DEPARTMENT OF NURSING



UNDERGRADUATE STUDENT HANDBOOK

2017-2018

Revised: 8/2016

The *Department of Nursing Undergraduate Handbook* contains information specific to Generic BSN (nursing pre-licensure) students and to RN-BSN students. It does not supplant information provided in the *Angelo State University Student Handbook* or the *University Catalog*. 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.

These policies and statements are subject to continuous review and evaluation. Students will be notified of any changes through announcements and email. Students should refer to the "real-time" version of the *Undergraduate Student Handbook* on the Department of Nursing website which reflects the most current information: http://www.angelo.edu/dept/nursing/.

August 2016

Department of Nursing Chair
Dr. Wrennah Gabbert
VIN 164
Wrennah.Gabbert@angelo.edu

BSN Level Coordinator
Dr. Susan Wilkinson
VIN 277
Susan.Wilkinson@angelo.edu

Generic BSN Program Coordinator
Jennifer Braziel
VIN 272
Jennifer.Braziel@angelo.edu

Department of Nursing Secretary
Amanda Gibson
VIN 268
Amanda.Gibson@angelo.edu

Learning Resource Assistants
Betty Taylor VIN 245
Jan Nichols VIN 245

Department of Nursing Fax #
325-942-2236

TABLE OF CONTENTS

I. Archer College of Health and Human Services
a. Mission Statement 1
II. ASU Department of Nursing
a. Mission, Vision, and Philosophy 1
III. Department of Nursing Faculty and Staff 3
IV. Academic: Degree Programs
a. BSN Program Outcomes 3
b. Standards for Progression in Undergraduate Programs 4
c. Standards for Readmission – Generic BSN Program 4
d. Standards for Readmission – RN-BSN Program 5
e. Transfer Students 5
f. Criminal Background Check 6
g. Eligibility to take NCLEX-RN Examination 6
h. Licensure (RN-BSN students) 7
V. Academic: Classroom and Online
a. Student Attendance 8
b. Classroom Behavior 8
c. Examinations 8
d. Classroom Testing Policy 9
e. The Vincent Building Testing Center 9
f. Online Testing 10
g. Missed Exam Policy 11
h. Exam Review 11
i. Exam Counseling 11
j. Exams Preceded by Clinical or Skills Lab Absences 11
k. Grading Criteria 12
l. Guidelines for Written Work 12
m. Academic Integrity 12
n. Student Advisement 13
o. Degree Plan 14
p. Evaluation of Faculty and Course 14
q. Grievance Procedure 14
r. Honors Program 15
s. Online Learning (e-Learning) 15
t. Physical/Mental Performance Policy 15
u. Special Accommodations Request 16
v. Professional Conduct 17
w. Required Equipment, Books, Syllabi, and Supplies 17
x. Scholarships and Financial Aid 17
y. Withdrawal Policy 17
z. Working for Compensation 17

VI. Clinical Practicum
a. Pre-Licensure Clinical Experiences 18
b. Absences 18
c. Behavior in the Clinical Agency 18
d. Pre-Licensure Clinical Contract 19
e. Clinical Performance 19
f. Unsafe Clinical Practice 20
g. Clinical Evaluation 20
h. Documentation of Clinical Behavior 20
i. Clinical In Place of Employment 21
j. Confidentiality Policy/Agreement 21
k. Dosage Calculation Testing Policy 22
l. Social Media Policy 23
m. Dress Code 23
n. Emergency Messages 25
o. Presence of Preceptor 25
p. Simulation Lab 25
q. Standard Precautions 26
r. Student Occurrence 28
s. CPR Certification 28
t. Insurance 28
u. Immunizations 28
VII. Student Facilities & Resources
a. Assessment Technologies Institute (ATI) 29
b. Nursing Learning Resource Center 29
c. ASU OneCard 30
d. Porter Henderson Library 30
VIII. Information Technology
a. Computer Requirements 31
b. E-mail Accounts 31
c. RamPort 32
IX. References & Resources
a. Student Nurses Association 32

ARCHER COLLEGE OF HEALTH AND HUMAN SERVICES

Mission Statement

To educate competent health care professionals who will enhance the quality of life of individuals in a dynamic and diverse society.

ASU DEPARTMENT OF NURSING

Mission

The Department of Nursing supports the overall Mission of Angelo State University by offering graduate and undergraduate nursing programs that produce professionals committed to improving the health of individuals, groups and communities both locally and globally. As practitioners and educators, our graduates effectively lead and advocate for safe, high-quality health care that respects diversity and is responsive to a dynamic and technologically complex society.

Vision

We will be recognized as visionary leaders committed to delivering innovative nursing education that promotes optimal patient outcomes.

Philosophy

We believe nursing is a unique, caring, scientific and practice discipline built upon a solid foundation of knowledge in the liberal arts and sciences. Each level of nursing education expands upon prior knowledge and competency through the integration of research-based evidence. Our programs produce compassionate and skilled nurses prepared to meet the healthcare needs of a global society.
We believe the nurse delivers person-centered care as a member of the interprofessional team utilizing therapeutic partnerships and patient advocacy that emphasizes health promotion, health restoration and disease prevention.
We believe in student-centered, adult learning principles and provide a supportive, engaging educational environment facilitating personal and professional growth for leadership and lifelong learning.
We believe lifelong learning is nurtured in an environment of mutual respect and shared responsibility for the development of clinical reasoning, ethical conduct and personal accountability.

Revised: 8/2016

Accountability and Responsibility Statement

A copy of the Department of Nursing Undergraduate Student Handbook is made available to all students either in print or via internet. All nursing students will be held accountable and responsible for the information in this publication.

Nursing students are required to sign and return that they have received this information. This form will be placed in each student's file.

By signing this statement, nursing students understand that they are responsible for the information in the Department of Nursing Undergraduate Student Handbook. They also understand that nurses work in conditions that may place them at risk for exposure to physical harm and to communicable diseases (including HIV, the virus which causes AIDS, and hepatitis). Every effort is made to protect nursing students from harm while engaged in their studies. All nursing students are responsible for employing safety measures available to them and for reporting any exposure immediately to the clinical instructor.

Confidentiality

Nursing students, as members of the nursing profession, must demonstrate respect for privacy and confidentiality of others. Based upon the belief in dignity of the human being, each nursing faculty member and student shall maintain the privacy and confidentiality of each human being. Discussion of any confidential information in public areas, hallways, elevators, etc. is strictly prohibited. Posting of confidential information on social networking sites is strictly prohibited.

DEPARTMENT OF NURSING 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 Faculty/Staff Webpage

ACADEMIC DEGREE PROGRAMS

The Department of Nursing offers two undergraduate nursing tracks which lead to the Bachelor of Science in Nursing (BSN); an initial licensure or Generic BSN, and a post-licensure RN-BSN track.

Each student's individualized education plan is developed to meet that person's unique circumstances and career goals. Academic advisors assist the entering and ongoing students on a regular (each semester) basis. See the current ASU Catalog for program specific requirements and admission criteria. Please click on the link below to view program specific information on the Department of Nursing website.

http://www.angelo.edu/dept/nursing/

PRE-LICENSURE BSN AGGREGATE STUDENT OUTCOMES

1. NCLEX-RN first time pass rate will be 80% or higher.
2. NCLEX-RN Pass rate within one year will be 95% or higher.
3. Graduation rates for Pre-licensure BSN will be 80% within 3 years after enrollment in NUR 3314.
4. 90% of graduates will be employed in their major at graduation.
5. Alumni satisfaction is in the top 50% of ranked peer institutions.
6. 95% of employer respondents express satisfaction with nursing graduates.

BSN PROGRAM OUTCOMES

Upon program completion, the BSN graduate will be prepared to:

1. Integrate nursing and related theories into the planning and/or delivery of safe nursing care.
2. Engage leadership concepts, skills and decision-making in the planning and/or implementation of patient safety and quality improvement initiatives.
3. Identify and appraise best research evidence to improve and promote quality patient outcomes.
4. Utilize technology to access information, evaluate patient data, and/or document care.
5. Participate in political/legislative processes to influence healthcare policy.
6. Engage in effective collaboration and communication within interdisciplinary teams.
7. Design and/or implement health promotion and disease prevention strategies for culturally competent care.
8. Demonstrate standards of professional, ethical, and legal conduct.
9. Practice and/or coordinate, at the level of the baccalaureate prepared nurse to plan, and/or implement patient centered care.

Standards for Progression in Undergraduate Programs

The following standards must be maintained by each nursing student to progress through the Generic BSN Program and the RN-BSN Program:

- Compliance with all rules and regulations outlined in the Department of Nursing Undergraduate Student Handbook and the current Angelo State University Catalog.
- Successful completion of each required nursing course with a grade of C or higher.
- An overall grade point average (GPA) of 2.0 or better on the 4.0 scale (Generic BSN students).
- An overall GPA of 2.5 at the completion of each semester in order to register for the next nursing course (RN-BSN students).
- Each student must have an overall, minimum GPA of 2.25 to graduate (RN-BSN students).
- Current American Heart Association CPR certification (provider level).
- Validation of Texas Department of Health immunization requirements for students enrolled in clinical 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.
- 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 Archer College of Health and Human Services **after** meeting with the Chair of the Department of Nursing.

Standards for Readmission – Generic BSN Program

Readmission to the Generic BSN Program is not automatic. Students must reapply to the program after withdrawal or failure in any semester. All requests for readmission must be made no later than two months prior to the first day of the semester in which readmission is requested. The minimum cumulative grade point average is 2.5. A student seeking re-enrollment must complete the GBSN Readmission Application showing the expected entry point and provide a letter of recommendation from one nursing instructor. The readmissions committee reviews all such requests and may take one of the following actions regarding readmission of a student who withdrew in good standing:

1. eligible and admit
2. eligible pending space available in nursing courses and in sequence to date of action in relation to other readmission applicants
3. not eligible.

The readmissions committee makes the decision whether to readmit a student who has been dismissed or who withdrew for academic or disciplinary reasons.

This committee carefully considers 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.

Interviews with the Nursing Readmission Committee

During this interview, students will be asked to verbally articulate their plan to successfully complete the Generic BSN Program and pass the National Council Licensing Examination for RN.

A student is allowed **only one** readmission to the nursing program. Readmission for qualified applicants is approved on **a space available basis**. Students applying for readmission after 2 years will be required to re-take all previously completed nursing courses.

Standards for Readmission – RN-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 earned a grade lower than a "C" in a required nursing course
- Students who have an interruption in the normal progression of their nursing studies as a result of withdrawal from nursing course(s) for more than one long semester
- Students who are not in compliance with other progression standards

Individuals who request and are approved for readmission to the RN-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.

RN-BSN Readmission Application

Transfer Students

Students requesting to transfer to any ASU pre-licensure 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 appropriate pre-licensure 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 the ASU Nursing Program, including:

1. Cumulative grade point average of 2.50 or above.
2. Minimum composite ACT score of 20, SAT score of 950, or SAT I (includes writing component) score of 1410
3. TEAS V Admission Assessment
4. Grade of “C” or better in all prerequisite sciences and math

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

Criminal Background Check

Security screening, including criminal background checks and drug screening, is required for acceptance into any of ASU's Department of Nursing degree-granting programs. The student will pay all costs at the time of testing, and is solely responsible for providing all information necessary to complete the criminal background check and drug screen. Criminal background checks are valid for the duration of the student's enrollment in the program if the student has not had a break in enrollment. A break in enrollment is defined as withdrawal from a program and subsequent readmission. Drug screens must be completed as required by the clinical agencies associated with the Department of Nursing. A student who has a break in enrollment for more than one long semester will be required to have a drug screen upon readmission. Students must notify the Board of Nursing for infractions and possible violations that may occur during the interim between nursing school acceptance and graduation. The School will designate the company(s) approved to conduct the criminal background check and drug screen. Results from any company other than those designated will not be accepted.

In addition, if a clinical agency also requires additional drug screens and/or background checks, the student must consent to such screening and pay the cost for testing. Students who do not consent to drug screening/background checks will be barred from clinical participation and may be subject to dismissal. If the student does not pass the clinical agency screening, the Department of Nursing Chair or designee will review those cases and determine if the student will be able to meet program objectives and successful completion of the program.

The Texas Board of Nursing requires professional pre-licensure programs to inform enrolled students about licensure eligibility requirements and potential barriers to licensure. Upon acceptance into a pre-licensure program, the students' names will be submitted to the Texas Board of Nursing (BON). The BON will conduct their own background check and notify the student of any issues that may impact their eligibility to take the NCLEX-RN exam. If the student has any changes in address or name, it is the student's responsibility to contact the BON to make the changes.

Complete documentation may be found at: http://www.bon.state.tx.us/nursinglaw/rr.html

Contact the Texas Board of Nursing at:

Texas Board of Nursing
333 Guadalupe, Ste 3-460
Austin, TX 78701
Phone: (512) 305-7400

Eligibility to take NCLEX-RN Examination

The Texas Board of 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 BON (see petition process below). This petition should be completed as soon as possible. The review process can take a minimum of three months to two years depending on the petitioner's case. You may be ineligible:

- 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.
- If you have been convicted, adjudged guilty by a court or pled 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) offenses 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.**

- If you have been diagnosed, treated or hospitalized in the past five years for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder or borderline personality disorder
- If you have any criminal charges pending, including unresolved arrests
- If you have been addicted to or treated for the use of alcohol or any other drug within the past five years

Two 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 www.bon.state.tx.us/ requesting a fingerprint card packet. Please allow three weeks to receive them. The cards will not be accepted if they are bent, folded, creased, cut or damaged in any way. They must be mailed and will not be faxed, emailed or sent overnight to the applicant.

The Declaratory Order process permits the BON to make decisions regarding eligibility for licensure prior to an applicant entering or completing a nursing program. You can request a Petition for Declaratory Order by contacting the Texas Board of Nursing through one of these methods:

- Mail: P.O. Box 430, Austin, TX 78767-0430
- Phone: (512) 305-6802
- Web: 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 found on the BON's website. Students who have obtained a Declaratory Order Petition must notify and inform the programmatic administrator of the outcome of their petition.

Licensure (RN-BSN students)

Licensed students must maintain current, unencumbered licensure throughout the length of the program, and are responsible to notify the ASU Department of Nursing of any change in licensure status.

ACADEMICS: CLASSROOM AND ONLINE

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. Thus, missing a week's worth of course activities may result in failure of the course. Three tardies (over 5 minutes late for lecture, campus laboratory, or clinical) will equal one hour of absence.

Online: Like face-to-face classes, online classes require weekly attendance. Timely participation in discussion forums or other assigned activities is online classroom attendance. Equivalent weekly attendance is expected and is critical to the successful completion of the course. For example, a three credit-hour course may require 3 separate days of attendance in on-line forums or other activities. Missing one week is equivalent to missing 3 days of class. Failure to contribute in a timely fashion to any weekly discussion is considered an absence. Just like face-to-face classes, missing a week of class may result in evaluation of the student's ability to meet course objectives and may result in failure of the course.

Two weeks of non-participation in online classes with no communication or explanation to faculty may result in the student being blocked from the class. Any student with a total of three weeks of non-participation, either continuous or episodic, is also subject to withdrawal from class. The faculty member will make at least two attempts to contact the student before removing the student.

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. No smoking is allowed in any university buildings.
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. Laptop computers are allowed in classrooms but students found to be on social networks, checking email, or playing games will be asked to shut down their computer for the remainder of that class.
8. Communication in class and in online forums must be respectful and professional.

Examinations

Professionalism

As future nurses, students are expected to demonstrate appropriate moral and ethical behavior. Unless specified otherwise, it is expected that students will work alone and without notes to take online quizzes or tests.

Test Security

Students are expected to maintain test security by **NOT** discussing test questions with peers or attempting to copy exams in any way. Discussing test questions or test content with students who have not taken the tests is a violation of test security, and will result in being reported for academic dishonesty. Failure to report someone else discussing test content is considered academic dishonesty and is reportable to the Student Life Office.

WE TAKE TEST SECURITY VERY SERIOUSLY. *Violations in test security are considered not just academic violations, but ethical violations, which is unacceptable behavior for nursing professionals*. *If you are found to have violated test security or you are found to have cheated or colluded with other students on an online test, you will be immediately reported to the Office of Student Life for disciplinary action.*

Classroom Testing Policy

Day of Test Information

- Students must take tests during the class section time for which they are registered. Occasionally a student may take a test during a different class time, but only if special permission from the instructor has been granted prior to the time the exam was originally scheduled.
- If there are noises or distractions in a testing environment, it is the responsibility of the student to report this to an exam proctor as soon as possible during the exam so corrective action may be taken.
- All cell phones, pagers, PDAs, and laptop computers must be turned off and placed in cubicles (in the testing lab), or underneath desks (in classrooms). NO ELECTRONICS MAY BE ON YOUR PERSON. If an electronic device near you is discovered turned on, points may be deducted from your exam, which may result in the failure of the exam or course.
- All books, notes, backpacks, book bags, and purses must be placed in cubicles (in the testing lab) and underneath desks (in the classroom).
- The only items allowed on the desks are pencils. For classroom tests using scantrons, please bring at least one #2 pencil with a good eraser. It is advisable to bring extra pencils. NO PENS ALLOWED.
- No eating or drinking is allowed during exams. Lozenges or similar hard candy is allowed but must be noise-free.
- The instructor will answer only questions about exam items that do not give away content.
- Be aware that only filled-in bubbles on scantrons count for a grade. Writings, comments, or answers on the test question packet will not count.
- Brief bathroom breaks are allowed at the discretion of the instructor. If a bathroom break is permitted, the student should bring the entire test packet up to the instructor and retrieve it upon returning. Depending on circumstances, a proctor may need to accompany the student.
- When you have finished the exam, please do not enter the room again until the instructor gives the okay. Please avoid gathering and talking in the hallway outside the testing classroom. The noise can be distracting to the remaining test-takers.
- DO NOT DISCUSS TEST CONTENT ON BLACKBOARD OR IN THE HALLWAYS, AND ESPECIALLY DO NOT DISCUSS TESTS WITH STUDENTS FROM OTHER CLASS SECTIONS WHO HAVE NOT TAKEN THE EXAM YET.

Policies on being late for an exam

- Please arrive in plenty of time so you are in your seat and ready to take the exam at the beginning of class time.
- If you arrive late for an examination, you will not be given additional time to complete the examination.
- If you arrive late and any students have finished their exam and left the room, you will not be allowed to take the examination.

The Vincent Building Testing Center

The 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.

Generic BSN Program 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.

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. You may not refer to your textbook or any other materials while taking an online exam. It is inappropriate to share answers with other students and/or talk to other students while you are taking the test. Students who do not follow the honor code will be subject to disciplinary action.

Exam/Test/Quiz Time Limits
Since online quizzes and tests are timed, any student exceeding the time limit on a quiz by one minute or more will receive a zero for the quiz. If you are taking the quiz in the classroom, since it is also timed, you will be told to stop testing when the time is up and will not be able to answer any more questions. If you continue writing and answering questions in the classroom, your quiz will be taken, and you will receive a zero.

Exam/Test/Quiz Re-sets
Students are responsible for having a reliable Internet connection for quizzes, exams and tests. Typically, the most common problem during online exams is internet server issues with the student's computer, causing the student to lose access to the exam. For students with unreliable internet service, there are many options for using a reliable computer with a reliable Internet connection, including public libraries and ASU computer labs.

Verifiable ASU Issues: On rare occasions, there may be brief problems with the ASU server or Blackboard. While these issues are rare, they are easy to verify and document. If a verifiable ASU problem occurs during testing, students will not be penalized. In the event of a testing issue, the student must contact Information Technology (IT) for assistance at that time. (325-942-2911)
Non-verifiable Issues: For non-verifiable, non-ASU internet problems, test reset requests are subject to administrative evaluation. In the event of a testing issue, the student must contact Information Technology (IT) first for assistance. If allowed, resets will be limited to one per semester. In general, for non-ASU internet or connectivity issues occurring during testing, the following options may occur:

- Students may receive a zero.
- For exams partially completed, faculty may allow students the option of accepting the grade for only the items answered.
- Students may be offered an alternative test form, such as essay or short answer.

Exam/Test/Quiz Rules. Students should be aware of the following rules and procedures:

1. All online exams are administered through Respondus Lockdown Browser, available for download through all Blackboard courses and from the IT Help Desk.
2. During an exam, students will be unable to save or print the questions; this is for test security purposes. ATTEMPTING TO SCREEN CAPTURE IS A VIOLATION OF STUDENT CONDUCT AND ATTEMPTS WILL BE REPORTED.
3. Students are encouraged to plan ahead and not wait until the last minute to take exams. Students have a window of time when exams are open. Please take exams as soon as possible to avoid last minute glitches and ensure IT help is available.
4. Major online tests (mid-term, final exam, etc.) will be open for a limited time frame, not more than 16 hours. Online final exams are scheduled in accordance with university rules for specific dates and times and these will be adhered to.

Missed Exam Policy

Major tests (mid-term, final, etc.) will be available for students to take for a timeframe not exceeding 16 hours. Students must arrange their schedules at the beginning of the semester to be available to take major tests as scheduled in the course calendar. Test dates and times are posted at the beginning of the semester so that students with inflexible schedule conflicts can either adjust their schedules or drop the class. Test times and dates will not be changed to accommodate individual students. Make-up exams are generally not allowed, with the exception of specific emergency situations. There are strict criteria, requiring documentation, for make-up exams due to emergency situations. Missed exams count as 0%.

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

1. 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.
2. Absence is due to a death in the immediate family. Documentation will be required.
3. An absence the faculty deems as unavoidable.

With the exception of a documented emergency situation, 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.
If content objectives are not covered in lectures for reasons of time constraint, cancellation of lecture, or other unanticipated obstacles to lecture completion, the content *will still be eligible for inclusion on the test*.

No extra credit is available to raise test, assignment, or final grades. There are no exceptions.

Exam Review

The goal of exam reviews is threefold:

- Improve student's understanding of critical core concepts
- Improve student's test-taking skills
- Maintain exam security

Students will be given an opportunity to review the exam questions and correct responses. Final exams are not reviewed. Faculty will evaluate test questions, analyze results, and identify the most frequently missed concepts.

Exam Counseling

Generic BSN (pre-licensure) students earning a grade of 75 or with a course average of 75 or below will be counseled by faculty within one week after an exam. Students are responsible for making appointments with their instructor for counseling. During this appointment, the student and faculty member will outline a written plan for improvement on a counseling form. 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 Catalog.

Exams Preceded by Clinical or Skills Lab Absences

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 zero. 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.

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. It is a departmental policy that there is no rounding of grades. (Example 79.9 = 79.9=C). **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

Writing is an essential component of the communication skills that help define professional nursing practice. Clear, precise, logical, appropriate expression of ideas, opinions, and values in nursing is required to provide quality care to clients, families, and communities. High standards for communication lie at the heart of professional nursing practice and should be reflected in all curricular activities.

The discipline of nursing uses formatting standards established by the American Psychological Association (APA) to guide clear and precise professional communication. APA format refers to the APA editorial style (grammar, quotations, etc.) as well as standards for content and organization of a paper and ways to express ideas clearly while reducing bias in language. Knowledge and use of APA recommendations enhance professional communication.

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 required to purchase and use the most current Publication of the American Psychological Association (APA). 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. Papers with an abundance of noticeable errors, including spelling and grammar, will receive a low grade or an Unsatisfactory for the assignment.

Academic Integrity

In addition to the ASU Academic Honor Code, the Department of Nursing recognizes the strong link between honesty in academic work and professional integrity. Any act of academic dishonesty, including cheating in the classroom or fabrication of reports or records of interactions with clients, is considered incompatible with ethical standards of nursing practice. Students must be able “to promptly inform and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance the health status of patients/clients or the public or could protect patients/clients or the public from unnecessary risk of harm” (Board of Nursing). See the Board of Nursing Rule 213.7 Good Professional Character.

Nursing students are expected to maintain an environment of academic integrity. Actions involving academic dishonesty violate the professional code of ethics, are completely unacceptable, and will not be tolerated in any form. Any student found guilty of any form of dishonesty in academic work will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University.

"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (Regents’ Rules and Regulations, Series 50101, Section 2.2).

All assignments submitted by students are subject to review by anti-plagiarism software. Students found guilty of scholastic dishonesty are subject to disciplinary action in accordance with the ASU Academic Honor Code http://www.angelo.edu/forms/pdf/honorcode5.pdf. Disciplinary procedures for academic dishonesty are also explained in the Code of Student Conduct under the section on "Misconduct" in the **Angelo State University Student Handbook** at: http://www.angelo.edu/student-handbook/

In a case of suspected academic dishonesty, the faculty member may take any or all of the following action in the order as indicated below:

- F on the assignment or
- F in the course
- Refer the case to the Student Affairs Committee
- Report the student to the department head as is outlined for student filing a grade grievance.

Academic dishonesty includes, but is not limited to:

Cheating:

- Copying from another student's exam or other assignment.
- Using or possessing unauthorized materials during a test
- Using, having, or acquiring test answers, test drafts, test copies, etc.
- Discussing or sharing test content with students who have not taken the test

Plagiarism:

- Using someone's work in your academic assignments without appropriate acknowledgement
- Copying another student's paper or any portion of it
- Using ideas from or copying a portion of published material (e.g., books or journals) without adequately documenting the source
- If five or more words in sequence are taken from a source, those words must be placed in quotes and the source referenced with author's name, date of publication, and page number of publication
- If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication
- If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph.
- Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper

Students are encouraged to review the plagiarism module from the UT Arlington Central Library via http://library.uta.edu/plagiarism/index.php and from the ASU library http://www.fairfield.edu/library/researchassistance/avoidplagiarism/

Student Advisement

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

After **initial** acceptance to a nursing program, new students must complete a degree plan application (see below) and then contact the Department of Nursing office to set up an advising appointment with a faculty advisor or attend a scheduled group advising session.

Currently enrolled students will be assigned a faculty advisor prior to the advising period for registration. Removal of the advising hold by your faculty advisor is required prior to registration. Students may contact

their advisor at any time regarding questions about the curriculum requirements. However, it is ultimately **the responsibility of the student** to be sure requirements for their degree are met. Please contact or meet with your faculty advisor with questions or problems before dropping a course.

Advising

Degree Plan

All students must complete a degree plan application upon acceptance into the nursing program. This can be done online at this link: Degree Plan Application.

A correct and updated degree plan allows students to track progression through the program and ensures that students have the necessary courses and credits to graduate. Filing and maintaining a correct degree plan is the student's responsibility.

Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences. 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 uses 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 and 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. The faculty member is required to leave the room while students are completing the evaluation form. An appointed student collects all of the forms, places them in the envelope, seals the envelope, and returns it 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, narrative input is welcome. The clinical instructor will also provide a tool for students to evaluate the clinical experience. Online students use an anonymous online IDEA survey to evaluate their online 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 **2015-2016 Student Handbook**.

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. Follow the link for more information: http://www.angelo.edu/dept/honors/

Student Governance Participation

One area of student participation in nursing program governance is achieved through a student advisory committee. Student participants are elected by their peers. Meetings are held at least once per semester. Students also participate as visiting members to nursing program committees.

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 compatible with a student's schedule, the content and workload are equivalent. An online class may be more demanding than a face-to-face course. 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, participate in threaded discussions, chat rooms, and virtual classroom meetings. In the online classroom, students are active participants in their own learning. Students must have a high degree of self-motivation and self-discipline to succeed.
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 must have basic computer skills. These include the ability to:

- Send and receive email
- Attach, send, and open documents from email or internet sites
- Participate in online chats
- Find and access professional internet sources
- Research topics using online library databases
- Use MS 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 at any time within the assigned time period via Internet access.

Physical/Mental Performance Policy and Professional and Technical Standards for Nursing Practice

Responsibilities and standards in nursing practice are determined by the Board of Nursing, national accreditation guidelines, and clinical agencies. Practicing nurses and nursing students are held to very high standards of integrity and competencies in order to preform responsible care. According to the Board of Nursing Rules and Regulations, accepted standards of nursing practice include "behaviors indicating honesty, accountability, trustworthiness, reliability and integrity". In addition, as clearly described in clinical evaluation tools and course guidelines, students must be able to provide safe patient care.

Nursing is a practice discipline and successful completion of the nursing program requires that students demonstrate ability to effectively and safely perform several essential skills. All students are assessed in practice labs and clinical practicums throughout the program to confirm adherence to the technical standards, with or without accommodation.

Critical thinking is an important part of clinical judgment needed to provide safe patient care. Students must be able to measure, calculate, reason and quickly analyze information, in order to apply complex information in the classroom and clinical settings.

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

1. 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.
2. 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.
3. Nursing students must be able to provide general care. To include: physical ability to stand for prolonged periods of time, perform cardiopulmonary resuscitation and function in an emergency situation, lift patients, assist a patient in moving from chair to bed, and move from room to room or maneuver in limited spaces.
4. 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. Students must be able to process and accurately convey information about the patient status to faculty, staff, and other health care providers in a timely manner.
5. Manual dexterity to use sterile techniques and insert catheters.
6. Ability to prepare and administer IV, PO, and IM medications.
7. Ability to function safely under stressful conditions, adapting to ever-changing clinical situations involving patient care.

Social and Behavioral Requirements: Student nurses must possess sufficient mental and emotional health to exercise good clinical judgment, promptly complete assignments, and function in what can be a physically and emotionally demanding dynamic environment. Nursing students must be able to demonstrate compassion, empathy and concern for others while maintaining mature, sensitive and effective relationships with patients, family and other professionals.

Special Accommodations Request

Persons with Disabilities
Students with disabilities must contact the Student Life and Student Services Office to request any necessary academic accommodations. This student request should be made early in the semester to allow time for appropriate arrangements. The request must be repeated every semester accommodations are needed. For more information on DISABILITY ACCOMODATIONS, contact the Student Life Office at (325) 942-2191 or student.life@angelo.edu.

Related To Clinical Performance
Students with a disability who request reasonable accommodations must meet with the Student Life 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 health care provider to support the need for the accommodation. It is the student's responsibility to be a self-advocate when requesting accommodations. A request must be submitted every semester you will be needing accommodations.

Professional Conduct

Students in the Nursing Program 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 Angelo State University Department of Nursing and the nursing profession, so students must maintain/demonstrate specific ethical obligations, standards, and commitments to patients and society. These professional ethical standards are delineated in the Code of Ethics for Nurses, American Nurses' Association (ANA), 2011.

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.

Required Equipment, Books, Syllabi, and Supplies

Students are 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 and 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

Withdrawal Policy

The university's policy on dropping courses and/or withdrawal from the university can be found in the current ASU Catalog. Deadlines for dropping classes with a W can be found in the University Calendar in the current *Course Schedule*. Please visit Withdrawals and Refunds for more information.

ASU Registration and Scheduling

Student should use the Online Course Drop to withdraw from online courses.

Students can access the **Registrar's Office** webpage and click on forms, and it will show the drop slip.

Working for Compensation

Full-time nursing students who work for compensation are at high risk for struggling in classes, failing classes, and failing NCLEX state board exams. For that reason, 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, with 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.

It is the responsibility of the student to regulate his/her outside activities, including working for compensation, in order to ensure success in the accomplishment of his/her educational goals. Academic activities (lab, class, clinical practicum and other scheduled learning experiences) take precedence over the student's work schedule. A student's job schedule must accommodate 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.

CLINICAL PRACTICUM

Pre-Licensure Clinical Experiences

The primary goal of the initial licensure program is to prepare the entry-level graduate to provide direct nursing care 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 respective course program 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.

Details about clinical expectations and evaluation are provided in the relevant sections related to clinical evaluation.

Absences

Pre-Licensure Clinical Practicums. 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.

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. 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 for activities other than looking up information and other resources 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.

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.

Pre-Licensure Clinical Contract

The university must have a *Contract of Association* with a particular agency **before** students 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 students to communicate with the nursing faculty member(s) who will be teaching the course, as students identify potential agencies and preceptors. We can help determine the appropriateness of an agency or preceptor for the specific clinical objectives of each course.

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

Ms. Felicia Armstrong
(325) 486-6875 (phone)
(325) 942-2236 (fax)
felicia.armstrong@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 students follow up with Ms. Armstrong to check on the progress and status of the contract. Just because we initiate a contract with a particular agency, students should not 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 Performance

Students receive feedback and an appropriate remediation development plan regarding their conduct and behavior in clinical settings. Clinical assignments are graded as “satisfactory” and “unsatisfactory”.

Satisfactory Clinical Performance
The student will be considered “Satisfactory” in the clinical setting when student performance on clinical assignments meets certain course objectives.

Unsatisfactory Clinical Performance
A student will be considered “Unsatisfactory” if clinical performance, assignments, appearance, or behaviors do not meet course objectives or professional requirements. This can be from negative performance, lack of preparation, or absence.

1. 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.
2. A student with demonstrated behaviors that are in violation of Professional Nursing Education, Rule 215.8 will receive an unsatisfactory and may be removed from the clinical site and earn an absence for that clinical day or receive a failing grade for the course and dismissal from the program.
3. Inability to calculate medication dosages can result in remediation.
4. A pattern of more than two clinical “unsatisfactory” ratings may result in the student failing the clinical portion of the course, and as a result, receiving a failing grade for the course.
5. 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.

Skills Validation

At the beginning of each semester, students entering clinical courses, starting with their second and subsequent semesters, must pass skills and dosage competency testing prior to being allowed into clinical settings. Failure to pass a competency test will result in a clinical Unsatisfactory. Any student who is unsuccessful in passing a competency test will be given remediation assistance prior to attempting a subsequent test. According to the Student Handbook, a student earning three clinical unsatisfactory ratings will be evaluated for his or her ability to meet the course objectives and may be removed from the program. Passing the dosage calculations competency test requires a score of 100%. Student will be given a different dosage test with each attempt.

Unsafe Clinical Practice

A student demonstrating any unsafe practices as outlined below may be subject to disciplinary actions dependent upon the severity of the unsafe practice, including but not limited to the following: written warning, formal reprimand, failure, and/or dismissal. In addition, the student is removed from all clinical practicum sites pending disciplinary action. Every effort will be made to use progressive discipline and provide the student with the opportunity to make up missed clinical hours. However, at the discretion of the faculty member, a student can be failed at any time during the semester for an unsafe practice including but not limited to as defined below.

1. Violates or threatens the physical, psychological, microbiological, chemical, pharmacological or thermal safety of the patient.
2. Violates previously mastered principles/learning objectives in carrying out nursing care skills or delegated medical functions.
3. Accepts assignments beyond knowledge, education, experience or competence.
4. Fails to recognize or accept legal/ethical responsibility for actions as defined in the Nursing Practice Act for the State of Texas or the Code for Nurses of the American Nurses Association.
5. Fails to carry out CDC Standard Precautions.

Failing to meet expected standards may result in academic dismissal at any time. This includes but is not limited to unsafe clinical practice.

Clinical Evaluation

Formal evaluations are conducted during the semester. A summative evaluation is completed at the end of the semester. This is considered a formal document of students' performance in clinical. Students are graded on levels of achievement for clinical performances: "Accomplished," "Competent," "Developing," Beginning/novice," or "Dependent/deficient". 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.

Documentation of Clinical Behavior

In order to ensure clear communication with students and adequate documentation within a course, clinical behaviors are documented on the Clinical Evaluation Form. Supplemental documentation is required for unsatisfactory and unsafe performance.

<u>Clinical Coordinator Referral Form</u>

1. When a student demonstrates any unsafe or unsatisfactory practices, faculty will discuss the behavior with the student and complete a Clinical Coordinator Referral Form.
2. The faculty member and the student sign the form and retain a copy. The original is forwarded to the *Clinical Coordinator*.
3. The student is removed from all practicum sites pending disciplinary action if unsafe and may be removed for unsatisfactory performance.

4. The *Clinical Coordinator* meets with the clinical instructor and a minimum of one member of faculty and forwards recommendations to the *Track Coordinator* for unsafe practices.
5. Within seven days, the student is informed of disciplinary action and a plan for improvement.
6. During clinical evaluations, referral slips should be referenced.
7. The *Clinical Coordinator* tabulates the numbers and types of deficiencies occurring each semester and incorporates this information into course planning and revisions.
8. If the *Clinical Coordinator* identifies an excessive number of deficiencies occurring in a particular area, this information will be reported to the *Track Coordinator*.

Student Counseling Form

1. When a student demonstrates any unsatisfactory or unsafe clinical behavior, the faculty will discuss the behavior with the student and complete a Student Counseling Form.
2. The student signs the form and retains a copy. The original is attached to the student's clinical evaluation form and a copy is attached to the Clinical Coordinator Referral Form.
3. During clinical evaluations, student counseling forms should be referenced.
4. If a pattern of more than two clinical unsatisfactory ratings or unsafe behavior is identified, student failure of the course is considered.

Clinical Commendation Form

1. When a faculty member observes an outstanding student behavior or patient outcomes secondary to student behavior, faculty will discuss the behavior with the student and complete a clinical commendation form.
2. Faculty signs the form and the student retains a copy. The original is attached to the student's clinical evaluation form and a copy is submitted to the *Clinical Coordinator*.

Clinical in Place of Employment

To ensure a broad range of clinical experiences, the student should 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 has 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.

Confidentiality Policy/Agreement

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 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.

HIPAA (1996): Annual education materials are available through the Blackboard course delivery system at ASU. Each year, every nursing student must review the HIPAA instructional materials. Each year, clinical instructors will require each student to submit proof of completion of these materials.

Dosage Calculation Testing Policy

Background

The Pre-Clinical Nursing Dosage Calculation Testing Policy exists to facilitate dosage calculation competence necessary for safe nursing practice. The nursing literature reports that the majority of nursing errors occur in medication administration. Many hospitals require nurses to demonstrate dosage calculation proficiency as a requirement for employment. Therefore, it is imperative that nursing students assume personal responsibility for maintenance of dosage calculation skills throughout the nursing curriculum. Pre-clinical dosage calculation testing serves as a means for continued assessment of these important required skills. In addition, dosage calculation competence may be evaluated on written exams and clinical exercises.

Policy

Students must score 100% on a level-specific dosage calculation test at the beginning of their clinical practicum each semester. A student will receive a clinical unsatisfactory after each attempt on the dosage calculation test if they do not score 100%. Failure of three level-equivalent versions of the dosage calculation test within a semester is evidence of a student's inability to meet clinical objectives, and results in course failure. The student will be withdrawn from the clinical course with a grade of **"F"** and will receive **"no credit"** for the corresponding didactic course.

Procedure

1. Three equivalent versions of the dosage calculation test will be constructed by the dosage calculation instructor for each clinical course in semesters 2, 3, and 4 of each nursing program.

2. After failure on the first test (score less than 100% correct) the student
    a. Receives one clinical unsatisfactory.
    b. Reviews their test with the clinical instructor prior to further testing.
    c. Completes remediation and further instruction with the clinical instructor.
    d. Must retake an alternate form of the test within 1 week of test failure.
    e. May attend clinical practicum while completing remediation during weeks 1-4 **(While at clinical, student may NOT administer medications if they have not passed the dosage calculation test with 100%).**

3. After failure on the second test the student
    a. Receives a second clinical unsatisfactory.
    b. Reviews test with clinical instructor.
    c. Meets with course faculty team and program director.
    d. Retakes a third version of the test within 1 week of the second failure.
    e. May attend clinical rotation while completing remediation during weeks 1-4 **(While at clinical, student may NOT administer medications if they have not passed the dosage calculation test with 100%).**

4. A third failure on a level-equivalent version of the dosage calculation test is evidence of the student's inability to meet clinical objectives, and results in course failure. The student will be withdrawn from the clinical course with a grade of **"F"** and will receive **"no credit"** for the corresponding didactic course.

Resources

Resources available to assist students to prepare for the dosage calculation tests include:

1. Instructional materials obtained in NUR 3305, which includes dosage calculation.
2. The clinical instructor, dosage calculation instructor, and tutoring center.
3. ATI dosage calculation skills modules purchased by students prior to the first semester of their program.

Social Media Policy

The Angelo State University Department of Nursing supports the use of social media in personal/non-academic or non-professional contexts. Students may encounter confidential information within the academic or patient care environment during clinical practicum and must demonstrate professional behaviors and communication. Consistent with Code of Ethics for Nurses with Interpretive Statements [ANA, 2001], Nursing: Scope and Standards of Practice [ANA, 2nd ed., 2010], Nursing's Social Policy Statement [ANA, 2010] and the ASU Confidentiality Statement all students sign at the beginning of their program, it is the student's responsibility to refrain from the following:

- Uploading images/videos of yourself in a clinical environment or uniform*
- Discussing patients, visitors, vendors, or organizational partners
- Talking about physicians, hospital/facility/clinical staff
- Discussing clinical events or news stories involving clinical partners
- Giving medical advice online
- 'Friending' or requesting to friend patients (even when they are no longer patients), Department/College faculty, or staff.
- The only exceptions are individual or group photos of the clinical group and faculty.

ASU nursing faculty reserves the right to order the immediate removal of inappropriate items (HIPPA violations, etc.) that are posted on a student's social media site.

> Students preparing to enter the nursing workforce have a professional obligation to understand the nature and consequences of participating in social networking of all types [blogs, Twitter, Facebook, etc.]. Patient privacy is a fundamental ethical and legal obligation of nurses. Although social networking venues offer opportunities for mentoring and sharing needed health related education and information among colleagues and the lay public it also presents risk. The use of privacy settings and the separation of personal from professional information is not guaranteed from being shared or made public in less protected forums. Online content and behavior has the potential to enhance or undermine the individual student's career and/or the academic institution they attend. Students should consider the 'unintended consequences' of any information they share outside the context in which it was learned [adapted from *Principles: Social Networking and the Nurse* [Draft 25 April 2011], American Nurses Association].

Dress Code

Generic BSN (Pre-Licensure) 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 students in the Generic BSN Program.

Uniform Requirements
Generic BSN students will wear a "pressed," clean ASU uniform and/or ASU lab coat as designated by agency policy. GBSN uniforms are royal blue and must 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 or other designated businesses.

1. Uniforms should be washed after each wearing due to the exposure to pathogens.
2. If t-shirts are worn under the uniform, they must be white.
3. For the male student, no visible chest hair should show above the uniform (this can be addressed by wearing a white undershirt as needed).

4. Nursing student uniforms are not to be worn when at a place of employment. This includes the wearing of the name badge. The uniform is to be worn only during Angelo State University Nursing Program activities.

Name Badges- Photo ID Badges

The name badge is a required part of the nursing student uniform. Nursing student name badges are to be worn in the clinical areas and/or for activities with the Nursing Program.

1. The name badge will be supplied to the student from the nursing program: white background with a photo of the student; first name; and school and program affiliation on the second line.
2. Example: Jim, RN
   ASU B.S.N. Student
3. No other degrees, credentials, certifications or other information can appear on the name badge.
4. The name badge will not be worn in any other activity that is not related to the students' assignment or in any other working capacity. This is strictly prohibited. Identifying oneself 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.

Personal Appearance	Acceptable	Not Acceptable
Overall Clothing	ASU uniform and/ or ASU lab coat. Must be clean, neatly pressed, in good repair and appropriate size.	Soiled, wrinkled, torn, noticeably worn, too tight or too loose fitting. The color of undergarments must not be visible through the uniform.
Name Badges	Required part of the nursing student uniform. Must be worn in an easily visible spot above the waistline and follow the proper format.	No name badge, turned around with back showing, or in a difficult place to read.
Hair	Neat, clean, professional appearance. Must not hang freely in the face or down the back. Men: Beards, mustaches and sideburns must be neat and trimmed.	Extreme styles and/or hair color, unnatural appearance, extreme hair accessories. Men: unkempt facial hair.
Fingernails	Clean and trimmed nails.	No nail polish or artificial nails of any kind may be worn.
Perfume, Cologne, Deodorant, Hygiene	Good hygiene required and use of deodorant recommended. The use of makeup is at personal discretion.	No excessive perfume, cologne or after-shave. Must not have the smell of tobacco products, smoke or other strong odors on body or clothing. No excessive use of makeup.
Jewelry	None of any kind is to be worn except wedding bands and engagement rings.	No facial jewelry (including tongue jewelry) allowed.
Body Piecing, Tattoos	If ears are pierced, one pair of small, stud earrings (one in each ear only)	Visible body piercings or tattoos.

Personal Appearance	Acceptable	Not Acceptable
Shoes	Shoes must be white, either "nurses shoes" or tennis shoes (sneakers). Shoes must be clean and must cover the toes. White socks should be worn.	Dirty, unpolished shoes. No shoes other than "nurse shoes" or all white tennis shoes.
Hosiery, socks	White hosiery or socks must be worn.	Dirty, torn or any color except white.
Dresses, Blouses, Shirts	Professional	Spaghetti straps, Open Backs, Strapless
Dress, Skirt Length	Must be professional in length	Anything less than 3-4 inches above the knee
Slacks, Pants	Professional	Denim Jeans (soiled, wrinkles, torn, noticeably worn, too tight/loose fitting)

Dress Code Requirements for Clinical Rotation
Nursing students checking clinical assignments prior to the educational experience are to wear the complete uniform or a clean, pressed white laboratory coat over appropriate street clothes.

1. The name badge is to be worn on the laboratory coat.
2. 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.
3. Chewing gum when in uniform is not permissible.
4. Excessive perfumes, aftershave lotion, tobacco products, smoke, and other strong odors can be respiratory triggers for some patients. Students may not wear excessive perfume or aftershave lotion and may not have the smell of tobacco products, smoke, or other strong odors on the body or clothing while in the clinical setting. Therefore, students are not allowed to use tobacco products or smoke during clinical hours.

Nursing students representing ASU Department of Nursing at career days, college nights, etc., will be expected to wear the appropriate uniform for clinical experiences, unless otherwise informed.

Emergency Messages

If the Department of Nursing office 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 Nursing 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 contact with the student throughout 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.

- Students are never to discuss events or scenarios occurring in the simulation lab except in debriefing sessions. This is considered a clinical environment and confidentiality regarding all aspects of scenarios is required and expected. 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 members 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.

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.

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. Students should routinely use barrier protection to prevent skin and mucous membrane contamination with:

1. secretions and excretions, except sweat, regardless of whether or not they contain visible blood
2. body fluids of all patients and specimens
3. non-intact skin
4. mucous membranes

Hand Hygiene. The following guidelines will help prevent contamination:

1. Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn, and/or immediately wash hands 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.
2. Use a plain (non-antimicrobial) soap for routine hand washing.
3. 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.
4. Wash hands upon entering and exiting a patient room.

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 non-sterile 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. Ensure that single use items are properly discarded.

Environmental Control

Follow procedures for the routine care, cleaning, and disinfection of environmental surfaces, beds, bed rails, bedside equipment, and other frequently touched surfaces.

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, which avoids transfer of microorganisms to other patients and environments.

Occupational Health and Blood-borne Pathogens

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, manipulate them with both hands, or use any other technique that involves directing the point of a needle toward any part of the body. Instead, 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 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.

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, and faculty will provide information on appropriate actions to be taken.
3. Notify the charge nurse.
4. Complete the ASU Exposure Incident Report and report to the ASU health clinic.
5. Meet any facility policy regarding occurrences.
6. In the case of a student involved in an exposure incident, the supervising faculty member contacts the clinic or emergency room with the student's name and requests an HBV, HCV, and HIV to be drawn. The clinic will draw the labs and conduct the post-exposure evaluation.
7. Seek post-exposure care within 2 hours as follows:
    - ASU Clinic – Monday through Friday from 8:00 am – 5:00 pm
    - Shannon Urgent Care South or West (open from 7:00 am – 10:00 pm, 7 days a week) – on weekends, university holidays, or after the ASU Clinic closes
    - Emergency Room of choice – after 10:00 pm and before 7:00 am

EXPOSURE INCIDENT REPORT

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.*

Insurance

Liability Insurance
Liability insurance is specialty insurance coverage designed to offer protection against claims arising from student nursing practice. Liability insurance is automatically purchased for all undergraduate nursing students enrolled in clinical courses.

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 acceptance 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 please contact Special Events Facilities & Services at (325) 942-2021.

Immunizations

All Generic BSN 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 upon acceptance. 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. The most up-to-date list of required immunizations is contained in the Department of Nursing immunization form. The ASU Undergraduate Student Handbook also has extensive information on immunizations required of college students in the state of Texas.

Immunization Form

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. Students having a positive TB skin test or who have taken anti-tuberculosis medications must submit a physician's letter of clearance prior to the start of clinical.

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 exams 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 and 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 Generic BSN 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. 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.

The Proctored ATI Exam will be administered in the computer labs on campus and scheduled by the course instructor. It is recommended that students 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 two nursing skills labs, a virtual IV therapy lab, 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 checkout upon request. The Nursing LRC is open Thursday 8:00 a.m. to 8:00 p.m. and Mondays, Tuesdays, Wednesdays and Fridays from 8:00 a.m. to 4:00 p.m. during the fall and spring semesters.

ASU OneCard

All students (including online students) MUST have an ASU OneCard. This student ID serves as your library card, so students cannot use interlibrary loan or check out books without it. The ASU OneCard is the method through which students who receive a refund from ASU will choose their disbursement option.

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 the ASU OneCard cannot be forwarded.** For more information, go to the ASU OneCard office web site.

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 an Interlibrary Loan program. In order to check out materials from the library, you must have an ASU OneCard.

Nursing Library Tutorials

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 (not on-campus) and want to know more about how to access library databases from off campus, click here.

If you are a distance student, the TexShare Loan Program will assist you in the use of 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) 942-2198 for assistance.

Interlibrary Loan

This is a library-to-library loan service offered by the Porter Henderson Library to ASU students, faculty, and 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 please contact the Library's Interlibrary Loan unit. 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 students 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 service please contact IT support or call (325) 942-2911.

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 support at convenient hours for students, either in the lab or by phone. For hours of operation, please check the Student Computer Access and Printing Services page.

IT Help Desk:
325-942-2911(local or long distance)
1-866-942-2911 (toll free)
helpdesk@angelo.edu

Computer Requirements

All students are required to have access to a dependable computer with a reliable Internet Service Provider (ISP or internet connection). Since most nursing courses have online or web-supported components, your computer must meet the minimum requirements listed below. These system requirements will enhance your ability to access and use online course materials as well as review content and lectures presented in class. Students must have a high-speed connection.

Please refer to the Distance Education page for more information.

Computer hardware and software that are less than these specifications may cause technical problems.

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 2010 or later). A recent version of MS Internet Explorer web browser is also required and can be downloaded free on the Microsoft web page. Many faculty members utilize Flash to present online lectures. Students must download the most recent version of Adobe Acrobat, Adobe Flash Player 7 or higher to view these lectures. Flash Player is a free download at the Adobe Acrobat web page.

Blackboard is an online course management system that provides a variety of tools that allow faculty and students to participate in online courses and/or courses that combine online material and face-to-face classes. Through Blackboard, instructors are able to present course material, administer tests and communicate with students. Students may submit assignments, participate in discussion forums and chat rooms, and check their grades from any computer that has Internet access and a Web browser.

To utilize Blackboard, students must use a computer capable of running Windows XP or later, or Mac OSX 10.2 or later. A reliable high-speed Internet connection is also required. A Windows computer must have Internet Explorer 7 or later, or Firefox 3.0 or later. Mac users must have Safari 3 or later, or Firefox 3.0 or later. Instructors may also provide content that requires other software to view, including Word, PowerPoint, Excel, Acrobat PDF and a variety of other multimedia formats.

Faculty cannot make accommodations in coursework related to inadequate computer capabilities.

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 Nursing office, faculty, and for Blackboard assignments. The Department of Nursing will utilize ASU email addresses exclusively 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 email accounts are created in any of the computer labs on campus.

Distance Students
If a distance student needs assistance obtaining a university email username and password, the Technology Access Account Agreement form must be completed and faxed to the IT Help Desk at (325) 942-2508. After receiving a username and password, students should immediately change their password.

To access email when away from the university students can login to the RamMail service using a web browser such as Internet Explorer or Netscape.

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 Email system, Library, Blackboard, Virtual Calendar, and Course/Departmental Information.

The Department of Nursing at Angelo State University utilizes a Nursing tab in Blackboard 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.

REFERENCES AND RESOURCES

1. Texas Board of Nursing (BON) The mission of the Board of Nursing 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.*

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

3. 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 Nursing in the *Texas Nursing Practice Act*. It is the student's professional and legal responsibility to keep current on all BON regulations.

4. ANA Code of Ethics for Nurses with Interpretive Statements From this website, you can read the ANA Code of Ethics and order your own copy.

5. Angelo State University's Honor Code

6. What is HIPAA?

7. Centers for Disease Control – Standard Precautions

Student Nurses Association

All nursing students are invited and encouraged to join the ASU 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.

Reviewed & Updated: 8/2016