned computers.

References & Resources

1. [Texas Board of Nursing \(BON\)](#)

The mission of the Board of Nurse Examiners for the State of Texas *is to protect and promote the welfare of the people of Texas by ensuring that each person holding a license as a nurse in the State of Texas is competent to practice safely.*

From this web site, you can access several publications including the Nursing Practice Act, Rules and Regulations, information about the RN Examination, and current issues.

2. [Texas Nursing Practice Act, Rules and Regulations & Disciplinary Sanctions](#)

Every student is required to be familiar and follow all guidelines, rules, and regulations mandated by the Texas Board of Nurse Examiners in the *Texas Nursing Practice Act*. It is the student's professional and legal responsibility to keep current of all BNE regulations

3. [ANA Code of Ethics for Nurses with Interpretive Statements](#)

From this web site, you can read the ANA Code of Ethics and order your own copy.

4. [ASU Student Academic Honor Code](#)

5. What is [HIPAA](#)?

6. [Centers for Disease Control – Standard Precautions](#)