

# Department of Nursing



BEAVER COLLEGE OF HEALTH SCIENCES  
APPALACHIAN STATE UNIVERSITY

(APP STATE)

## **BSN STUDENT HANDBOOK 2022-2023**

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## FORWARD

Welcome to the Appalachian State University Department of Nursing. This handbook contains the most essential and commonly used policies of the University, as well as specific nursing program policies. Please note that the Handbook is subject to change at any time as the program grows and policies are refined.

As you begin your nursing education at Appalachian State University (hereinafter “App State” or “University”), remember that you are the nursing leaders of tomorrow. Take pride in Appalachian State University and in the education that is shaping you to be an outstanding professional nurse.

Appalachian State University’s Department of Nursing supports the mission of the University and the Beaver College of Health Sciences which includes excellence in teaching/learning and the fostering of scholarship and service to community. The complete text of these statements is included in the *Appalachian State University Undergraduate Bulletin, 2022- 2023*. The Department of Nursing does not discriminate on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information, or sexual orientation in either the selection of Students or as to any aspect of the education provided in this program.

**NURSING DEPARTMENT DIRECTORY**  
Visit [Nursing.appstate.edu](http://Nursing.appstate.edu) for faculty & staff  
directory.

**APP STATE Department of  
Nursing  
VISION STATEMENT, MISSION, GOALS,  
PHILOSOPHY, AND EXPECTED OUTCOMES**

**VISION STATEMENT:**

Appalachian State University Department of Nursing will be regionally and nationally recognized as a higher education organization that is innovative, inquiry-based and inclusive. Our focus is on the healthcare needs of society and of underserved populations.

**MISSION:**

The mission of the Department of Nursing at Appalachian State University is to:

1. prepare nurse leaders and providers who deliver high quality, accessible, compassionate care.
2. teach, conduct scholarship, and practice in partnership with and in the service of the community.

**GOALS:**

The goals of the BSN program are to:

1. Provide a quality program in nursing based on a liberal education and professional nursing values, competencies, and knowledge.
2. Facilitate the development and implementation of professional nursing roles in caring for individuals, families, groups, and communities from diverse geographical and cultural backgrounds through the application of knowledge, theory, and research from nursing as well as other related disciplines.
3. Instill in students an appreciation for and commitment to lifelong learning, scholarship, and service in order to promote their personal growth, advance the profession of nursing, and meet the health needs of society.
4. Prepare nurses who can practice as generalists in any health care setting.
5. Provide a foundation for graduate nursing education.

Adopted April 4, 2007; Revised October 2008; Revised February 2009; Revised January 2013; Reviewed January 2014; Revised April 2016; Revised August 2018; Reviewed June 2020; Reviewed 8/2021; Reviewed 04/2022



## **PHILOSOPHY:**

### **Nursing**

Nursing is a practice discipline that provides a vital and distinctive service to global society through utilization of principles from nursing, physical, biological, and social sciences, arts, humanities and mathematics to assist individuals, families, groups, communities and populations achieve an optimal level of health. The focus is on holistic health through evidence-based practice and patient centered care. Professional nursing care is predicated on effective communication and critical thinking skills, current knowledge for evidence-based practice (EBP), technical and assessment skills, the nursing process, and a code of professional ethics.

Nurses are vital members of the collaborative healthcare team and practice in multiple and diverse environments, to promote optimal healthy functioning of persons.

### **Person**

Each person is a holistic being who embodies inherent dignity and worth, and the right to self-determination. The focus of nursing care is persons as individuals, family, groups, communities and/or populations. There is a synergistic relationship among person, nursing, health, and environment.

### **Health**

Health is defined by the perception of each person. Health is viewed holistically and includes the way persons interact with their environment.

### **Environment**

Environment provides the context for human life, internal and external. The combined influences of the external and internal environments determine the growth and development of persons and their state of health.

### **Nursing Education**

Nursing education encompasses scholarly inquiry and evidence-based practice to prepare professionals to enhance well-being and healthcare outcomes for individuals, families, groups, communities and/or populations.

While the faculty is committed to appreciating each student's uniqueness and accommodating each student's learning needs, the faculty expects students to be responsible for their own learning and to engage with the faculty in a dynamic, interactive, educational process. Nursing Education is a mutual endeavor in which students and faculty share, pursue, and generate knowledge in a collaborative setting.

## **END-OF-PROGRAM STUDENT LEARNING OUTCOMES:**

The following educational outcomes are based on the mission, goals, and philosophy of Appalachian State University's Department of Nursing.

The program graduate will:

1. Utilize clinical judgment and foundational knowledge of the liberal arts and sciences to provide nursing care that is safe, holistic, equitable and evidence-based to diverse individuals and populations across the lifespan.
2. Exhibit a person-centered approach respecting diversity, values, beliefs, needs, preferences, resources and determinants of health unique to healthcare consumers and stakeholders.
3. Collaborate with consumers, stakeholders, and healthcare team members to coordinate a continuum of care that focuses on wellness and prevention, restorative care, chronic disease management, and palliative care.
4. Communicate through personal interaction and use of information technologies in a manner that demonstrates respect, authenticity, confidentiality, while ensuring safety and quality care.
5. Promote personal and professional growth through participation in self-care modalities, educational offerings, and civic partnerships that lead to healthier lifestyles and equitable care for consumers and communities.
6. Demonstrate leadership and accountability in accordance with ethical, legal, and professional standards in nursing practice.

Adopted April 4, 2007; Revised October 2008; Revised February 2009; Revised January 2013; Reviewed January 2014; Revised April 2016; Revised August 2018; Reviewed June 2020; Reviewed 8/2021; Reviewed 04/2022; Revised/Adopted 5/2022

**BSN PROGRAM CONCEPTS, SUBCONCEPTS AND THREADS**

CONCEPTS	SUBCONCEPTS AND THREADS
Person-centered Care	Theory-based Practice Teaching-learning based Practice Evidence-based Practice and Research Nursing/Problem-Solving Process Clinical Judgment Safety/Quality Competent Technical Skills Respect for Diversity, Equity and Inclusion Cultural and Structural Competence Holistic Caring Behaviors Legal/ethical Considerations
Clinical Judgment	Knowledge Integration of Liberal Arts and Sciences Cue Recognition and Analysis Problem Prioritization Inquiry Goal Setting Implementation/Intervention Evaluation of Outcomes
Communication	Respect for Dignity, Privacy, and Individuality Therapeutic Communication (eye contact, active listening, touching, developing rapport and trust) Advocacy Education Empowerment Literacy Information Management (access to, evaluation and dissemination of healthcare information)
Collaboration	Inter-and Intra-professional Communication Report Giving/Validation of Projected Plan of Care Access and Integration of Community Resources Coordination of Care Confidentiality of health records, data and information Team Acknowledgement of Safety Protocols
Leadership	Coordination of Care Management of Individuals and Teams Role Analysis Delegation Conflict Management Health Policy Awareness

	Resource and Cost Management
Professionalism	Self-Care/Stress Management Practice Alignment with ANA Code of Ethics, Nurse Practice Act Self-Management and Evaluation/Accountability/Autonomy Global Perspective Life-long Learning

## NURSING DEPARTMENT ORGANIZATION STRUCTURE

The Department Nursing is comprised of the Chair, Program Director(s), Faculty and Administrative Staff. Unless otherwise noted in a specific policy, students are encouraged to address their concerns (when they arise) to their assigned course/clinical faculty member and subsequently to the program director, and finally to the department chair if not resolved.

### STUDENT ADVISEMENT

Academic advisement is provided by the Beaver College of Health Sciences Office of Advising and Academic Support located on the first floor of the Leon Levine Hall of Health Sciences 1179 State Farm Road, Boone NC. Ms. Ebony Carlisle is the current APP STATE Nursing Department Advisor, Room: 101C, Phone: 828-262-6901, email: [carlislee@appstate.edu](mailto:carlislee@appstate.edu). For any concern or issue, students are encouraged to contact the Undergraduate Program Director, Dr. Jean Bernard, Room 512B Leon Levine Hall, 828-262-8468, [bernardjs@appstate.edu](mailto:bernardjs@appstate.edu).

### STUDENT INPUT INTO QUALITY PROGRAM IMPROVEMENT

The Department of Nursing invites students to provide input for quality program improvement through completion of faculty and course evaluations, participation in focus groups, and through representation on the Curriculum and Student Affairs committees.

### STUDENT INFORMATION & CONSENTS

Throughout the nursing program, students are required to convey current information to the department regarding

- contact information (changes in name, address and phone number);
- any relevant family emergency that will impact the student's ability to participate fully in the nursing program;
- illness, or injury that will impact the student's ability to participate in the nursing program or any required clinical experience; and
- any nursing course drops, additions, or withdrawals.

Students must notify their Program Director, and the Registrar's Office of intent to drop, add, or withdraw from one or more classes.

At the beginning of each academic year, students must complete the **Student Information Form** and sign a **Student Handbook Agreement** that documents receipt and review of the Department of Nursing Student Handbook.

Upon admission to the program, students must give consent and sign the **Blanket Release For Use of Photograph Form**. **Forms are all completed in the compliance system.**

## APP STATE ACADEMIC AFFAIRS & POLICIES

Students must comply with all Appalachian State University policies including:

- Disability Resources
- Attendance
- Student Engagement in Coursework
- Academic Integrity

Examples of academic integrity violations include:

- Cheating
- Fabrication & falsification
- Multiple submission
- Plagiarism
- Abuse of academic materials
- Complicity in academic dishonesty
- Specific policies and requirements for infection reporting & prevention (COVID-19 or other)

Policies may be found at:

- <https://studentconduct.appstate.edu>
- <https://academicaffairs.appstate.edu/resources/syllabi-policy-and-statement-information>
- [https://policy.appstate.edu/Acadmeic\\_Integrity\\_Code](https://policy.appstate.edu/Acadmeic_Integrity_Code)
- <https://www.appstate.edu/go/coronavirus/>
- [https://policy.appstate.edu/Policy\\_Manual](https://policy.appstate.edu/Policy_Manual)

### **Academic Integrity**

Formal complaints related to academic dishonesty are addressed in the *Appalachian State University: Academic Integrity Code*.

Violations of the Academic Integrity Code are addressed on a case by case basis by the Office of Student Conduct.

### **Plagiarism**

Plagiarism is defined in the Appalachian State University Academic Integrity Code as “presenting the words or ideas of another as one’s own work or ideas.” All directly quoted material must be properly cited. Plagiarism includes but is not limited to borrowing, downloading, cutting, pasting and paraphrasing without acknowledgement, including from online sources, or allowing a person’s academic work to be submitted as another’s work.

## APP STATE Student SUPPORT SERVICES

**Library Services (828-262-2186):** Students are encouraged to use the APP STATE's library facilities. Find the Beaver College of Health Sciences Librarian by visiting [library.appstate.edu](http://library.appstate.edu)

**Counseling Center (828-262-3180),** <http://counseling.appstate.edu/>: APP STATE's Counseling Center is available to students at any time. For emergencies, on weekends and evenings, students may contact APP STATE's Police at **(828)262-2150** if a counseling staff member is needed. In addition, the counseling center may refer students to local mental health services.

**Student Health Services (828-262-3100),** <https://healthservices.appstate.edu/>: APP STATE's BSN (Prelicensure) students have access to Student Health Services, however online nursing students do not pay the student health services fee and are not eligible.

**Disability Resources (828-262-3056),** <https://odr.appstate.edu/>: Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Students must go to the **Student Process webpage at:** <https://odr.appstate.edu/students> to make an electronic **Student Accommodation Request** as part of the process for determining accommodations. For temporary accommodations, please see this request form: [https://odr.appstate.edu/sites/default/files/documentation\\_form\\_for\\_temporary\\_impairments.pdf](https://odr.appstate.edu/sites/default/files/documentation_form_for_temporary_impairments.pdf).

Students seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Resources (ODR). ODR engages in an interactive process to review requests for accommodations with consideration of course requirements and a student's condition, history, and request. Once registration is complete, a student will meet with ODR staff to discuss eligibility and appropriate accommodations. ODR will contact and inform course faculty of needed accommodations. Faculty are very willing to assist students based on ODR's recommendations.

**Diversity and Inclusion at Appalachian (828-262-2460) (diversity.appstate.edu)** APP STATE is committed to Inclusive Excellence and does not position diversity as simply the presence of difference, but instead treats diversity as the **intentional inclusion** of the cultures, worldviews, gifts, talents, history, and traditions of all people and places. Inclusive Excellence employs a broad definition of diversity that includes:

- (Dis)ability
- Gender identity
- Gender expression
- Sexual orientation
- Race and ethnicity
- Religion
- Nationality
- Age
- Religion
- Social class

**Title IX Compliance (828-262-2144)** (<https://titleix.appstate.edu>) APP STATE also fosters a campus that is safe and promotes the well-being of all individuals. Gender discrimination, sexual violence, sexual misconduct, sexual harassment, and relationship violence are counter to our values institutionally. Students who experience any form of sexual misconduct, may contact the Office of Title IX Compliance.

**Tutoring (828-262-2291)**, <https://studentlearningcenter.appstate.edu/tutoring-services> : On campus students should discuss tutoring with course faculty member and/or academic advisor(s). Online students in need of tutoring may contact faculty or the online education department.

<b>ADDITIONAL RESOURCES</b>	
Academic Affairs	828-262-2070
Add a Class (Registrar's Office)	828-262-2050
Adverse Weather	828-262-7669
Appalachian Summer Festival	828-262-4046
Application for Graduation	828-262-6492
App State Online	828-262-3113
Athletic Tickets	828-262-2079
Dean's Office (Beaver College)	828-262-8145
Bookstore	828-262-3070
Career Development Center	828-262-2180
Cashier's Office	828-262-2113
Chancellor	828-262-2040
Change of Address (Registrar's Office)	828-262-2050
Computer Shop (bookstore)	828-262-3070
Computer Technical Support	828-262-6266
Counseling and Psychological Services	828-262-3180
Daymark and After-Hours Number	828-264-8759; 877-492-2785 (After hours)
Dean of Students	828-262-8284
Digital Learning Resources	828-262-6090
Digital Learning Studio	828-262-2186
Disability Resources, Office of	828-262-3056
Financial Aid	828-262-2190
Grade Information (Registrar's Office)	828-262-2050
Health Services	828-262-3100
ID Cards	828-262-6141
Information (APP STATE Campus)	828-262-2000
Information (Student)	828-262-3030
Learning Center	828-262-2291
Legal Clinic	828-262-8284
Belk Library	828-262-2186
Loans	828-262-2190
Off-Campus Courses (Distance Ed)	828-262-3113
Parking and Traffic	828-262-2878
POLICE (Campus)	828-262-8000
Racial Trauma Healing Space	828-262-2083



Registrar	828-262-2050
Substance Abuse Health Services Administration	1-800-662-HELP
Schaefer Center	828-262-4046
Scholarships	828-262-8453
Suicide Prevention	1-800-272-TALK (8255)
Testing Center	828-262-6801
Title Nine Equity Office (Grievances, etc.)	828-262-2144
Transcript (Registrar)	828-262-2050
Tuition & Fees	828-262-2113
Withdrawal (Registrar)	828-262-2050

## APP STATE Department of Nursing FINANCIAL AID

Listed below are resources for information on financial aid detailing up-to-date specifics to assist in the appropriate funding for your needs.

- **APP STATE's Financial Aid office–(828)262-2059** <https://financialaid.appstate.edu/>  
They can help with programs such as Pell Grants and Stafford Loans, State-funded programs such as the NC Student Incentive Grant, work-study opportunities, and scholarships available only to Appalachian Students.
- **Beaver College of Health Sciences Scholarship page:**  
<https://healthsciences.appstate.edu/students/scholarships>
- **American Association of Colleges of Nursing:**  
<https://www.aacnnursing.org/Students/Financial-Aid>
- **American Nurses Association:**  
<https://www.nursingworld.org/education-events/scholarships/>
- **Black Excel**  
<http://www.blackexcel.org/nursing-scholarships.html>
- **College Foundation of North Carolina**  
<https://www.cfncc.org/>  
This program administers the NC Nurse Scholars Program, the NC Health, Science and Math Scholarship program, and many other relevant programs.
- **North Carolina Nurses Association Foundation:**  
<https://www.ncnurses.org/foundation/scholarships/>
- **National Student Nurses Association Foundation:**  
<https://www.nсна.org/foundation-of-the-nsna.html> &  
<https://www.forevernursing.org/>
- **Sigma Theta Tau:**  
<https://www.sigmanursing.org/advance-elevate/careers/nursing-scholarship-opportunities>
- **U.S. Department of Health and Human Services:** <https://bhw.hrsa.gov/loansscholarships>
- **After College/AACN Nursing Student Scholarship Fund**  
<https://www.aftercollege.com/content/article/aftercollege-aacn-scholarship/>

## **APP STATE Department of Nursing**

**COMPLAINTS/RESOURCES** Students enrolled in the Department of Nursing have access to the same resources regarding complaints of misconduct as other students at App State. The following information is provided as a resource for Nursing Students:

- Students who believe they are victim of any form of sexual misconduct may contact the APP STATE Office of Title IX Compliance, 123 I.G. Greer Hall, [titleix.appstate.edu](http://titleix.appstate.edu), 828-262-2144.

### **Student Misconduct**

**Definition of Misconduct** from the *Appalachian State University Code of Student Conduct 2022- 2023*. "...any action by a student that endangers or threatens to endanger the health or safety of the University community or the education mission of the University, or any behavior that violates the standards of conduct specified in Article IV of this Code"

The Code of Student Conduct is the primary resource related to misconduct. It contains:

#### *Bill of Students' Rights*

- Disciplinary policies
- Role of Conduct Boards
- Procedure for conduct review
- Guidelines for determining appropriate sanctions
- Rights of an accused student during a hearing
- Guidelines for students appealing claims

In the event that a complaint has been made regarding student misconduct, every attempt is made to ensure that students' rights to a fair process are upheld. For complaints regarding student misconduct, please contact the Office of Student Conduct: Plemmons Student Union, Rm. 320, [studentconduct@appstate.edu](mailto:studentconduct@appstate.edu), 828-262-2704.

Consequences of Misconduct as per the APP STATE Code of Student Conduct may include:

- expulsion,
- suspension,
- reprimand,
- general probation,
- specific probation,
- community service, and
- restitution.

## **APP STATE Department of Nursing**

### **BSN MAJOR: ADMISSION, PROGRESSION AND GRADUATION POLICIES**

#### **The Bachelor of Science in Nursing (BSN)**

The purpose of this degree and accredited baccalaureate program is to prepare students who do not yet possess a registered nursing license to practice as a generalist in a variety of healthcare settings. In this pre-licensure program, students develop academic knowledge and skills for care of individuals, families, and communities while also building a foundation for graduate nursing education.

#### **Admission Criteria**

- Students must be admitted to the University and complete 44 semester hours of prerequisite (general education) coursework prior to applying for admission to the Bachelor of Science (BSN) degree program.
- **Students must complete certification as a nursing assistant I (C.N.A.) through an approved and accredited North Carolina program or gain approval for CNAI Reciprocity Application based on certification from an approved out of state program.** [Reciprocity Application](#)
- Students apply for admission between fall and spring semester of the sophomore year with the deadline for application submission by the first day of Spring Semester.
- Acceptance into the pre-licensure BSN program is competitive and based on the student's application, interview process, and science and overall GPA. Specific guidelines on admission requirements and application form are available on the Department of Nursing website. Not all applicants who meet the requirements can be accommodated; therefore, applicants whose credentials present the best qualifications for those meeting the requirements will be selected.

#### **Transfer Credit:**

- All baccalaureate degrees granted by Appalachian require the completion of a minimum of 50 semester hours at a senior college or university. (Note that credit awarded for credit by exam, military service, or "Life Experience" does not count as part of the required 50 hours.)
- All nursing courses must be taken at Appalachian. The Comprehensive Articulation Agreement (CAA) with NC community colleges will be followed in evaluating non-nursing credits from NC community colleges.

#### **Graduation Requirements**

- **The Bachelor of Science in Nursing (BSN) pre-licensure program** consists of 126 semester hours. Of these, 44 semester hours are general education requirements. Major courses that are foundational and also satisfy the general education requirement include: CHE 1101, CHE 1110, CHE 1102, CHE 1120, NUT 2202, PHL 2000 or PHL 3015, PSY 1200 and SOC 1000.

- The remaining hours include the following courses: ES 2040, ES 2050, BIO 2200, PSY 2210, STT 1810 or higher, NUR 3121, NUR 3123, NUR 3300, NUR 3302, NUR 3040, NUR 3115, NUR 3400, NUR 3100, NUR 3110, NUR 3102, NUR 3112, NUR 3050, NUR 3450, NUR 3452, NUR 4110, NUR 4112, NUR 4124, NUR 4127, NUR 4128, NUR 4130, NUR 4145, NUR 4200, and NUR 4210.
- GPA Requirements: A grade of C or above is required for each course in the major. A grade of B- or higher is required in the Chemistry foundation courses, both Anatomy and Physiology courses, and Microbiology, and a grade of C or higher is required in the rest of the foundation courses.
- An overall GPA of 2.50 is required in nursing courses at the end of fall semester, junior year and every semester thereafter.
- Coursework is defined as “in residence” when registration is through the University. To graduate from Appalachian, an undergraduate student must complete the following in residence:
  - a minimum of eighteen (18) semester hours in the major and (if applicable) nine (9) semester hours in the minor
  - at least 25% of the credit hours required for the degree

### **Academic Success and Student Progression:**

#### **Just Culture Framework:**

In collaboration with the North Carolina Board of Nursing (NCBON), the Department of Nursing uses a “Just Culture” framework. Just Culture promotes a learning culture that supports patient safety while promoting accountability for clinical behavior. The Department of Nursing uses “Just Culture” concepts when reviewing practice events or errors and when identifying appropriate resolutions that promote practice enhancement and patient safety. Just Culture concepts are outlined here at the NCBON website: [\*Just Culture Concepts & Definitions.\*](#)

#### **Progression Requirements**

- Students must maintain:
  - current BLS certification at the healthcare provider level, American Heart Association.
  - yearly tuberculosis screening
  - all immunization requirements as outlined in the compliance system
  - negative Drug Screen
  - approved Criminal Background Check(s)
- To progress from one semester to the next, a student must:
  - achieve a grade of 77% or higher in each nursing didactic course. (Students who have a cumulative nursing GPA less than 2.5 at the end of fall semester, junior year, will be placed on probation and must increase nursing cumulative GPA to 2.5 at the end of the following semester and maintain thereafter.)
  - achieve a grade of “satisfactory” in each nursing clinical course.

## **APP STATE Department of Nursing**

### **LEARNING IMPROVEMENT POLICY**

The Department of Nursing promotes the success of every student in the program. When students' work indicates potential academic or clinical failure (a grade < 77%), faculty will meet with the student to complete a Learning Improvement Plan within 1-2 weeks of the occurrence. The plan will be signed by both the student and faculty. A copy of the written plan will be provided to the student and maintained in the student file. As part of creating and maintaining a just culture, clinical remediation will incorporate the use of the North Carolina Board of Nursing, Student Practice Event Evaluation Tool (SPEET).

#### **Learning Improvement Policy:**

A student who is not meeting program, course, and/or clinical objectives may be placed on a Learning Improvement Plan to help facilitate student success.

A Learning Improvement Plan is not punitive, but rather a communication tool established to allow students, in conjunction with faculty, to address areas in need of improvement. The plan will note the issue of concern and related program/course/clinical objective, provide examples of the problem, and establish concrete action plans and timelines for addressing areas of concern through clearly defined and measurable performance objectives.

Circumstances for a learning improvement plan include but are not limited to:

- A grade of <85% on a medication calculation test.
- A failing grade (<77%) on a paper or exam in any nursing course.
- A mid-term evaluation with a grade of <77% in a didactic or clinical course.
- A rating of less than Level two (2) on a proctored ATI exam.
- Any deficiency in the classroom, lab, or clinical setting as determined by faculty.

#### **Incomplete Courses**

- If a student receives a grade of “incomplete” for a nursing course (didactic or clinical), the “incomplete” must be satisfied with a grade of 77% or higher before a student may progress to the next semester of nursing courses.
- Satisfaction of the incomplete coursework must occur no later than the end of the final grading period for the next term as noted on the official academic calendar (For example, incomplete grades for Spring and Summer terms are due by the last day to submit final grades in the following Fall term. Incomplete grades for Fall terms are due by the last day to submit final grades in the following Spring term)

#### **Withdrawals**

- Students who need to withdraw from the University (i.e., discontinue all classes) for the current term or a future term must complete the online [Withdraw From the University Form](#) Completed form will automatically be forwarded to the Registrar's Office for withdrawal processing. For withdrawal process questions, please contact the Registrar's Office at (828) 262-2050 or [registrar@appstate.edu](mailto:registrar@appstate.edu).
- Newly admitted undergraduate students who no longer plan to attend Appalachian, must also notify the [Office of Admissions](#).
- Starting the first day of classes, discontinuing enrollment in all your classes is considered a withdrawal for the term. If the withdrawal occurs after the official last day to withdraw from the term as published in the [Academic Calendar](#), there will be no

refund and grade(s) will be recorded as "Withdrawal Failure" or "WF." To find the last day to withdraw from the term, please refer to the academic calendar for that term.

- The [Withdrawal Checklist](#) provides students with detailed information about necessary steps they need to take in the withdrawal process.
- The Registrar's website provides students with detailed information about necessary steps they need to take in the withdrawal process: [Withdrawal Policy](#).
- Courses in the nursing program are taught only once a year and are sequential. Students who withdraw must communicate via email with the Program Director ([bernardjs@appstate.edu](mailto:bernardjs@appstate.edu)) who will notify the academic advisor.
- APP STATE Student Health Service must approve medical withdrawals and readmissions. Students seeking a medical withdrawal may need to provide supporting documentation from a healthcare provider.
- Students who plan to return after withdrawing, must follow the University and Department of Nursing readmission policies.

### **Refund Policy**

Information and/or questions regarding refunds can be found on the [Office of Student Accounts website](#) (or email them at [studentaccounts.appstate.edu](mailto:studentaccounts.appstate.edu).)

### **Students may be sanctioned or dismissed from the Department of Nursing for any of the following reasons:**

- Non-compliance and/or violations of Appalachian State University or Department of Nursing policies and procedures.
- Non-compliance and/or violations of clinical agency policies and procedures.
- Non-compliance and/or violations of the North Carolina Nurse Practice Act and ANA's *Code of Ethics*.
- Failure to achieve a grade of at least "C" (77% or >) in a nursing (NUR) course and/or achieving a summative grade of "Unsatisfactory" in a clinical course.
- Failure to pass a medication calculation test on the third attempt.
- Repeated or severe inappropriate behavior that interferes with the ability of the student to safely practice nursing.
- Use of illegal substances or misuse of substances that interfere with the ability to practice safe nursing.
- Denial by any clinical agency for access due to criminal background results, positive drug screen or other outcomes that impact safe nursing practice.
- Clinical behavior that is unsafe, unprofessional, unethical and/or beyond student's scope of practice (actions for which student has not been educated or authorized to perform (Refer to the Just Culture SPEET form section for more details) (NCBON, 2020).
- Uncivil behavior in classroom, lab, clinical or online settings directed toward patients, family members, significant others, visitors, students, faculty or other healthcare providers.
- Behavior that threatens the physical, emotional, mental or environmental safety of patients, family members or significant others, visitors, students, faculty or other healthcare providers.
- Excessive absences, tardiness, and/or incomplete assignments.

## **Performance Standards and Processes for Violations**

Students in the BSN program are first and foremost Appalachian State University students. Therefore, they must adhere to the academic standards and performance standards set forth by the University for all students. According to the Appalachian State University Code of Student Conduct and Academic Integrity Code, “When students enter the University, they assume obligations of performance and behavior relevant to the University’s mission, processes, and functions. These expectations of students in an academic community are higher than those expected of other citizens.” Violations of the performance standards set forth by the University, including violations of the Academic Integrity Code, will be referred to the Office of Student Conduct. Please note that alleged threat or harassment complaints must be handled according to University procedures.

When concerns are noted in any of the areas outlined under the items for sanction and/or dismissal, the Department will utilize the policies and procedures outlined in the following paragraphs.

The severity of the concern will influence the level of intervention and steps followed. It is important to note that if a Clinical placement or service learning agency requests a student be removed, the Department will honor the request. When an academic, behavioral, or professionalism concern is identified the following steps are strongly recommended.

- The faculty member and student should attempt to resolve concerns as soon as possible through open discussion of the issues. Possible solutions will be identified, implemented, and documented. Documentation may include email summaries of meetings and will include the DON Performance Concerns Form. The form will be signed by both the student and faculty. A copy of the written form will be provided to the student and maintained in the student file. The BSN Program Director and/or Department Chair may serve as resources to assist the student and the faculty member in resolving concerns.
- If a satisfactory solution is not reached and/or if another issue arises following the meeting with the faculty member and student, the Program Director should be contacted. The Program Director may consult with the Department Chair. The faculty member and Program Director may use a variety of methods including joint and individual meetings to assist in resolving the problems; efforts to resolve the problems will be documented. Documentation may include email summaries of meetings and will include the DON Performance Concerns Form.
- If agreeable solutions are not found, the problem is not remedied, or a new problem occurs following consultation with the Program Director, the Program Director will notify the Department Chair.



Possible actions may include but are not limited to the following items.

- The Department Chair will determine a course of action and may consult with appropriate University, College and/or Department personnel.
- Gather more information which may include contact with the student, faculty members, agency, or others;
- Conduct a meeting to resolve issues;
- Develop a written performance contract;
- Remove the student from the clinical/service learning agency or classroom; removal may be temporary or permanent.
- Dismissal from the program

The student will be notified in writing of the reasons for dismissal. Students have the right to follow University procedures to file a grievance.

The procedure addressed above relates to concerns raised outside of the clinical setting. The procedure for addressing concerns raised while students are placed in the clinical setting is described in the SPEET (NCSBON).

### **Student Grade Appeals or other Grievances:**

Students may be sanctioned or dismissed from the University in accordance with Department of Nursing and University policies. Students have the right to grieve or appeal issues such as final grades, academic integrity sanctions, discrimination, harassment, student conduct sanctions, eligibility for reasonable accommodations under the ADA, misconduct, state residency classifications for tuition purposes, decisions by the Undergraduate or Graduate Schools, or decisions made by the Office of Student Financial Aid. The process for such grievances or appeals can be found here: <https://academicaffairs.appstate.edu/resources-forms/student-grievance-and-appeal-policies-and-procedures>

### **Readmission**

- Students may seek readmission to the program once if they:
  - Receive a grade of C- (74-76.99) in one nursing course, one time.
  - Approved withdrawal from the University  
<https://registrar.appstate.edu/resources/policies/academic-policies/withdrawal-policy>
  -

Students seeking readmission to the program are not guaranteed to receive readmission.

- To seek readmission, students must submit a letter requesting readmission via email to the Admissions Committee within four weeks of the initial dismissal notification.
- The Letter Requesting Readmission must include:
  - Reasons for the request for readmission;
  - Factors that contributed to dismissal;
  - Attempted remediation actions to prevent failure and/or dismissal; and

- An action plan for success including specific behaviors that will enhance learning if readmitted (i.e. decreased work hours, study group, testing accommodations).
- The Admissions Committee will review the Letter Requesting Readmission and consider the following:
  - Student's accountability for lack of success;
  - Plans for future success;
  - Nursing GPA, coursework and clinical performance; and
  - Number of absences/tardy episodes in nursing courses over the semester.
- The Admissions Committee may request a conference with the student.
- Recommendation of the Admission Committee regarding readmission will be forwarded to the Department of Nursing Chair for review/approval.
- The Department of Nursing Chair will inform the student in writing of a readmission decision, rationale, and instruction for next steps.
- Students readmitted will receive a developmental plan for success formulated by the Admissions Committee with input from the student's faculty and advisor.
- This plan may include focused content review, auditing of nursing courses, and scheduled meetings with faculty and/or the Program Director throughout the semester.
- The student must agree to and sign the developmental plan. This plan will be forwarded to the Program Director, academic advisor, and faculty mentor.
- If a student is denied readmission, the student may appeal the decision in writing to the Dean of the Beaver College of Health Sciences within 10 business days from the issuance of the decision by the Chair.
- The students should provide copies of the prior Letter Requesting Readmission which includes:
  - Reasons for the request for readmission;
  - Factors that contributed to dismissal;
  - Attempted remediation actions to prevent failure and/or dismissal; and
  - An action plan for success including specific behaviors that will enhance learning if readmitted (i.e. decreased work hours, study group, testing accommodations). - AND-
  - A copy of the readmission denial letter from the Department of Nursing.
- The decision of the Dean shall be final and no additional appeal rights shall be provided.
- Students who are not readmitted will be advised regarding options for change of major and directed to proper departments for new advising.

Revised 5/11/17, reviewed 07/2019; revised 06/2020; revised 08/2021; Revised 04/25/2022

**APP STATE Department of Nursing  
CURRICULUM OVERVIEW BSN PROGRAM**

<b>Course Name and Number</b>	<b>Total Credits</b>	<b>Class Hrs. /Week</b>	<b>Lab Hrs. /Week</b>	<b>Clinical Hrs. /Week</b>	<b>Ratio Class: Lab</b>
N3121 Health Assessment Across the Lifespan	3	3	0	0	N/A
N3123 Health Assessment Across the Lifespan Lab/clinical	1	0	4	4	1:3
N3300 Fundamentals of Nursing Practice	3	3	0	0	N/A
N3302 Fundamentals of Nursing Practice Lab/Clinical	3	0	9	9 (x14 wks)	1:3
N3040 Nursing Pharmacology I	2	2	0	0	N/A
N3115 Pathophysiology**	3	3	0	0	N/A
N3400 Socialization to Professional Nursing	2	3	0	0	N/A
N3100 Adult Health I	3	3	0	0	N/A
N3110 Adult Health I Clinical	3	0	9	9 (x 14 wks)	1:3
N3450 Mental Health and Nursing Care of Communities	5	5	0	0	N/A
N3452 Mental Health and Nursing Care of Communities Clinical	3	0	9	9 (x 14 wks)	1:3
N3050 Nursing Pharmacology II	2	2	0	0	N/A
N3102 Adult Health Nursing II	3	3	0	0	N/A
N3112 Adult Health Nursing II Clinical	3	0	9	9 (x 14 wks)	1:3
N4124 Nursing Care of Childbearing Families, Women, and Children	5	5	0	0	N/A
N4127 Nursing Care of Childbearing Families, Women, and Children Clinical	3	0	9	9 (x 14 wks)	1:3
N4200 Introduction to Nursing Research	2	2	0	0	N/A
N4110 Adult Health Nursing III	3	3	0	0	N/A
N4112 Adult Health Nursing III Clinical	3	0	9	24 (x 5.5 wks)	1:3
N4210 Nursing Research Application	1	1	0	0	N/A
N4128 Leadership and Management in Nursing	3	3	0	0	N/A
N4130 Professional Nursing Capstone	3	0	9	18 (x 7 wks)	N/A (126 lab/clinical)
N4145 Professional Nursing Synthesis	1	1	0	0	N/A

Table 2. Course, Lab and Clinical Hours by Course

1 credit hour of lecture time= 50 minutes of class time per week unless otherwise specified

1 credit hour of lab or clinical time= 3 hours of lab/clinical time per week unless otherwise specified.

Estimates are based on a 15-week semester with week 15 being the final exam week

**\*Clinical hours per week and number of weeks may be adjusted at the discretion of the clinical course coordinator based on clinical site options and with approval of the Program Director as long as the required clinical hours are obtained.**

## NURSING COURSES ACCORDING TO CURRICULUM LEVELS

**The BSN (pre-licensure) program is divided into three levels.**

**Level 1** students build on general education coursework and acquire beginning knowledge and skills for nursing practice. Students begin the nursing curriculum in the summer by studying Health Assessment Across the Lifespan (NUR 3121: Didactic and NUR 3123: Lab/Clinical). In the first fall semester, they take Fundamentals of Nursing Practice (NUR 3300: Didactic and NUR 3302: Clinical). These courses emphasize assessment, development of basic nursing skills, and care of clients with common health problems. Students also take Pathophysiology in Nursing (NUR 3115), Pharmacology I (NUR 3040) and Socialization to Professional Nursing (NUR 3400) which respectively introduce disease states and disorders, principles related to the nurse's role in medication administration, and the role of the professional nurse.

**Level 2** students progress in third and fourth semesters, building on knowledge gained in Level 1 coursework. In Level 2, students study Adult Health I (NUR 3100: Didactic and NUR 3110: Clinical) followed by Adult Health II (NUR 3102: Didactic and NUR 3112: Clinical). These courses address concepts and competencies related to care of adults with chronic health problems. In Nursing Care of Women, Children and Childbearing families (NUR 4124: Didactic and NUR 4127 Clinical), students develop an understanding of care for women during pregnancy and delivery, newborns, and children across the wellness/illness spectrum. In Mental Health and Nursing Care of Communities (NUR 4124: Didactic and NUR 4127: Clinical) students participate in group process, address care for individuals experiencing emotional and behavioral alterations, and participate in primary, secondary, tertiary levels of health intervention. Level 2 coursework also includes an Introduction to Nursing Research (NUR 4200) and continued study of medication administration and patient teaching through Pharmacology II (NUR 3050).

**Level 3** coursework occurs in the final semester and allows students to strengthen knowledge and skills with an emphasis on advanced nursing care. In Adult Health III (NUR 4110: Didactic and NUR 4112: Clinical), students hone skills of clinical judgment, priority setting, and problem-solving as they care for individuals with multi-system alterations in acute care settings. During the Professional Nursing Capstone (NUR 4130: Clinical), students prepare for transition to graduate nurses as they engage in teamwork, interprofessional collaboration, and healthcare delivery for groups of patients. In Leadership and Management in Nursing (NUR 4128), they study group dynamics, conflict, leadership styles, and management of costs/resources. Through participation in Nursing Research Application (NUR 4210), students practice analysis and critique of studies and conduct a literature review reflecting evidence based practice for an assigned nursing issue or problem. Their Professional Nursing Synthesis course (NUR 4145) allows time for review, test taking strategies, case study analysis, and study of modules that offer further preparation for the NCLEX.

**APP STATE Department of Nursing**  
**BSN CURRICULUM – COURSE DESCRIPTIONS**

**NUR 3121 Health Assessment Across the Lifespan (3); SS.**

This course provides the knowledge and concepts necessary to obtain a client history, perform a focused and comprehensive physical exam, document findings and initiate the nursing process. Emphasis is on the identification of patient problems using a focused history and exam. Content includes identification of normal and abnormal physical and psychosocial findings, health promotion across the lifespan, evidence-based assessment instruments, and cultural factors that influence health.  
*Prerequisite: Admission to BSN Program*

**NUR 3123 Health Assessment Across the Lifespan Clinical (1); SS.**

This course allows the student to perform comprehensive health assessment including history taking and physical examination while integrating health promotion and the nursing process. In the lab and clinical setting students practice identification and accurate documentation of normal and abnormal physical and psychosocial findings in individuals. Course Graded on a Satisfactory/Unsatisfactory basis. Includes 45 laboratory/clinical hours.  
*Prerequisite: Admission to BSN program, Co-Requisite to NUR 3121.*

**NUR 3115 Pathophysiology (3); F.**

This course focuses on pathophysiology resulting in acute and chronic alterations in health across the life span. Environmental, lifestyle and human factors contributing to altered health states and pathophysiological principles underlying therapeutic interventions are examined.  
*Prerequisite: NUR 3121, NUR 3123.*

**NUR 3300 Fundamentals of Nursing Practice (3); F.**

This course introduces essential functions of the nurse across healthcare settings, integrating strategic components of theory, critical thinking and problem-solving processes, application and caring. Coursework emphasizes basic principles and critical therapeutic interventions necessary in the care of individuals with common health problems. *Prerequisites: NUR 3121, NUR 3123; Co-Requisite to NUR 3302*

**NUR 3302 Fundamentals of Nursing Practice Lab/Clinical (3); F.**

This course focuses on the practice of essential skills and critical therapeutic interventions for basic nursing care of individuals with common health problems across a variety of healthcare settings. Specific client situations and scenarios during simulation, lab and clinical experiences are used to emphasize strategic components of theory, critical thinking and problem-solving processes. Throughout the course critical therapeutic interventions necessary in the care of individuals with common health problems are addressed. Course Graded on a Satisfactory/Unsatisfactory basis. Include 126 clinical hours. *Prerequisites: NUR 3121, NUR 3123; Co-Requisite to NUR 3300*

**NUR 3400 Socialization to Nursing Practice (2); F.**

This course explores the roles of professional nurses and the profession of nursing. Nursing history, theory, practice, and research concepts are explored. Evidence-based practice, research, critical thinking, and ethical/legal principles are introduced. (Writing in the Discipline). Prerequisites: *NUR 3121, NUR 3123, and RC 2001 or its equivalent.*

**NUR 3040 Pharmacology I (2); F.**

This course introduces principles of basic pharmacology for nursing care. Emphasis is placed on drug action and therapeutic application on major pharmacological classifications of drugs including: drugs used to treat infection, cardiovascular drugs, drugs affecting the blood, respiratory drugs, drugs used to manage pain, and drugs used to treat mental health disorders. For each of these, nursing implications and drug therapy are examined. *Prerequisites: NUR 3121, NUR 3123*

**NUR 3102 Adult Health Nursing I (3); S.**

This course explores the nursing problems clients encounter with alterations in oxygenation, perfusion, hematological function, cellular growth and proliferation, and structural integrity. The nursing process related to these alterations is emphasized along with principles of health promotion, maintenance, illness care and rehabilitation. *Prerequisites: NUR3040, NUR 3115, NUR 3300, NUR 3302, NUR 3400; Co-Requisite to NUR 3110*

**NUR 3110 Adult Health Nursing I Clinical. (3); S.**

Adult Health Nursing I focuses on clinical practice, assimilation and application of knowledge to the nursing care of clients experiencing alterations with alterations in oxygenation, perfusion, hematological function, cellular growth and proliferation, and structural integrity. The nursing process related to these alterations is emphasized along with principles of health promotion, maintenance, illness care and rehabilitation. Course Graded on a Satisfactory/Unsatisfactory basis. Include 126 clinical hours. *Prerequisites: NUR 3040, NUR 3115, NUR3300, NUR 3302, and NUR 3400; ; Co-Requisite to NUR 3102*

**NUR 3050 Pharmacology II (2); S.**

This course addresses principles of basic pharmacology for nursing care. Emphasis is placed on drug action and therapeutic application on major pharmacological classifications of drugs including: drugs affecting the autonomic nervous system, drugs used to treat neurological disorders, drugs used to treat anxiety and insomnia, drugs used to treat metabolic/endocrine disorders, and drugs used to treat gastrointestinal disorders. For each of these nursing implications and drug therapy are examined. *Prerequisites: NUR 3300, NUR 3302, NUR 3040, NUR 3115, NUR 3400*

**NUR 3450 Mental Health and Nursing Care of Communities (5); S.**

This course provides the theoretical base for identification and provision of mental health care for individuals and community health care for families and small groups. Communication skills with individuals, families and communities as well as the therapeutic nurse-client relationship are emphasized. This course

examines the interrelationship among health promotion, health maintenance, and health restoration across the lifespan.

*Prerequisites: NUR 3040, NUR 3115, NUR 3300, NUR 3302 and NUR 3400; Co-Requisite to NUR 3452.*

**NUR 3452 Mental Health and Nursing Care of Communities Clinical (3); S.**

This course offers opportunities to identify and provide mental health care for individuals and community health care for families and small groups. Communication skills with individuals, families and communities as well as therapeutic nurse-client encounters are practiced. Students will participate in health promotion, health maintenance, and health restoration activities across the life span. Course Graded on a Satisfactory/Unsatisfactory basis. Includes 126 clinical hours.

*Prerequisites: NUR 3040, NUR 3115, NUR 3300, NUR 3302, and NUR 3400; Co-Requisite to NUR 3450.*

## Senior Level

### **NUR 4124 Nursing Care of Childbearing Families, Women, and Children (5); F.**

This course focuses on the role of the professional nurse in caring for diverse families, women during childbearing years, and children through adolescence. Students learn to provide nursing care that is patient-centered, holistic, evidence based, and culturally competent. Nursing and family theory as well as communication theory is examined in the context of caring for childbearing families, women, and children. Lecture: 5 hours.

*Prerequisites: NUR 3100, NUR 3110, NUR 3450, NUR 3452, and NUR 3050; Co-Requisite to NUR 4127.*

### **NUR 4127 Nursing Care of Childbearing Families, Women & Children Clinical (3); F.**

This course focuses on the role of the professional nurse in planning and providing direct patient care. Students provide patient-centered, holistic, culturally competent and evidence-based care to childbearing families and children. Culturally and developmentally appropriate therapeutic communication techniques are emphasized. Course Graded on a Satisfactory/Unsatisfactory basis. Includes 126 clinical hours.

*Prerequisites: NUR 3100, NUR 3110, NUR 3450, NUR 3452, and NUR 3050; Co-Requisite to NUR 4124.*

### **NUR 3102 Adult Health Nursing II (3); F.**

This course explores the nursing problems clients encounter with alterations in neuro-sensorial and immunological function, metabolism, alimentation and elimination. The nursing process related to these alterations is emphasized along with principles of health promotion, maintenance, illness care and rehabilitation. *Prerequisites: NUR 3050, NUR 3100, NUR 3110, NUR 3450, and NUR 3452; Co-Requisite to NUR 3112.*

### **NUR 3112 Adult Health Nursing II Clinical (3); F.**

This course focuses on clinical practice, assimilation, and application of knowledge to the nursing care of clients experiencing alterations in neuro-sensorial and immunological function, metabolism, alimentation and elimination. The nursing process related to these alterations is emphasized along with principles of health promotion, maintenance, illness care and rehabilitation. Course Graded on a Satisfactory/Unsatisfactory basis. Includes 126 clinical hours. *Prerequisites: NUR 3050, NUR 3100, NUR 3110, NUR 3450, and NUR 3452; Co-Requisite to NUR 3102.*

### **NUR 4200 Introduction to Nursing Research (2); F.**

This course examines the role of research and theory in nursing practice and health care. In addition, it provides an overview and an analysis of research methodologies and the theoretical approaches with a continued look at evidence-based nursing practice. Lecture: 2 hours. *Prerequisites: NUR 3050, NUR 3100, NUR 3110, NUR 3450, and NUR 3452*

### **NUR 4110 Adult Health Nursing III (3); S.**

This course explores nursing problems in clients experiencing complex health alterations related to acute disorders of cardiovascular dysfunction and collapse, impaired oxygenation and ventilation, trauma, sepsis, and multisystem failure. The nursing process related to care of these clients with their multiple physiological and psychosocial needs is emphasized along with principles of health promotion, maintenance, illness care and rehabilitation.

*Prerequisites: NUR 3102, NUR 3112, NUR 4124, NUR 4127, and NUR 4200; Co-Requisite to NUR 4112.*



**NUR 4112 Adult Health III Clinical (3); S.**

This course focuses on clinical practice, assimilation, and application of knowledge to the nursing care of clients experiencing complex health alterations related to acute disorders of cardiovascular dysfunction and collapse, impaired oxygenation and ventilation, trauma, sepsis, and multi-system failure. The nursing process related to care of these clients with their multiple physiological and psychosocial needs is emphasized along with principles of health promotion, maintenance, illness care and rehabilitation. Course Graded on a Satisfactory/Unsatisfactory basis. Includes 126 clinical hours.

*Prerequisites: NUR 3102, NUR 3112, NUR 4124, NUR 4127, and NUR 4200; Co-Requisite to NUR 4110.*

**NUR 4210 Nursing Research Application (1); S.**

This course applies research and theory in nursing practice and health care. Students will apply and disseminate research and evidence-based nursing practice into a healthcare project. *Prerequisites: NUR 3102, NUR 3112, NUR 4124, NUR 4127, and NUR 4200*

**NUR 4128 Leadership and Management in Nursing (3); S.**

This course emphasizes professional practice in the leadership and management of nursing care, and as a member of the nursing profession. The focus includes theories, research, and issues related to leadership, change, and management of nursing practice in the context of healthcare delivery.

*Prerequisites: NUR 3102, NUR 3112, NUR 4124, NUR 4127, NUR 4200*

**NUR 4145 Nursing Synthesis (1); S.**

This course is designed to prepare students for professional nursing practice through synthesis of didactic content from previous coursework. Students integrate knowledge, skills and experiences to demonstrate achievement of course and program outcomes. This course provides drill and practice to prepare participants for success on the RN licensing examination (RN-NCLEX). Students review selected content from the nursing curriculum. *Prerequisites: NUR 3102, NUR 3112, NUR 4124, NUR 4127, NUR 4200*

**NUR 4130 Professional Nursing Capstone Clinical; (3). S.**

This clinical course is designed to prepare students for professional nursing practice through refinement of clinical and leadership nursing skills within the clinical setting. Students will integrate knowledge and skills from previous coursework and experiences in order to demonstrate achievement of course and program student learning outcomes. Students will complete precepted hours with a Registered Nurse in the clinical setting to gain experience and apply knowledge in the role of a professional nurse. Course Graded on a Satisfactory/Unsatisfactory basis. Includes 126 clinical hours. *Prerequisites: NUR 3102, NUR 3112, NUR 4124, NUR 4127, and NUR 4200*

**APP STATE Department of Nursing  
CLASSROOM ATTENDANCE POLICY**

Class attendance (synchronous and asynchronous) is expected and necessary for success in the nursing program. Absences of 10% or greater of any didactic nursing course may result in a failing grade for the course. Faculty may include class attendance as a criterion in determining a student's final grade for the course.

- For anticipated absences, students must notify course faculty prior to class when possible.
- For unexpected absences, students must notify faculty as soon as possible (preferably within 12-24 hours).
- Students are accountable for all missed classwork and assignments, and may receive additional make up assignments for missed classes. It is the student's responsibility to initiate the conversation with the faculty member to determine how to make up missed work.
- The faculty member reserves a right to assign a zero for assignments or exams missed related to absences (without timely notification), and there may be an automatic five percent per day deduction on any exam or assignment missed because of absence.
- The faculty member has the right and may request that the student provide documentation validating the absence, such as a physician's note.
- Instructors will make reasonable accommodations for students requesting to miss class due to the observance of religious holidays, up to two absences per semester
- A student who expects to miss one or more class(es) due to participation in University- sponsored activities must:
  - seek prior approval from the Chair of the Department of Nursing
  - notify the course instructor in advance of absence.
  - complete work missed in advance or as directed by course instructor.
  - maintain satisfactory progress in the course
- For hospitalization, death in the family, or other extenuating circumstances, the student should contact the Chair of the Department of Nursing ([raymankm@appstate.edu](mailto:raymankm@appstate.edu), 828- 262-7460) and the Office of Student Affairs ([studentaffairs@appstate.edu](mailto:studentaffairs@appstate.edu), 828-262-2060). This notification is conveyed to the appropriate departmental office as a matter of information only. Individual faculty members will determine makeup requirements.

**APP STATE Department of Nursing**  
**CLASSROOM TESTING POLICY**

- Didactic (classroom) nursing courses require that at least 80% of the course grade be generated by proctored examinations. The exams are composed of at least 80% NCLEX style questions (predominantly application and analysis). Exceptions include: Socialization to Nursing Practice (NUR 3400), Introduction to Nursing Research (4200), Leadership and Management in Nursing (4128), and Nursing Research Application (4210).
- The testing schedule and this policy will be included in the course syllabus.
- Students must be seated and prepared to start an exam at the appointed time. Students who are late may be denied the privilege of testing and receive a “0” for the test.
- Students must provide their own testing supplies as indicated by type of exam or syllabus instructions. Students may bring tissues, beverages, and/or a non-distracting food item.
- Non-programmable calculators will be provided and students may not use personal calculators.
- During testing, students’ cell phones must be turned off at all times and not accessible.
- Students must use the restroom prior to testing as there are no staff to accompany students to the restroom during testing.
- During the test, students may not approach the instructor or proctor with questions about test content.
- The APP STATE Academic Integrity Code prohibits any form of cheating. Students must not engage in any behavior that could be perceived as cheating (looking in the direction of other students, holding test answer sheet or moving computer screen towards another student, taking screenshots of exam questions, discussing tests with other students during or afterwards, etc.) Students may not wear hooded jackets or caps with a bill during testing. Instructors will actively monitor students during testing.
- Students perceived to be cheating, will be dismissed from the room. The student must make an appointment with the instructor within 24 hours to discuss this occurrence. The APP STATE Academic Integrity Code and Guidelines will be followed.
- Students unable to test on the scheduled day must notify the instructor prior to testing. If extenuating circumstances prohibit this, then instructor notification must occur within 24 hours. The instructor has the right to request official and signed documentation of reason for absence (signed note from physician)
- A make-up test is given at the discretion of the instructor. Students must make up a missed test within 1 week except in extenuating circumstances (i.e. hospitalization). It is the responsibility of the student to arrange the make-up test with the instructor. Failure to meet with the instructor regarding a missed test may result in an assigned score of “0” per the discretion of the instructor. In addition, a five percent deduction in score per day may be applied to any late exam or assignment.
- Students may review all graded tests except final exams. Per instructor discretion, tests may be reviewed corporately in the classroom or privately by appointment with faculty. Test reviews must occur within two weeks after the test is administered. To insure test security, group reviews of all course tests prior to final examination are not permitted.
- Instructors will keep any test materials in double locked office files until students graduate.

**Department of Nursing**  
**ATI TESTING AND LEARNING IMPROVEMENT POLICY**

Assessment Technologies Institute (ATI) resources help students throughout the undergraduate nursing curriculum to assess and promote content mastery and remediate identified learning deficits in order to prepare for success on the NCLEX – RN. The ATI Content Mastery Series includes online text and media resources, review books, non- proctored and proctored exams. The Critical Thinking (Exit) and Comprehensive Predictor will be administered in the last semester of the program.

Guidelines for use of Non-Proctored and Proctored Assessments

- Students must successfully complete non-proctored (practice) exams with a score of at least 90% prior to taking the proctored version of the exams. Students have unlimited attempts to take non- proctored exams. Students must complete focused reviews after taking non-proctored exams.
- Proctored exams will be administered according to the outlined schedule below Proctored exams are given toward the end of courses when the majority of content has been covered. Upon completion of the proctored exams, students must complete focused reviews.
- Students who score less than a Level 2 on a proctored exam are required to complete focused reviews and a learning improvement plan for deficits prior to progression to the next semester in preparation for ATI retake of the exam.
- Students who score less than a Level 2 on a proctored exam must review according to the learning improvement plan developed by the student and course faculty. Course faculty and the BSN Director will monitor the student’s remediation progress.
- For the first-time attempt of each proctored ATI, students who achieve a:
  - Level 3 will receive three (3) percentage points added to final exam grade.
  - Level 2 will receive two (2) percentage points added to final exam grade.
  - Level 1 or Below Level 1 will receive zero (0) points.

## ATI TESTING SCHEDULE

Proctored Exam	Summer Juniors	Fall Juniors	Spring Juniors	Fall Seniors	Spring Seniors
Self-Assessment	Orientation one attempt; no remediation				
Critical Thinking Assessment	Entrance Exam; One attempt; no remediation				January Exit Exam One attempt; no remediation
Fundamentals NUR 3300		November	January Retake		
Pharmacology		November NUR 3040 Teacher made; Focused Content	April NUR3050 Proctored		
Adult Medical Surgical			April NUR 3100 Teacher made; Focused Content	November NUR 3102	January Retake
Mental Health			April Proctored NUR 3450	August Retake	
Community Health			April Proctored NUR 3450	August Retake	
Maternal Newborn				November NUR 4127	January Retake
Nursing Care of Children				November NUR 4127	January Retake
Leadership/ Management					April NUR 4128
Comprehensive Predictor Synthesis					April/May (practice & proctored) NUR 4145

## APP STATE Department of Nursing GRADING POLICIES

Students are required to pass didactic classwork with a grade of C (77%) and clinical coursework with a “Satisfactory” in order to progress in the nursing program. Grades are not rounded in the nursing department. Requirements for evaluating performance and generation of course grades are determined by the course instructor. Per faculty discretion, a 5% deduction in score per day may be applied to any late exam or assignment.

### Nursing Program Grading Scale

A	95-100
A-	92-94.99
B+	89-91.99
B	86-88.99
B-	83-85.99
C+	80-82.99
C	77-79.99
C-	74-76.99
D+	71-73.99
D	65-70.99
F	64.99 and lower

### Grading Disputes/Resolutions

- Students who believe that the course grade is unfair or inaccurate, must first discuss concerns with course faculty.
- If unable to resolve, the student may then discuss concerns with the Chair of the Nursing Department. At this point if there is a lack of resolution, the University’s Grade Appeal Procedure should be followed.

### Final Grade Appeal

The APP STATE Nursing Department follows the App State policy for final grade appeals. Please refer to the Appalachian State University, Academic Affairs website. The information from their main link will always be the most current.

Academic Affairs: (from academic affairs: resources: Student Grievance and Appeal Policies and Procedures.

- <https://academicaffairs.appstate.edu/resources/final-grade-appeal-procedure>

Form for appealing: (From academic affairs: resources: forms)

- [https://academicaffairs.appstate.edu/sites/academicaffairs.appstate.edu/files/final\\_grade\\_appeal\\_enabled.pdf](https://academicaffairs.appstate.edu/sites/academicaffairs.appstate.edu/files/final_grade_appeal_enabled.pdf)

## **APP STATE Department of Nursing CLINICAL POLICIES AND REQUIREMENTS**

### **Professional Behavior:**

Students are responsible for adhering to all Department of Nursing policies and procedures related to clinical, practicum/ capstone, simulation laboratory learning experiences while enrolled in the nursing program. When in clinical settings, students are accountable for knowing and abiding by clinical agency guidelines, regulations, and policies related to professional dress; professional behavior that includes communication patterns, safety practices, and other parameters that support delivery of safe, effective, and quality professional nursing care. It is the student's responsibility to clarify with nursing faculty any area of professional conduct outlined in Department and/or agency policy that is unclear.

### **Attendance (Clinical, Practicum/Capstone, Simulation and Laboratory Experiences)**

Clinical, Practicum/Capstone, Simulation and Laboratory attendance is expected and necessary for success in the nursing program. Students must arrive on time and stay for the duration of all learning experiences.

- For absences due to illness (fever greater than 100° F and/or symptoms of contagious illness) must contact clinical or lab instructor, **and** the clinical agency prior to the start of the learning experience. The student can expect to miss the clinical/lab day and a make-up day will be assigned. (Additional reporting may be required for COVID-19 or other contagious/communicable illnesses).
- Absences that exceed 30 minutes beyond the start of the scheduled learning experience, must be made up with a full clinical/lab day. Failure to make up learning experience jeopardizes program progression.
- For anticipated absences due to other extenuating circumstances, students must receive prior approval from the Chair of the Department of Nursing.
- Transportation to and from clinical sites is the responsibility of the individual student.
- Students must plan to arrive at the clinical site 30 minutes prior to the start of the clinical/lab day unless otherwise instructed.

### **Medication Calculation Test**

- Students must successfully pass a medication calculation test with a score of 85% or above, prior to beginning clinical experiences each semester.
- The test includes equivalency conversions, calculation of oral and parenteral dosages, drip rates for IV solutions, and dosages by body weight and mass.
- Students who fail on the first attempt must remediate (according to remediation policy) and repeat the test within two weeks. Students have three attempts to pass the test. Failure on the third attempt results in student withdrawal from the course.

### **Verification of BLS, OSHA, and HIPAA Training**

All students must comply with state, Nursing Department and clinical agency mandated regulations. Prior to beginning clinical experiences at any agency, students must provide proof of:

- current American Heart Association BLS certification
- current OSHA and HIPAA training
- current health information and immunizations status requirements for clinical practice mandated by the clinical agency

### **Telephones and Electronic Devices:**

- All phones and other devices (**smart watches, tablets, etc.**) must be turned off and kept in the students' book bag while at the clinical facility. Said devices may only be checked during lunch break.
- **Mental health agencies often require that all phones and other devices be left in the students' car. Said devices found inside facility will result in denial of clinical access and ultimately, dismissal from the program.**

Hospitals, clinical facilities, and health networks have specific policies regarding dress code, including, but not limited to tattoos, piercings, facial hair, hair color, hair length and/or style, nail length, type of nails (natural vs artificial, wraps, etc.), use and type nail polish/coverings, and footwear. Many of the agency policies are written to ensure patient safety and align with standards of the CDC, OSHA, and TJC. In order to meet clinical course objectives, students may be assigned to a variety of clinical settings. Participation in these settings requires that students adhere to specific dress code policies as outlined by the healthcare facility or agency. Based on regional requirements, the DON has identified the following Professional Dress Code and Nursing Student Uniform requirements:

### **Professional Dress Code:**

- In all clinical agencies, lab and simulation experiences and other functions sanctioned by the Department of Nursing (unless otherwise instructed), students must wear APP STATE professional uniform, in its entirety. Attire worn must support and not disrupt the learning environment, nor create a threat to health or safety.
- The uniform must be clean and neatly pressed.
- Students must wear their uniform facility appropriate or APP STATE photo identification (ID) badges as part of the uniform. The Photo ID is worn on the left side above the APP STATE logo and must be visible at all times.

### **Nursing Student Uniform:**

- Information pertaining to ordering uniforms is provided when the student receives notice of admission to the program or during summer orientation.
- The nursing student uniform includes:
  - Scrub Top: yellow or black and monogrammed with APP STATE Nursing logo
  - Scrub Pants: Black, cargo style; length must touch the top of shoe at instep
  - Lab Coat/Jacket: White and monogrammed with APP STATE Nursing logo
  - Skirt: A black uniform skirt may be worn instead of pants. Skirt length must cover the kneecap.
  - White or black colored closed toe shoes with a heel height that does not exceed one inch. Shoes must be neat and clean. Leather athletic shoes are acceptable if they are white or black and have no additional color i.e., labels, stamps, etc. The heel of the foot must be covered by the shoe, **no clogs may be worn.**
  - Socks and hosiery must be unadorned, cover the ankle, and match the shoe color; white socks and hosiery for white shoes, black socks and hosiery for black shoes.
  - Required accessories include:
    - Bandage scissors
    - Black writing pen and scratch paper or small notepad
    - Water resistant wrist watch with sweep second hand



- Stethoscope (with bell and diaphragm)
- Additional accessories may be required for specific clinical/lab experiences.
- Optional Additions include:
  - Warm Up Jacket: yellow or black
  - T Shirt: crew-necked, short-or long sleeved. (to be worn under scrub: white or black color only. Sleeves of a short-sleeved t-shirt must not extend below the scrub top sleeve and long-sleeved shirt sleeve must not extend beyond the top of the wrist bone.
- Students who require maternity uniforms must wear the yellow or black top and black drawstring scrub pants. White maternity uniforms are not permitted.
- Significant weight gain or loss during enrollment may necessitate the purchase of a new uniform from the approved Department of Nursing vendor. Any significant stains on the uniform not removed during laundering may necessitate replacing that particular part of the nursing student uniform.

#### **Hair Style:**

- Hair must be neatly styled, **natural color**, clean, worn off the collar, and away from the face. Hair should be neatly restrained and be maintained off the collar.
- Minimal head coverings worn for religious beliefs are acceptable, but must allow student to use a stethoscope, other medical instruments, and cannot interfere with client examinations, or violate principles of infection control.
- Men must either be clean-shaven or ensure that their beards and mustaches must be neat and trimmed. The “scruffy” look is not allowed.

#### **Tattoos:**

- All tattoos must be covered and not visible.

#### **Jewelry:**

- Only wrist watches with second hand and plain wedding bands are allowed in clinical and lab. In some clinical areas, no jewelry may be worn.
- One pair of small-stud earrings worn in the lower ear lobes are allowed per faculty discretion and according to clinical setting.
- No other visible body piercing studs or jewelry are allowed (no tongue studs, nose rings, eyebrow jewelry, and pinna or tragus jewelry.)

#### **Cosmetics:**

- Cosmetics must be minimal and subtly applied. No fragrances of any type are allowed.

#### **Fingernails:**

- No artificial nails, extensions, or **nail polish** are permitted. Nails must be short (to fingertip), clean, filed, with cuticles pushed back.

#### **Chewing Gum:**

- No Gum chewing is not allowed in any clinical setting. Breath mints are permitted and encouraged.

#### **Tobacco Use:**

- Use of any type of tobacco product is not allowed at any clinical or lab setting. Uniform or person must not smell of smoke.

## HEALTH AND IMMUNIZATION REQUIREMENTS

All Students admitted to the Department of Nursing are required to comply with all Appalachian State University Department of Nursing health requirements in order to complete the clinical related components of their courses. The requirements have been developed in accordance with Appalachian State University Student Health requirements, Center for Disease Control (CDC), Immunization Action Coalition and facilities utilized for clinical affiliations.

- Students must submit all health and immunization information including completed forms within 6 weeks of admission to the program and prior to any clinical rotation. This information must also be uploaded and accepted into the compliance system. Students must include:
  - Name and Banner ID (APP STATE ID) on all pages
  - The name and address of the health care provider, facility and/or lab completing required forms.
  - Lab and X Ray results must be a laboratory or radiologist document.

### Student Physical Examination and Health Status

Upon admission to the program, students must have a physical completed by their health care provider. Results of this physical examination must be documented on the **Department of Nursing Physical Form** AND the **Department of Nursing Safety and Technical Standards Form**.

- **Department of Nursing Physical Form**
  - All blanks should be completed and signed by *both* student and health care provider.
  - The Health Care Provider's address must be documented.
  - When fully completed, the Department of Nursing Physical Form must be uploaded into the compliance system.
- **Safety and Technical Standards Form**
  - Review Policy and Procedure.
  - Students must complete all questions on the form and sign in preparation for their provider visit.
  - The Health Care Provider must review, provide comments related to student's ability, and sign this form.
  - The Safety and Technical Standards must be completed annually with Health Care Provider visit and signature by the deadlines noted in the compliance system.
  - The completed forms should be uploaded into the compliance system database.
- While enrolled in the nursing program, students are required to immediately inform the Department of Nursing of *any change in health status including illness or injury*. The student must notify the course faculty, Program Director, Department Chair, and the Director of Compliance and Student Support. Any condition that is deemed to have the potential to jeopardize the quality of nursing care or the safety of clients will be discussed with the student by the parties mentioned above and appropriate action will be taken.

### N-95 Mask Fit Testing:

- In order for students to provide care to patients on Airborne Precautions (ex. Tuberculosis, COVID-19, etc.), students will be required to be fit tested for N-95 masks based on agency requirements. Should a student be unable to pass fit testing requirements, they may not be allowed in these patient rooms.
- Fit testing is provided by some agencies directly through Employee Health and/or may be provided through the nursing program.

## **Immunization Requirements:**

- All immunization requirements and the provision of documentation to the department must be met before students begin coursework.
- Students must maintain current immunizations throughout the program.
- Refusal of immunizations may affect ability to complete program requirements.
- Additional immunizations or tests may be added to ensure that students are safe to practice in assigned clinical settings.

### **Hepatitis B:**

- A series of 3 vaccines *and*
- A Hepatitis B surface antibody test (titer) showing immunity are both required.
  - Titer results should be on an official lab document. The lab name and address should be included in the documentation.
  - Should the titer be negative or equivocal the student must repeat the three-dose series (according to CDC schedule) AND the hepatitis B titer. The repeat titer should be obtained at least one month after completing the repeat vaccination series.

### **OR**

A Hepatitis B Declination form may be completed with education provided from the Director of Compliance/Student Support.

### **Influenza:**

- One dose of the quadrivalent flu vaccination is required for all students. Documentation of the quadrivalent flu vaccination must be turned in to the Director of Compliance and Student Support between October 1 and October 25 of each calendar year.

### **MMR (Measles (Rubeola), Mumps, and Rubella):**

- Two MMR vaccines
  - given at least 30 days apart
  - These should have been received at age 1 or older.
- Titers (laboratory evidence of immunity) for measles (rubeola), mumps and rubella showing immunity to all three diseases may replace the need for documentation of the two dose MMR series.
  - Titer results should be on an official lab document. The lab name and address should be included in the documentation
  - If lab results are negative or equivocal, additional vaccinations are indicated.

### **Tetanus, Diphtheria and Pertussis:**

- One dose of Tdap (Adacel or Boostrix) received at age ten or older is required. And
- A dose of a tetanus containing vaccination is required every ten years. This may be Td or Tdap.

### **Varicella (Chicken Pox):**

- Two doses of the varicella vaccine
  - Received at or after age one.
  - Two doses separated by at least 30 days.

### **OR**

- A titer (Varicella Igg) showing immunity to chickenpox is acceptable.
  - Titer results should be on an official lab document. The lab name and address should be included in the documentation
  - If lab results are negative or equivocal, additional vaccinations are indicated.

### **Tuberculosis (TB) screening:**

- Initial TB screening
  - Two separate TST (tuberculosis skin test).
  - The two TST tests are administered 7-21 days apart.
  - Each test is interpreted 48-72 hours later.
  - Tests should be documented ***only*** on **APP STATE Tuberculosis Testing Forms**
    - Form must include the Health Care Provider's signature and address.
    - Form must include the student's signature. **OR**
- A lab test for tuberculosis may replace the initial TST testing and an annual lab test may replace the annual TST test.
- This is described as an IGRA test (QuantiFERON Gold or T spot)
- Results must be on an official lab document. The lab name and address must be included in the documentation
- An annual TB screening test within 364 days of the previous year's screening is required for those having a negative test result.
- A positive TST on either the first or second step, a history of a positive TST or a positive IGRA blood test will require a chest x-ray and a review of findings by the healthcare provider.
  - Documented on the Initial Tuberculosis Screening form in handbook
  - Those persons who have a history of a positive test result are required to complete an annual TB exposure questionnaire.
  - If an individual has a history of completing medications for latent or active tuberculosis, documentation of this should be provided.
- If student is exposed to tuberculosis, subsequent testing will be required.
- Students with a positive tuberculosis test at any time must complete the **Tuberculosis Risk Assessment**. If students are unable to receive further tuberculosis testing, the Tuberculosis Risk Assessment must be completed annually.

Revised 06/30/2020; Revised 05/2021; Revised 04/25/2022

## **APP STATE Department of Nursing SAFETY AND TECHNICAL STANDARDS POLICY AND PROCEDURE**

**Purpose:** To validate all students' ability to meet the cognitive, affective and psychomotor requirements of the curriculum, with or without reasonable accommodations, while enrolled in any of the Appalachian State University Nursing programs. This policy and related procedures shall be implemented in a manner consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as subsequently amended. In addition, students must be compliant with the patient safety and quality standards of clinical and other regulatory agencies.

**Policy:** For admission and progression in any of the Appalachian State University Nursing programs, all students must:

- Meet the required eligibility requirements and the patient safety and quality standards of clinical and other regulatory agencies.
- Newly admitted students must:
  - Complete the health appraisal and have a physical examination performed by a licensed practitioner such as a physician or nurse practitioner.
  - Complete and obtain approval of the "Safety and Technical Standards" form (attached).
  - Provide documentation of required immunizations including completion of 2-step Mantoux (PPD) testing.
  - Provide documentation of current American Heart Association BLS certification in adult and infant/child at the health care provider level.
- In order to progress in the program, all current students must submit, at the beginning of each subsequent academic year, the *Annual Health, Safety and Technical Standards Self Evaluation* form (in the forms section of this document) for validation of meeting the safety and technical standards.
- All students must maintain currency of immunization status, PPD testing and BLS.
- Students who incur **subsequent illness or injury must be assessed at the time of said occurrence** to determine if they remain in compliance with this policy and its intent.

**Confidentiality:** The handling of all records and subject information will be strictly confidential and revealed only to those required to have access, e.g., ODR, Appalachian's Department of Nursing, clinical agencies, etc. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken.

### **Reasonable Accommodations Due to a Disability**

- At any time within the program, students needing reasonable accommodations in order to meet any of the technical and performance standards must:
  - Make requests to the Office of Disability Resources (ODR).
  - ODR will engage in an interactive process to determine eligibility and may consult with the Department of Nursing to determine reasonable accommodations.
  - If reasonable accommodations are approved ODR will notify students regarding

eligibility and will create an Accommodation Plan to identify the approved reasonable accommodations.

- Temporary impairment verification by student of meeting required safety and technical standards
- If a student is injured, is ill, or the student's health status changes, this must be reported to the Chair of the Department of Nursing within 24 hours and/or prior to clinical experience.
- The Director of Compliance and Student Support will request that the student provide verification from a health care provider of the student's continued ability to perform clinical activities. In addition, the student must also be cleared by the assigned clinical facility and the Department of Nursing in accordance with the facility's patient safety and quality standards.
- A copy of the "Safety and Technical Standards" form and a cover memo for the health care provider to verify that the student can meet the safety and technical standards will be provided to the health care provider by the student.
  - The student will return the health care provider-completed and signed memo to the Director of Compliance and Student Support.
  - If the student needs accommodations due to a temporary impairment, requests should be made to ODR.
- The Department of Nursing will submit all associated documentation to the clinical facility for review and determination of the students' ability to participate in clinical.

**Until a decision is made, the student will not be allowed to participate in clinical courses.**

#### **Failure to provide documentation**

Failure to provide appropriate documentation as requested may result in the student not being allowed to participate in clinical courses and/ or dismissal from the program based on the inability.

#### **Disputing the decision**

The student may make a written appeal of a decision made by the Department of Nursing pursuant to this policy. Such an appeal shall be made to the Chair of the Department of Nursing within fifteen (15) working days from the student's receipt of notice of the decision. If the situation cannot be resolved at the Department level, the student may appeal to the Dean of the Beaver College of Health Sciences or Dean's designee within 15 working days of the Department's denial of the first appeal. The appeal to the Dean must be submitted in writing and include documentation related to the situation. The Department will also have an opportunity to provide written documentation about the situation. The documentation will include specific details regarding why the Department has denied the appeal, and a record of the communication with the student. The decision of the Dean is final.

#### **Misrepresentations**

Any identified misrepresentation, falsification, or material omission of information by the student may result in dismissal from the Nursing program.

**Amendments or Termination of this Policy:** The Department of Nursing reserves the right to modify, amend, or terminate this policy at any time.

## **SAFETY AND TECHNICAL STANDARDS REQUIREMENTS**

### **General abilities**

To provide quality nursing care, the student is expected to possess functional use of the senses of vision, touch, hearing, taste and smell. All data received by the senses must be integrated, analyzed and synthesized in a consistent and accurate manner. The student must be able to observe patients accurately at a distance and close at hand. In addition, the student is expected to possess the ability to perceive pain, pressure, temperature, position, equilibrium and movement.

### **Observational Ability**

The student is expected to be able to observe the patient/client holistically to accurately assess any health/illness alterations. Inherent in this observation process is the functional use of the senses and sufficient motor capability to carry out the necessary assessment activities.

### **Communication**

The student is expected to be able to effectively communicate and receive communication, both verbally and non-verbally. This requires the ability to see, speak, hear, read, write, and effectively utilize the English language. A student must be able to elicit information, describe changes in mood, activity and posture, and receive nonverbal communications. A student must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The student must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

### **Motor Ability**

The student is expected to be able to perform gross and fine motor movements required to provide holistic nursing care. Examples of care that the student must be able to perform include turning, transferring, transporting, and exercising the patients/clients. The student is expected to have the psychomotor skills necessary to perform or assist with procedures, treatments, administration of medications, and emergency interventions. Examples of emergency interventions reasonably required of nurses are cardiopulmonary resuscitation, the administration of parenteral medication, the application of pressure to stop bleeding, and the suctioning of obstructed airways. A candidate must also be able to protect the patients in emergency situations such as a fire event. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch, hearing, and vision. The student is expected to be able to maintain consciousness and equilibrium, and have the physical strength and stamina to perform satisfactorily in clinical nursing experiences.

### **Intellectual – Conceptual Ability**

The student is expected to have the ability to develop problem solving skills, and demonstrate the ability to establish care plans and set priorities. This includes the ability to calculate, analyze, and synthesize objective, as well subjective, data and make decisions that reflect consistent and thoughtful deliberation of the appropriate data. The student is expected to be able to listen, speak, read, write, reason, and perform mathematical functions at a level which allows the student to process and understand the materials presented (in both a written and a verbal format) throughout his or her course of study.

**Behavioral/Social Attributes**

The student is expected to have the emotional stability to fully utilize his/her intellectual abilities, exercise sound judgment, complete assessment and intervention activities, and develop sensitive interpersonal relationships with patients/clients, families, and others responsible for health care. The student is expected to have the flexibility to function effectively under stress; that is, the individual is expected to be able to learn to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Concern for others, integrity, accountability, interest and motivation are necessary personal qualities.

**Ability to Manage Stressful Situations**

The student must be able to adapt to and function effectively to stressful situations in both the classroom and clinical settings, including emergency situations. The student will encounter multiple stressors while in the nursing program. These stressors may be (but are not limited to) personal, patient care/ family, faculty/ peer, or program related.

Approved 08/2011; Revised 06/2020; Revised 05/2021



**Department of Nursing**  
**STUDENT CRIMINAL BACKGROUND CHECK AND DRUG SCREENING POLICY\***

**1. Introduction**

- 1.1** It is a condition of initial enrollment in the Appalachian State University Department of Nursing (the “Department”), and a condition of eligibility to continue enrollment in a Nursing program, that Nursing students meet all academic and other requirements imposed by the Department, as well as requirements of each external health and human service agency where the Department attempts to place the student in a given semester.
- 1.2** The Department must secure the cooperation of independent external health and human service agencies (“Agencies”) to provide appropriate educational, internship, clinical, or field experiences for its students. Increasingly, those Agencies will not accept students who do not meet requirements that apply to their employees, including drug tests and criminal background checks. Because criminal background checks are now required by the North Carolina Board of Nursing for all licensure applicants, and because of recommendations from The Joint Commission (TJC), most agencies now require that Nursing students who will intern at their sites successfully complete criminal background checks and drug screening. Each student must undergo a criminal background check by a Department of Nursing-approved agency.
- 1.3** In addition to meeting all Department and other college and University academic and conduct requirements, students have the additional responsibility to meet requirements imposed by each Agency where they will receive clinical or field education, including internships. A student who is rejected by one or more Agencies because of failure to meet the Agency’s criminal background and/or drug testing requirements will be subject to dismissal from the Nursing Program in accordance with the Department of Nursing Academic Dismissal Policy.

**2. Agency Criminal Background Check Requirements**

- 2.1** Students not meeting requirements regarding the criminal background checks are subject to dismissal from the program. See Student Handbook Dismissal Policy.
- 2.2** University officials will have electronic access to the criminal background report.
- 2.3** The University seeks information on convictions, all pleas that are acknowledgements responsibility, and all pending criminal actions. Arrests or detention orders that do not result in convictions or pleas will not be considered. The candidate will be asked to provide information about the candidate’s criminal and discipline records. This information is critical, and a failure by the candidate to provide this data or to provide it accurately will result in a rejection of the candidacy or other decision adverse to the candidate. All materials collected pursuant to this policy will be held confidentially and securely, and it will be maintained in a file separate from the regular files maintained for each candidate.

**2.4** The existence of a conviction or plea, or other determination or acceptance of responsibility for a crime or misconduct, does not automatically render a candidate unqualified. Where such matters are evident, the following factors will be considered by University officials in determining whether a candidate is qualified:

- A. the nature of the crime or misconduct;
- B. the circumstances surrounding the crime or misconduct;
- C. the existence, number and type of other incidents of crime or misconduct;
- D. the time that has elapsed since the conviction or other determination;
- E. the actions and activities of the student since the date(s) of reported crime(s) or misconduct;
- F. the rehabilitation record of the student;
- G. any related information;
- H. the honesty of the student in disclosing and/or explaining the crime or misconduct;
- I. any professional opinions about the possibility or likelihood of future criminal behavior or other misconduct;
- J. explanations and/or other information provided by the candidate; and
- K. the willingness of a healthcare facility or other agency to accept the candidate for any clinical experience.

**In addition, University officials may use the attached GUIDELINES FOR ASSESSING CRIMES AND MISCONDUCT AS THEY RELATE TO NURSING REQUIREMENTS AND ACTIVITIES.**

**2.5** The criminal background check will only be used for evaluating the candidate's qualifications; it will not be used to discriminate on the basis of race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, or sexual orientation.

**2.6** If a candidate has a criminal or disciplinary record, the University will:

- A. Compare the results of the background check to the application and supplemental information supplied by the candidate to determine discrepancies. If there are no discrepancies, and if the University has made an individual determination that the candidate is qualified for admission, continued matriculation, or certification or licensure, and there is no additional information indicating that a previous decision should be modified or rescinded, the previous decision may stand.
- B. If there are discrepancies or information indicating that a decision should be further examined, college officials must provide the candidate an opportunity either to (1) demonstrate that the report of criminal, disciplinary or other relevant history was erroneous (e.g., wrong person) or to (2) explain the discrepancy.
- C. If the background report is determined to be accurate and a discrepancy exists between the reported information and the application or supporting material that the candidate submitted, or there is additional information that amplifies the application information or otherwise indicates that the admission should be examined further.

## **GUIDELINES FOR ASSESSING CRIMES AND MISCONDUCT AS THEY RELATE TO NURSING REQUIREMENTS AND ACTIVITIES**

1. The presumption is that the candidate will not be admitted, allowed to continue matriculation or be recommended for certification or licensure if the candidate has failed to accurately disclose relevant information in response to a question on the application or inquiry by any University official. The burden is on the candidate to demonstrate that the omission or misinformation was the result of an honest mistake, that it was not intended to mislead, and that a decision should be rendered in favor of the candidate in spite of the failure to disclose.
2. If the failure to disclose accurate information does not result in a decision adverse to the candidate, but there is information that draws the decision into question, before the candidate may be admitted, matriculate, or obtain a recommendation for certification or licensure, an authorized University official must make an individual determination as to whether the nature of any crime committed or other behavior disclosed, together with other available information, suggests that the candidate is unqualified. If the University official determines that the candidate is not qualified, the candidate must be notified of the decision to deny admission or continued matriculation or decline to make a positive recommendation for the candidate's certification or licensure. If the determination is made that the candidate is qualified, the candidate will be notified and may be admitted, matriculate or obtain a recommendation in accordance with other University policies and procedures.
  - 2.7 Conducted on each candidate and the results of those checks. If a candidate's record shows a history of conviction of, guilty plea to, or acceptance of responsibility for a crime or a significant disciplinary sanction at the University or another educational institution, the University shall maintain a record of the process used to determine whether or not the candidate was qualified and of the basis for that determination.
  - 2.8 The student is accountable for reporting any charges of a misdemeanor or felonious nature that occur while enrolled in the nursing program within 48 hours of occurrence to the Chair of the Department of Nursing. Reporting means that the student directly contacts the Chair and requests an appointment to discuss the charges.

### **3. Drug/Alcohol Screening Requirements**

- 3.1 To ensure patient safety, and comply with clinical facility policies, the North Carolina Board of Nursing regulations [21 NCAC 36.0320(d)], and the 2004 Manual for Hospitals published by The Joint Commission (TJC), students are expected to maintain personal health and hygiene, including, but not limited to, avoidance of any chemical substance that could impair judgment or ability to perform clinical or other duties, or otherwise endanger patients or other members of the healthcare team. All students entering the nursing program are required to obtain a drug/alcohol screen. The Department of Nursing reserves the right to direct a student to undergo drug screening at any time.

- 3.2** Students are admitted to the Department of Nursing pending a negative drug test. Students are responsible for costs associated with the drug screen. Students must further agree that all results are available to the University and the clinical sites associated with the program. The program is responsible for ensuring that students comply with individual hospital policy regarding disclosure of results. Students not meeting requirements regarding the drug screen are subject to dismissal from the program. **See Dismissal Policy.**
- 3.3** The nursing program maintains a no tolerance policy regarding substance abuse. All students must clear a drug/alcohol test. Failure to undergo this test, a positive drug/alcohol screen, or an altered sample will result in dismissal from the program. If the drug/alcohol screen produces a positive result and a valid prescription exists, the test will be deemed negative. For the purpose of this policy, a valid prescription is one that is verified during a time period when the student is under the current treatment of a licensed healthcare professional.
- 3.4** Students must undergo drug testing at a Department of Nursing approved drug screening laboratory. Students will bear all expenses associated with meeting these requirements.

#### **4. Drug Screening and Criminal Background Check Acknowledgement/Agreement**

All students upon beginning the program, will complete the **Drug Screening and Criminal Background Acknowledgement Form**, which must be uploaded in the compliance system. All drug screens and background checks are ordered through the compliance system at the time of initiation of a compliance system student account. Additional screens and checks may be required by individual agencies based on affiliation agreements.

20100324 CBC Acknowledgement and Agreement (DTC rev).docx Revised 5/15:2015 CBC\_DS policy.docx (BK rev), 5/2017; Revised 06/2020; 05/2021

In trying to assess comprehensively a candidate's qualifications, the University will carefully consider evidence of criminal convictions, court-accepted pleas indicating acknowledgement of responsibility and dispositions of crimes and information regarding other candidate discipline matters. The following guidelines may be utilized to assess particular convictions, pleas, and other dispositions of cases as they relate to nursing and performance of professional duties.

- **Safety Risk:** Evidence of conduct that may create an unacceptable risk with respect to the safety of the University and/or school and University and/or school activities, employees, other students, including those in public school settings or related activities, or the public would likely disqualify a candidate. Such evidence may include, but not be limited to, conviction of one or more felonies and/or misdemeanors involving assault, assault with a deadly weapon, rape, sexual assault, armed robbery, reckless endangerment, or operation of a motor vehicle while impaired as a result of drug or alcohol ingestion and arson.

- **Integrity Risk:** Evidence of conduct that indicates fraudulent behavior, deceit or dishonesty may create an unacceptable risk with respect to positions and activities that involve confidential documents (including medical records), security issues, sensitive data or materials, regulated issues and materials, financial matters and accounting. Such evidence may include, but not be limited to, convictions of one or more felonies and/or misdemeanors involving embezzlement, fraud, income tax evasion, forgery, burglary, robbery, larceny, theft, check kiting, issuance of bad checks, shoplifting and similar crimes, as well as academic misconduct (e.g., plagiarism, fabrication of data, cheating on examinations or representing someone else's work as one's own).
- **Illegal Drug Risk:** Evidence of conduct that encompasses illegal drug distribution and sale or like activities may create an unacceptable risk for employees and students of Appalachian State University in light of Appalachian State University's strong stance concerning illegal drugs and its commitment to a drug-free workplace and educational and living environments, as well as employees and students in health care settings and related activities. Such evidence may include, but not be limited to, conviction of felonies and misdemeanors involving drug trafficking, drug sales or distribution, drug possession with intent to sell, drug and/or paraphernalia possession and similar crimes.
- **Safety Risk for Students, Employees and Patients:** Evidence of conduct that encompasses harm or injury to others may create an unacceptable risk with respect to a student's enrollment in any curricular programs or participation in healthcare activities that serve patients. Such evidence may include, but not be limited to, felonies and misdemeanors involving abuse or neglect, molestation, taking indecent liberties with a minor, contributing to the delinquency of a minor, and similar crimes.
- **Motor Vehicle Operation Risk:** Evidence of conduct that encompasses illegal, violent, or dangerous operation of a motor vehicle may create an unacceptable risk with respect to employment in positions or volunteer activities that require operation of any motor vehicle (i.e., buses, vans). Such evidence may include, but not be limited to, DWI, DUI, speeding to elude arrest, vehicular manslaughter, multiple convictions of careless and reckless driving and multiple convictions of speeding.
- **Particular Position Risk:** Evidence of conduct that is likely to impede the candidate's ability to perform a particular duty or satisfy curricular requirements, or that otherwise indicates a significant risk to the safety of the student or those for whom the student is responsible, or effective conduct of University or health care institution programs.

**Students are accountable for reporting any charges of a misdemeanor or felonious nature that occurs while enrolled in the nursing program. Reporting must occur within 48 hours of occurrence to the Chair of the Department of Nursing. Failure to report may result in dismissal from the program.**

**APP STATE Department of Nursing**

**CONSENT AND RELEASE AUTHORIZATION POLICY**

In accordance with clinical agency requirements to attend clinical rotations (as noted above and in the outline of individual clinical affiliation agreements), students will indicate authorization for the compliance requirements to be shared/released to the clinical agency in which the student will attend training or have a scheduled clinical placement. At the beginning of the program, the student will complete the **Consent and Release Authorization Form** and upload to the compliance system and annually thereafter.

Appalachian State University Office of General Counsel JC document Adopted 5/10/18; Policy statement approved 05/2021

## **APP STATE Department of Nursing UNIVERSAL CONFIDENTIALITY POLICY AND AGREEMENT**

### **General**

The Department of Nursing (“Department”) at Appalachian State University (“University”) maintains strict compliance with all legal, regulatory, and policy requirements addressing confidentiality of patient, research subject, and student records. This departmental policy and the related Universal Confidentiality Agreement describe departmental expectations in this regard. For purposes of this document, the term “students” includes undergraduate and graduate University Nursing students and students from other institutions who are completing graduate preceptorships with the University’s Department of Nursing Faculty.

### **Policy**

It is the Department’s policy that students, faculty, staff, visiting professionals, and general visitors of the University comply with the requirements and regulations of this policy regardless of the agency or venue to which they are assigned. Such individuals may be involved in clinical placements and/or other activities, such as classes, labs, or conferences that involve indirect or direct contact with professional peers, clients, their families and/or significant others. This level of involvement requires the utmost level of professional behavior and responsibility.

Members of the aforementioned groups are provided access to placements/activities via a contractual agreement or Memorandum of Understanding between the University, the Beaver College of Health Sciences, the Department, and the agencies/facilities providing learning/clinical opportunities. Access to confidential information is permitted only on a need-to-know basis and limited to the minimum amount of information necessary to accomplish the intended purpose of the interaction.

Appalachian State University maintains strict confidentiality requirements and regulations in compliance with the Gramm-Leach-Bliley Act (GLBA), Family Educational Rights and Privacy Act of 1974 as amended (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA) in addition to other federal and state laws. These principles of confidentiality must be strictly adhered to without exception so that the privacy of the privileged information is totally safeguarded.

Clinical or case materials prepared or used for classroom, lab, community/professional presentations, assignments, or written materials must be altered so that there is no possibility that the persons involved can be identified. This requirement includes specific details and circumstances as well as names.

The classroom itself is to be considered an area of confidentiality. Information shared, clinical and otherwise, and the reactions of classmates are not to be discussed with anyone other than the Faculty Member of record.

Any person who knows or has reason to believe that a breach of confidentiality has occurred in violation of this policy is required to report that information to the Chair of the Department of Nursing and to the Director of Compliance and Student Support.

Students are provided training on Universal Confidentiality and the Health Insurance Portability and Accountability Act as part of initial compliance on entry into the programs. Each student completes the **Universal Confidentiality Agreement Form** and uploads this to the compliance system. In addition, each student completes a HIPAA mandatory training course and test to ensure understanding of privacy rules. This form and training are repeated annually.

### Breaches of Confidentiality

Violations of this policy include, but are not limited to, the following:

1. Failure to be knowledgeable of, adhere to and protect the policies of the University and assigned agencies/facilities.
2. Accessing or sharing of confidential/sensitive information that is not within the scope of the role/assignment
3. Misuse, disclosure, or alteration of any confidential/sensitive information, electronic access or restricted areas.
4. Use of any electronic/social media means to convey any confidential/sensitive information related to clinical, student or faculty interactions.

The information below provides examples of mishandling of confidential information.

**These examples are not exhaustive, and individuals with questions about the applicability of this policy are expected to err on the side of protecting confidentiality until clarification can be provided.**

Questions about the proper handling, use, or disclosure of confidential information should be discussed with appropriate personnel.

<p><b>Accessing information that is not within the scope of your job/role as student, staff or faculty member:</b>          Unauthorized reading of client/employee/student/subject account information.          Unauthorized reading of a client/employee/student/subject's chart/file.          Unauthorized access of personnel file or business/ operational information.          Accessing information that you do not "need-to-know" for proper execution of your job or educational functions.</p>	<p><b>Misusing, disclosing without proper authorization, or altering patient or personnel information:</b>          Making unauthorized marks on a medical record.          Making unauthorized changes to a personnel file or research data files.          Sharing or reproducing information in a client / employee / student /subject's chart or personnel file with unauthorized personnel.          Discussing confidential information in a public area such as a waiting room, cafeteria or elevator.</p>
<p><b>Disclosing to another person your sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas:</b>          Telling an unauthorized person your password so that he or she can log in to your work.          Telling an unauthorized person, the access codes for personnel files or patient accounts.</p>	<p><b>Using another person's sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas:</b>          Using another's password to log in to a hospital, agency, university, or other computer system.          Unauthorized use of a login code for access to personnel files or student/client/subject's information, or restricted areas.</p>
<p><b>Leaving a secured application unattended while signed on:</b>          Being away from an electronic device while logged into a secure application.          Allowing another person to use your secured application for which he or she does not have access after you have logged in.</p>	<p><b>Attempting to access a secured application or restricted area without proper authorization or for purposes other than official business:</b>          Trying passwords and login codes to gain access to an unauthorized area of the computer system or restricted area.          Using a co-worker's application for which you do not have access after he or she is logged in.          Using badge or login codes to gain access to facility for purposes other than assigned clinicals/orientations.</p>



<p><b>Intentional or negligent mishandling or destruction of confidential information:</b>  Failure to properly secure confidential information.  Taking confidential information to areas outside your work area, e.g. out of the facility/agency, off campus, or to your home.  Disposing of confidential information in a non-approved container, such as a trash can.</p>	<p><b>Unintentional disclosure of personal information:</b>  Failure to take necessary precautions to properly prevent unauthorized viewing of displayed or printed confidential information in all areas.  Discussing confidential information in public areas.  Inappropriate removal of documents containing confidential information from clinical/departmental areas.  Using an email account <i>other than</i> an official University email account for conveying course/clinical/research/other University related business.</p>
<p><b>Intentional dissemination of confidential information:</b>  Distributing sensitive information via text, email, Facebook, blogs, etc. (See APP STATE Department of Nursing Handbook Social Media Policy).  Electronic or digital transmission of unauthorized pictures or audio/video recordings.</p>	<p><b>Intentional and unauthorized securement, distribution, dissemination, modification or copying of photographs, videos or digital course materials.</b>  The APP STATE Release For Use of Photograph must be completed prior to securing any photos or videos.</p>

### Violations of Policy

Violation of this policy may constitute grounds for corrective action up to and including loss of agency privileges, academic or employment suspension, or termination from the Nursing Department in accordance with applicable agency/facility, Department or University procedures. Allegations of student violations will be addressed as academic integrity matters and considered according to the procedures set forth in the University’s Code of Academic Integrity. Allegations of violations by University faculty or staff, or by visitors, will be addressed by Department and Beaver College of Health Sciences administration consistent with applicable policies and procedures.

Violation of this policy by any member of the University’s student body, faculty or staff may constitute grounds for termination of the contractual relationship or other terms of affiliation between the University and the agency.

Unauthorized release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.

#### References:

<http://www.hhs.gov/ocr/privacy/>  
[http://www.jointcommission.org/standards\\_information/tjc\\_requirements.asp](http://www.jointcommission.org/standards_information/tjc_requirements.asp)

x APP STATE Department of Social Work  
APP STATE Department of Communication Sciences and Disorders  
4837-4508-8291, v. 3

Approved 5/4/15 (BKrause OGC); Revised 05/2021

## **APP STATE Department of Nursing SOCIAL MEDIA POLICY**

**Purpose:** To provide faculty and students with an understanding of the position of the Appalachian State University Department of Nursing regarding the use of social media and other electronic communications.

**Definition:** For the purpose of this policy Social Media is defined as any user-generated content or online network/applications that faculty or students may contribute to from a personal or professional perspective. Currently identified avenues include, but are not limited to texting, *Facebook*, *Twitter*, *YouTube*, personal or community blogs, or educational sites such as *AsULearn*.

**Rationale:** Social media is a promising innovation with the potential to enhance global health care information exchange and significantly impact patient care. However, social media is a tool, which when used inappropriately, has the potential to bring harm to colleagues, patients, the profession, and even nurses' careers. The ability of search engines to bring long forgotten information to current accessibility, with just a few keystrokes, may result in far-reaching consequences for individuals and the institution.

**Policy:** Representation of the University and the Department in a manner that is fair, accurate, in compliance with all confidentiality requirements and protective of the reputation of the individual(s), the University and any affiliated institution/agency should be the primary focus of faculty and students in any method of communication. To insure an understanding of the parameters of these emerging technology and applications, the following statements will serve as guidelines and will be modified as appropriate:

- All communications should follow the Appalachian State University Code of Student Conduct, the Appalachian State University Faculty Handbook and all University policies, as applicable.
- When representing the University, all communications should be made in a fair, accurate and legal manner that protects the brand and/or reputation of all involved and protects all confidential information.
- When expressing personal views and when your association with the University is shared, implied or apparent, make it clear that your opinions are personal and do not necessarily represent the views or opinions of the University.
- Communications should be made in a manner that protects confidential, sensitive, and proprietary information including such information relating to associated clinical facilities/agencies and their clients. HIPAA, University and other privacy, confidentiality and security guidelines must be followed at all times.
- Confidential and HIPAA protected information should not be posted in any avenue of social media or webpage.
- At no time should photographs or videos be made in a clinical facility/agency without the written permission of the administration of the facility/agency.

### **Considerations:**

- Think twice about posting to any site as no site is truly private. If you are unsure about a potential post, seek guidance and clarification from departmental faculty or staff.
- Respect your audience.
- You are responsible for your use of social media. It is possible to identify the source of communication

when using so-called “hidden usernames”, text messages and other types of social media.

- Promptly report any concerns about breaches of social media activity to the Chair of the Department of Nursing.

**Consequences:**

- Misuse of social media, including sharing of unprofessional or confidential information may result in disciplinary action that may include failure of the course or dismissal from the nursing program/position and/or penalties under HIPAA.
- Legal liability may be associated with communications found to be defamatory, harassing, or in violation of any other applicable law.

Please refer to information at the National Council of State Boards of Nursing position on Social Media in the profession of Nursing. Please see this website: <https://www.ncsbn.org/347.htm>, to watch video or download the transcript on this subject.

## **APP STATE Department of Nursing ACCIDENT AND INJURY POLICY AND PROCEDURE**

### **Purpose:**

To comply with Nursing Department and Appalachian State University institutional guidelines for reporting, providing appropriate intervention, and follow-up post-accident or injury.

### **Definition:**

An accident/injury is defined as an undesirable and unexpected event occurring in classroom, clinical, or clinical travel which results in potential or personal harm that impacts the student's ability to provide safe and quality patient care. In addition, an accident/injury includes occupational exposure to blood and body fluids, airborne pathogens or hazardous chemicals via opening in skin (needle stick, cut, puncture, chapped or abraded skin) or mucous membranes (eyes, nose or mouth).

### **Policy and Procedure:**

- Students must report any accident or injury meeting the definition above to their faculty; the faculty will notify the Director of Compliance and Student Support immediately.
- Students must complete the **Accident or Injury Event Report** with faculty and turn in to Director of Compliance and Student Support within 48 hours of the event.
- Treatment should occur in a timely fashion. Students are advised to seek medical care with a health care provider of their choice or APP STATE Student Health Service.
- Students are responsible for the cost of any test or treatments due to accidents/injuries.
- The Director of Compliance and Student Support will also complete a University Report via <https://hr.appstate.edu/hr-services/leave-management/workers-compensation/initial-notification-incidentinjury-form>
- The Department of Nursing will assess impact of accident/injury in regards to the Safety and Technical Standards Policy and Procedure to determine student's continuation of clinical activities.

### **When students are exposed to blood/body fluids:**

When an occupational exposure to blood or body fluids occurs, the initial action should be to perform cleansing and first aid to the site and the clinical facility policy and procedures are initiated. Action should be taken immediately to ensure medical care is initiated within 4 hours of exposure. The appropriate facility personnel will evaluate if a source patient is known. If known, the facility will handle requirements of source patient testing. Tests are generally performed for serologic evidence of HIV antibodies, Hepatitis B antigens/antibodies, and Hepatitis C antibodies. Current guidelines recommend the following post-exposure follow-up:

- Post-Exposure Prophylaxis (PEP) is recommended when occupational exposures to HIV occur
- If HIV status of the source patient is determined, this is used to guide the need HIV PEP
- PEP medication regimens should be started as soon as possible after occupational exposure to HIV and continued for a 4-week duration.
- PEP medication regimens may contain 3 (or more) antiretroviral drugs and should be considered within 72 hours of exposure
- Expert consultation is recommended for any occupational exposures at baseline and follow-up testing is usually done at subsequent intervals of 4-6 months based on PEP regimens.
- Additional monitoring for drug toxicity may be indicated (US Public Health Service Working Group, 2013).

**When students are exposed to tuberculosis:**

- The student must seek care from a medical facility of the student's choice or APP STATE Student Health Service. A baseline TST will be done at the student's expense.
- The student must be cleared by a physician or health care provider prior to return to clinical.

**When students are exposed to COVID-19:**

- The student will notify the Director of Compliance & Student Support so that the extent of exposure can be evaluated further.
- Students who have been exposed, will follow University, public health, provider, and clinical agency requirements for quarantine or isolation, depending on status.
- Students may not attend in person classes or clinical experiences until cleared from quarantine and/or isolation restrictions.

Reviewed: 5/26/11; 5/2015; Revised 5/2017; Reviewed 7/2019; Revised 05/2021; Revised 06/2022

## **APP STATE Department of Nursing EVENT REPORTING POLICY AND FORM**

**Purpose:** Event reports are used for improvement of patient care safety and quality as well as reduction of incidents that might cause or contribute to unsafe nursing practice. When used in this manner, event reports become a tool for the education of students/faculty and other healthcare providers lending support to agency quality and safety initiatives. This policy and the accompanying form are to be used only for the purpose of education of involved parties within the Department of Nursing.

**Definition:** An event is any occurrence that is not consistent with normal, routine operation of a clinical facility and the facility's policies and procedures **that may result in or have potential for injury and/or property damage**. This definition includes **near-miss situations** (situations that could have but did not necessarily result in harm). According to the Safe Medical Devices Act, event reports must be filled out if there is a malfunction of a piece of medical equipment. The FDA requires healthcare facilities to report when circumstances "reasonably suggest" that a medical device has caused or contributed to the death, serious injury, or serious illness of a patient. This type of event must be reported to the manufacturer and/or the FDA.

### **Procedure:**

- This confidential form must be completed in conjunction with the clinical facilities' document and according to their policy.
- The person (student and/or faculty) discovering the event should report the event according to the facility policy and complete the facility document along with this form.
- This report must be submitted to the Chair of the Department of Nursing or the Director of Compliance and Student Support within 24 hours of the event.
- The Chair will keep the form on file in the Chair's office.
- A copy will not be placed in the student's file. The event will not be recorded on the student clinical evaluation anecdotal note.
- If circumstances documented suggest the need, the report will be discussed by the Chair of the Department of Nursing with the Dean (or designee).

**APP STATE Department of Nursing  
INCLEMENT WEATHER (related to Clinical Attendance)**

- Safety of students, faculty and staff is priority for the Appalachian State University and Department of Nursing. If the University is open, class, lab, and clinical schedules will be followed to the extent possible.
- Individual faculty and students are in the best position to determine whether they can travel safely to campus or a clinical site. Individual judgements about personal circumstances must be made so that no one jeopardizes their health and safety.
- Once decisions have been made, students will be advised by their faculty in postings on the specific course AsULearn site.
- Students will also be notified by the faculty regarding arrangements for make-ups of canceled class, lab or clinical as soon as possible.

Revised 7/2019

## **APP STATE Department of Nursing**

### **WHITE COAT CEREMONY**

The White Coat Ceremony serves as a rite of passage to “welcome students to healthcare practice and elevate the value of humanism as the core of healthcare”. In 2014, recognizing the vital role nurses play in the healthcare team, the Gold Foundation partnered with the American Association of Colleges of Nursing to adopt a White Coat Ceremony for Nursing. As nursing students begin clinical practice, they participate in the White Coat Ceremony and take an oath that serves to acknowledge their central obligation of caring for the patient.

- All junior nursing students are expected to participate in the White Coat Ceremony and may invite family, significant others, and friends.
- Students are to bring the clean, pressed lab coat with the APP STATE Nursing insignia to the ceremony.
- Professional dress is required:
  - For women, dark dress slacks, skirts or dresses with dark dress shoes are recommended. For men, dress shirt with tie, dark dress slacks and dress shoes are recommended.
  - Dresses or skirts must hang three inches below the lab coat.
  - Maxi, ankle length or ruffled dresses/skirts should not be worn.
  - No spiked high heels, platforms, flip-flops, or athletic shoes are permitted.
  - Hair should be clean and up off the shoulders. Facial hair (mustache and beard) well groomed.
- Students must arrive and be in line (alphabetically) 30 minutes prior to the beginning of the ceremony.

### **PINNING AND GRADUATION**

At the end of the nursing program, senior students participate in both a pinning ceremony and graduation. During the pinning ceremony, students are recognized for their accomplishments in the baccalaureate (BSN) program and receive a nursing pin. At graduation, students are recognized again and receive their diplomas.

- All senior nursing students are expected to participate in the Pinning Ceremony and may invite family, significant others, and friends.
- Students are to wear cap and gown during the Pinning Ceremony.
- Professional dress is required:
  - For women, dark dress slacks, skirts or dresses with dark dress shoes are recommended. For men, dress shirt with tie, dark dress slacks and dress shoes are recommended.
  - Dresses or skirts must not hang below graduation gown
  - No spiked high heels, platforms, flip-flops, or athletic shoes are permitted
  - Hair should be clean and up off the shoulders. Facial hair (mustache and beard) well groomed.
- Students must arrive and be in line (alphabetically) 30 minutes prior to the beginning of the ceremony.



# FORMS

**Attention:** Forms are provided here for viewing as part of handbook and policy review. To access individual departmental forms, please review the APP STATE Department of Nursing website at this link: <https://nursing.appstate.edu/student-information/student-forms>. Forms are also provided in individual AsULearn cohort project sites (as determined by program).

**Part A: Documentation of Specifics Related to the Event**

**Refer to Accident and Injury Policy and Procedure:** Report is to be completed legibly, in detail and with factual information by student and faculty member. Please use additional paper if needed.

<b>1. Date:</b>	<b>Time:</b>	<b>Location:</b>	
<b>2. Circle appropriate category for person involved:</b>		<b>Student</b>	<b>Faculty</b>
		<b>Staff</b>	<b>Visitor</b>
<b>3. Name:</b>		<b>DOB:</b>	
<b>Address:</b>		<b>Phone Numbers:</b>	
<b>4. Detailed statement of facts related to event and description of injury if applicable:</b>			
<b>5. Causative Factors: Please list and describe any causative or contributing factors</b>			
Person			
Equipment			
Other			
<b>6. Description of Immediate Action Taken/Treatment:</b>			
<b>7. Witnesses: Please list information below regarding persons observing/involved in the event</b>			
<b>Name(s):</b>			
<b>Address:</b>			
<b>Phone numbers:</b>			
<b>Relationship to the event:</b>			
<b>8. Notification of Nursing Department and/or Clinical Facility</b>			
<b>Name(s) and position of person(s) notified:</b>			
<b>Date:</b>	<b>Time:</b>	<b>How notified:</b>	
<b>Printed Name and Signature of Person Completing Report</b>			<b>Date and Time</b>
<b>Printed Name and Signature of Person Reviewing Report</b>			<b>Date and Time</b>

**Part B: Documentation of Investigative Component of the Event**

<b>1. Date:</b>	<b>Time:</b>
<b>2. Name of person involved in event:</b>	
<b>3. Name and credentials of person investigating event:</b>	
<b>4. Documentation of calls placed regarding the event:</b>	
a. To whom	
b. Contact information	
c. Synopsis of information gathered	
<b>5. Descriptive documentation of interventions and/or treatment:</b>	
<b>6. Evaluation/Follow-up: Please circle appropriate category(s) and document action/plan below:</b>	
Policy and procedure review      Counseling      Equipment change      Staff discussion Re-education and return demonstration Disciplinary process	
<b>7. Printed Name and Signature of Person Completing Report</b>	<b>Date:</b>

**Department of Nursing  
 BLANKET RELEASE FOR USE OF  
 PHOTOGRAPH**

**This form should be completed and submitted to the compliance system.**

- I hereby grant to the Department of Nursing and Appalachian State University (hereafter referred to as “APP STATE”), its legal representative and assigns, and those acting with its permission, or its employees, the right and permission to make, use and/or copyright, reuse and/or publish, display (including in PowerPoint and other presentations), and re-publish photographic or digital pictures or images of me, or in which I may be distorted in character, or in form, in conjunction with my own or a fictitious name, or reproductions thereof, in color or black and white, made through any media by the Department of Nursing and/or APP STATE, for display or other purposes, including the use of any printed material in conjunction therewith.
- I hereby waive any right to inspect or approve the finished photograph, copy or printed material that may be used in conjunction therewith or to the eventual use that it might be applied.
- I hereby release, discharge and agree to save harmless the Department of Nursing, the State of North Carolina, the University of North Carolina, APP STATE, and their respective representatives, assigns, employees, agents or any persons, corporation or corporations, acting under its permission or authority, or any person, persons, corporation or corporations, for whom it might be acting, including any firm publishing and/or distributing the finished product, in whole or in part, from and against any liability as a result of any distortion, blurring, or alteration, optical illusion, or use in composite form, either intentionally or otherwise, that may occur or be produced in the taking, processing or reproduction of the finished product, its publication or distribution of the same, even should the same subject me to ridicule, scandal, reproach, scorn, or indignity.
- I hereby warrant that I am over eighteen years of age, and competent to contract in my own name insofar as the above is concerned.

**I HAVE READ THE FOREGOING RELEASE, AUTHORIZATION AND AGREEMENT, BEFORE AFFIXING MY SIGNATURE BELOW, AND WARRANT THAT I FULLY UNDERSTAND THE CONTENTS THEREOF.**

BSN	<input type="checkbox"/>	Student from	<input type="checkbox"/>	other	Staff	<input type="checkbox"/>
RN to BSN	<input type="checkbox"/>	institution	Faculty	<input type="checkbox"/>	Visitor	<input type="checkbox"/>
MSN	<input type="checkbox"/>					

---

*Signature*

*Date*

*Printed Name*

*Address*

**BSN (Pre-Licensure)**  
**Progression Tool for Clinical Evaluation**

**This document is a student education record protected as confidential under the Family Educational Rights and Privacy Act.**

This report is to be completed legibly, in detail and with factual information by student and faculty member. Please use back of form or additional paper if needed. Completed form should be given to the Nursing Department Chair within 24 hours of the event. Due to the nature of the information in the report, copies/scans of the form should not be made. This document is to be used only for the purpose of education of involved parties within the Department of Nursing.

Initial Data:			
<b>Date:</b>	<b>Time:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Facility Name:</b> <b>Facility Address:</b>	
<b>Exact location of event:</b>			
<b>Type of Event:</b> Patient <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other <input type="checkbox"/> (specify) _____ Witnessed <input type="checkbox"/> f Not Witnessed <input type="checkbox"/>			
<b>Name:</b>		<b>DOB:</b>	
<b>Address:</b>		<b>Phone Numbers:</b>	
<b>Student Name:</b>		<b>Faculty Name:</b>	
Witness(es): use back of form if needed			
Name:		Contact Info:	
Name:		Contact Info:	
Name:		Contact Info:	
Name:		Contact Info:	
Provider(s): use back of form if needed			
Name:		Notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____ Time: _____
Name:		Notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____ Time: _____
Description of the Event: (WHO, WHAT, WHEN, WHERE, WHY, HOW) (use additional paper if needed)			
Medication Event: Yes <input type="checkbox"/> No <input type="checkbox"/> Check all that apply below			
Wrong Drug	Yes <input type="checkbox"/> No <input type="checkbox"/>	Wrong Dose	Yes <input type="checkbox"/> No <input type="checkbox"/>
Wrong Time	Yes <input type="checkbox"/> No <input type="checkbox"/>	Wrong Patient	Yes <input type="checkbox"/> No <input type="checkbox"/>
High Alert Med	Yes <input type="checkbox"/> No <input type="checkbox"/>	Misread Order (student)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Transcription Error	Yes <input type="checkbox"/> No <input type="checkbox"/>	Abbreviation Error	Yes <input type="checkbox"/> No <input type="checkbox"/>
MAR Misinterpretation	Yes <input type="checkbox"/> No <input type="checkbox"/>	Look/Sound Alike Med	Yes <input type="checkbox"/> No <input type="checkbox"/>
Wrong Route	Yes <input type="checkbox"/> No <input type="checkbox"/>	New Medication Order	Yes <input type="checkbox"/> No <input type="checkbox"/>
Misread Order (faculty)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Barcoding Error	Yes <input type="checkbox"/> No <input type="checkbox"/>
Crowded med prep area	Yes <input type="checkbox"/> No <input type="checkbox"/>	Multiple meds simultaneous prepared	Yes <input type="checkbox"/> No <input type="checkbox"/>
Omitted Required Assessment Prior to Administration	Yes <input type="checkbox"/> No <input type="checkbox"/>	Faculty present when med prepared	Yes <input type="checkbox"/> No <input type="checkbox"/>
Faculty present when med given	Yes <input type="checkbox"/> No <input type="checkbox"/>	Two unique patient identifiers used	Yes <input type="checkbox"/> No <input type="checkbox"/>
Three safety checks omitted	Yes <input type="checkbox"/> No <input type="checkbox"/>	Student competency verified	Yes <input type="checkbox"/> No <input type="checkbox"/>
Documentation	Yes <input type="checkbox"/> No <input type="checkbox"/>	OTHER:	

<b>Treatment Management Event: Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Check all that apply below</b>	
Wrong: treatment Yes <input type="checkbox"/> No <input type="checkbox"/> patient Yes <input type="checkbox"/> No <input type="checkbox"/> time Yes <input type="checkbox"/> No <input type="checkbox"/>			
Treatment order verified	Yes <input type="checkbox"/> No <input type="checkbox"/>	Treatment order difficult to read	Yes <input type="checkbox"/> No <input type="checkbox"/>
Crowded prep area	Yes <input type="checkbox"/> No <input type="checkbox"/>	Wrong supplies/equipment used	Yes <input type="checkbox"/> No <input type="checkbox"/>
Omitted/Incorrect Assessment Prior to Treatment	Yes <input type="checkbox"/> No <input type="checkbox"/>	Omitted/Incorrect Assessment Following Treatment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Competency to perform verified	Yes <input type="checkbox"/> No <input type="checkbox"/>	First time student performed treatment	Yes <input type="checkbox"/> No <input type="checkbox"/>
Discrepancy between facility policy/procedure and Nursing programs teaching of skill			Yes <input type="checkbox"/> No <input type="checkbox"/>
OTHER:			
<b>Patient Fall Event: Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Check all that apply below</b>	
Floor conditions Clean and smooth <input type="checkbox"/> Slippery or wet <input type="checkbox"/> Other (describe):			
Pt. identified as fall risk	Yes <input type="checkbox"/> No <input type="checkbox"/>	Bed Level	High <input type="checkbox"/> Low <input type="checkbox"/>
Night light- Yes <input type="checkbox"/> No <input type="checkbox"/>			
Ambulation privilege- <input type="checkbox"/> Unlimited <input type="checkbox"/> Limited with assistance <input type="checkbox"/> Complete bedrest <input type="checkbox"/> Other-			
Bed Rails <input type="checkbox"/> All down <input type="checkbox"/> 1 up <input type="checkbox"/> 2 up <input type="checkbox"/> 3 up <input type="checkbox"/> 4 up	Patient	in bathroom <input type="checkbox"/> on bedpan <input type="checkbox"/>	on bedside commode <input type="checkbox"/> in chair <input type="checkbox"/>
Wheels unlocked on	Bed <input type="checkbox"/> Stretcher <input type="checkbox"/>	Wheelchair <input type="checkbox"/>	
Restraints (used, type and extent)			
Narcotic, analgesic, hypnotic, sedative, diuretic, antihypertensive or anticonvulsant administered during last 4 hours?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Drug:	Dose:	Time:	
Drug:	Dose:	Time:	
Drug:	Dose:	Time:	
Other contributing factors:			
<b>Other Safety Management Event: Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Check all that apply below</b>	
<b>Patient/Site Identification compromised</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Two unique patient identifiers used-</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Describe:			
<b>Patient Hand-off compromised</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Describe:			
<b>Bloodborne Pathogens Protocol compromised</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Describe:			
<b>Infection Control compromised</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Describe:			
<b>Confidentiality/HIPAA breached</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Describe:			
<b>Other type event</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Describe:			
<b>Persons notified other than physician: include name, date and time notified</b>			
<b>Nurse Manager:</b>			
<b>Risk Manager:</b>			
<b>Department Chair:</b>			
<b>Director of Compliance and Student Support:</b>			
<b>Additional info from faculty perspective:</b>		<b>Additional info from student perspective:</b>	
<b>Evaluation/Follow-up: Please circle appropriate category(s) and document action/plan below:</b>			
<input type="checkbox"/> Staff discussion <input type="checkbox"/> Policy and procedure review <input type="checkbox"/> Equipment change <input type="checkbox"/> Counseling <input type="checkbox"/> Re-education and return demonstration <input type="checkbox"/> Disciplinary process <input type="checkbox"/> Other _____			
<b>Printed Name and Signature of Faculty Completing Report</b>			<b>Date:</b>
<b>Printed Name and Signature of Student</b>			<b>Date:</b>

**Appalachian State University  
Beaver College of Health  
Sciences Department of Nursing  
Consent and Release Authorization Form**

**This form should be completed and submitted to the compliance system.**

I hereby authorize Appalachian State University through its Department of Nursing (hereinafter “University”) to provide the following information to any and all clinical facilities and training sites to which I may request a clinical placement: criminal background check, drug testing, physical and safety and technical standards examination documents, immunization/titer records, TB testing records, proof of completion of clinical education requirements including information that constitutes an educational record as that term is defined by the Family Educational Rights and Privacy Act (FERPA) and any other documents required by the Affiliation Agreement between University and the clinical facility/training site. I understand that any statements that I have placed in my records commenting on contested information contained in the records listed above will be released along with the records to which they relate.

I hereby release, indemnify and hold harmless Appalachian State University, the University of North Carolina, the State of North Carolina and their respective trustees, directors, officers, agents, representatives and employees from and against any liability or damage in connection with the release of criminal background check, drug testing, other health information and requirements referenced above.

I understand and agree that it is my responsibility to keep the clinical requirements current for each semester. I should keep all original documents and be prepared to show them each semester if requested by the assigned health care facility. It is possible that participation at a particular facility may necessitate additional screening or that additional screening may be required during the course of the program (this may incur an additional cost at that time). I understand clinical facilities and/or training sites may refuse to permit me to access clients/patients based on information contained in the reports and that their criteria may differ from the criteria of the Appalachian State University’s Department of Nursing.

I further authorize the clinical facilities and/or training sites where I am placed for my clinical experience to share any information they have regarding my participation in the clinical training program at their site with University. I hereby release, indemnify and hold harmless the applicable clinical facility, training site(s) and their respective officers, employees, agents, contractors, and other representatives from any liability or damage in connection with their release of the information noted in this provision to University.

I have the right to terminate this consent and release at any time in writing, however, I understand that doing so will prevent the University from providing the information necessary for me to be placed at or permitted to engage in a clinical experience.

**I HAVE READ AND UNDERSTAND THIS CONSENT AND RELEASE AND AGREE THAT IT WILL LEGALLY BIND ME AND MY ESTATE, AND I SIGN IT VOLUNTARILY.**

Student Signature			Date	
Name (Print)			Banner ID	
Email			Phone number	
Check Program/Status:	<input type="checkbox"/> BSN	<input type="checkbox"/> RN-BSN	<input type="checkbox"/> MSN	<input type="checkbox"/> Faculty



**DRUG SCREENING AND CRIMINAL BACKGROUND CHECK  
ACKNOWLEDGEMENT AND AGREEMENT  
APPALACHIAN STATE UNIVERSITY EDUCATION PROGRAMS REQUIRING  
EXTERNAL HEALTH OR HUMAN SERVICE AGENCIES**

**This form is completed electronically and submitted to the compliance system.**

1. I understand and acknowledge that Appalachian State University (“University”) has affiliated with several health care and human service facilities (hereinafter “Agencies”) to provide internships, field placements or clinical experience for students (“Students”). I further understand and acknowledge that the Agencies have a compelling interest in the integrity of their services and the health and safety of their patients, others who may come into contact with Students, and the Students themselves.
2. I understand and acknowledge that in order to protect their interests, many Agencies require Students to comply with their drug testing and/or criminal background check policies and to undergo drug testing and/or criminal background checks as conditions of participation in their education programs. In addition, such Agencies often require that Students submit to the required drug testing and/or criminal background checks at the Students’ own expense. I understand that the University will provide Students with information to obtain the drug testing and/or criminal background checks required by the Agencies.
3. I understand and acknowledge that an Agency may, in accordance with its policies, reject or expel a Student from participation in its operations on the basis of results of the drug testing and/or criminal background checks.
4. I am or will be enrolled as a student in the University’s Nursing program, and I plan to participate as a Student in an educational experience at an Agency.
5. Because participation in Agency-related educational programs is a degree requirement for students in the Nursing program, I understand that I may be required to undergo a criminal background check and/or drug screening as a condition of my participation in an internship, field placement or clinical experience at an external health or human service agency.
6. As a condition of participation as a Student in the education program identified above, I hereby agree to comply with the criminal background check requirements at each Agency to which I am assigned. If the Agency facilitates criminal background checks, I agree to comply with such requirements and follow the procedures set forth by the Agency. If the Agency requires that I undergo a criminal background check prior to my placement, I agree to undergo a criminal background check by a University-approved agency at my own expense. I hereby authorize University officials to submit my original results to the Agency, which shall determine whether the results of my criminal background check are acceptable.
7. The student is accountable for reporting any charges of a misdemeanor or felonious nature that occurs while enrolled in the BSN Program within 48 hours of occurrence to the Chair of the Department of Nursing. Reporting means that the student directly contacts the Chair and requests an appointment to discuss the charges.
8. I hereby agree to comply with the drug screening requirements at each Agency to which I am assigned. If the Agency facilitates drug screening, I agree to comply with such requirements and follow the procedures set forth by the Agency. If the Agency requires that I undergo independent/third party drug screening prior to my placement, I agree to undergo drug testing by a University-approved testing laboratory at my own expense. I hereby authorize any testing laboratory performing such services to provide the test results to the University, and I further authorize the University to submit my original results to the Agency. Each Agency shall determine whether the results of my drug screening are acceptable.
9. I have read both the Criminal Background Check and Drug Screening Policy (“Policy”) and this Acknowledgement and Agreement, and I understand their contents. I have had the opportunity to ask questions of and discuss the Policy and this Acknowledgement and Agreement with appropriate faculty and administrators in the Department of Nursing. I understand that I am responsible for meeting the requirements set forth in the Policy and this Acknowledgement and Agreement.

Student’s Signature

Date

Student’s Printed Name

**Appalachian State University - Department of Nursing**

**Learning Improvement Plan**

**Department of Nursing**  
**PHYSICAL EXAMINATION**

**This form should be completed and submitted to the compliance system.**

Students should keep a copy in their personal records for future use.

<b>NAME:</b>	<b>BANNER ID:</b>
This Physical Examination is to be completed by a licensed healthcare provider. Please attach any additional documentation regarding any category below to this form. APP STATE Nursing Safety and Technical Form is also to be completed by the student and healthcare provider	

Temperature:	Pulse:
Respiration:	Blood Pressure:
Height:	Weight:

<b>Eye Exam</b> (all fields must be completed. If healthcare provider is unable to complete, options for completion should be discussed with APP STATE Nursing Director of Compliance and Student Support)			
<b>Peripheral Vision:</b>	Normal/Abnormal		
<b>Acuity:</b> Near:	Right Eye:	Left Eye:	Correction Used: YES / NO
	Far:	Right Eye:	Left Eye: Correction Used: YES / NO
<b>Ishihara Color Test:</b>	Normal/Abnormal	Correct No. of Answers:	

	Normal	Abnormal	Comments
<b>General Appearance</b>			
<b>Skin</b>			
<b>HEENT</b>			
<b>Respiratory</b>			
<b>Cardiovascular</b>			
<b>Abdomen</b>			
<b>Neurological</b>			
<b>Speech</b>			
<b>Motor</b>			
<b>Sensory</b>			
<b>Musculoskeletal</b>			
<b>Muscle Strength</b>			
<b>Gait</b>			
<b>Extremities</b>			
<b>Spine</b>			
<b>Mental Health Status</b>			
<b>Current Medications:</b>			

<b>MD/DO/NP/PA Signature:</b>	<b>Date:</b>
<b>Address:</b>	
<b>I understand</b> that the APP STATE Department of Nursing will share health and immunization information with appropriate clinical agencies or in the event of a medical emergency.	
<b>Student Signature:</b>	<b>Date:</b>

**Appalachian State University Department of Nursing**  
**SAFETY AND TECHNICAL STANDARDS:**  
**EVALUATION**

**This form should be completed and submitted to the compliance system at the beginning of the program, annually, and with any changes.**

Name: \_\_\_\_\_  
Last First MI

Mailing Address: \_\_\_\_\_  
Street Code City State Zip

1. If you had sufficient educational preparation would you be able to perform, with or without reasonable accommodations, the customary techniques for physical assessment such as auscultation (listening with a stethoscope), percussion (tapping of the chest or abdomen to elicit a sound indicating the relative density of the body part), palpation (feeling various body parts such as the breast or abdomen with the ability to discern the size, shape and consistency of masses), and visual observation sufficient to note such changes as skin and eye color, and body positioning as well as to use such instruments as an otoscope (magnifying instrument for examining the ear) and ophthalmoscope (magnifying instrument eye examinations)?

Yes (with or without accommodations)  No

2. If you had sufficient educational preparation would you be able to perform, with or without reasonable accommodations, basic nursing procedures such as giving injections of medications, inserting intravenous lines, transferring, lifting, and turning patients and assisting patients in their activities?

Yes (with or without accommodations)  No

3. If you had sufficient educational preparation would you be able to perform quickly and effectively, with or without reasonable accommodations, such emergency procedures as cardiopulmonary resuscitation and suctioning of obstructed airways?

Yes (with or without accommodations)  No

4. Are you able to communicate orally and in writing and receive communication so as to conduct patient interviews, to provide patient education, and to make your assessments and plans known to others on the health care team?

Yes (with or without accommodations)  No

5. Are you able to withstand the physical and psychological rigors of nursing education and practice? Both may entail long classroom and clinical hours, strenuous physical activity, exposure to latex and other allergens and taking care of patients with serious illnesses, contagious diseases, terminal diseases, and severe emotional disorders. Consistent class attendance is mandatory due to the clinical nature of the nursing program.

Yes (with or without accommodations)  No

6. Can you meet the immunization requirements for nursing students as listed below? For information on costs at APP STATE Student Health Services go to: <http://healthservices.appstate.edu/pagesmith/98>

**MMR vaccine requirement:** 2 MMR vaccines given after 1<sup>st</sup> birthday and at least 30 days apart are required.

**Tuberculosis screening requirement:** Initial TB screening – 2 separate PPD tests 7-21 days apart (a.k.a., “two step”). A QuantiFERON Gold or T-spot blood test may also be done annually to meet this requirement if negative. If history of positive PPD, provider review (risk assessment). Annual TB screening is required.

**DPT/Td requirement:** A series of 3 doses of DPT, DTaP, or Td -- one within the past 10 years; one dose Tdap (Adacel or Boostrix) (date must be after vaccine

release day of May 2005). Td repeated if Tdap is  $\geq 10$  years. **Hepatitis B vaccine requirement:** A series of 3 vaccines and a positive blood titer is required, or Hep B Declination.

**Varicella/Chicken Pox Immunity requirement:** If history of chickenpox disease, a positive blood titer is required. If a student has no history of chickenpox disease, a 2-dose series of vaccines is required.

**Annual Influenza Vaccine:** Required by clinical facilities.

Yes  No If No, why:

7. Are you able, with or without reasonable accommodations, to listen, speak, read, write, reason and perform mathematical functions at a level which allows you to process and understand materials which are presented to you (in either a verbal or a written format)?

Yes (with or without accommodations)  No

8. Having read the Safety and Technical Standards for Appalachian State University Department of Nursing, do you require reasonable accommodations, consistent with the Americans with Disabilities Act, to meet any of these requirements?

Yes  No

I certify that the information submitted in this application is complete and correct to the best of my knowledge. I understand that submission of false or incorrect information may cause my application to be rejected or may result in my dismissal from Appalachian State University, if admitted. I understand that any request for accommodation will be evaluated to determine the reasonableness of the requested accommodation and the adequacy of the supporting documents.

Applicant's Signature

Date

*If you have any questions regarding the above questions, please contact the Director of Compliance & Student Support.*

#### **Health Care Provider Verification**

I have reviewed the information provided by the student in this document. I have discussed this information with the student. To the best of my knowledge, this student is able to meet the Safety and Technical Standards required for the nursing program at Appalachian State University.

**MD/NP/DO/PA Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This form should be completed and submitted to the compliance system**

I, (print name) \_\_\_\_\_

- have received the academic year 2022-2023 APP STATE Department of Nursing Student Handbook.
- am aware that the handbook is available for review on the APP STATE Nursing Department website.
- have read in its entirety, the academic year 2022-2023 APP STATE Department of Nursing Student Handbook.
- acknowledge that I am responsible for its contents and for adhering to the policies therein.

**BSN handbook**           

**RN-BSN**                   

**Graduate**                  

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_



**Department of Nursing  
STUDENT INFORMATION FORM**

**This form should be completed and submitted to the compliance system.**

**This form is to be completed at the beginning of each academic year. Please print legibly.**

Current information should also be maintained at:

<https://registrar.appstate.edu/students/updating-personal-information>

**Student Information:**

Full Name: \_\_\_\_\_

Banner ID Number: \_\_\_\_\_ SS Number (last four digits): \_\_\_\_\_

Date of Birth(mm/dd/year): \_\_\_\_\_

Current Physical Address: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Phone Number(s) Cell: \_\_\_\_\_ Other: \_\_\_\_\_

APP STATE Email: \_\_\_\_\_

Personal Email: \_\_\_\_\_

**Emergency Contacts**

Emergency Contact Name (1): \_\_\_\_\_

Emergency Contact Phone Number (1): \_\_\_\_\_

Emergency Contact Name (2): \_\_\_\_\_

Emergency Contact Phone Number (2): \_\_\_\_\_

**Vehicle Information**

Tag Number	Make	Model	Year	Color	State

Revised 05/2017; 05/2018; 07/2019; 05/2021

**Department of Nursing  
Tuberculosis Risk Assessment**

*For individuals with a history of a positive TB test*  
This form should be completed and submitted to the compliance system as directed.

**NAME (printed):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please answer the following questions and provide additional information for any YES answers.

1. Were you born outside the USA in one of the following parts of the world: Africa, Asia, Central America, South America, or Eastern Europe? YES NO
2. Have you traveled outside of the USA and lived for more than one month in Africa, Asia, Central America, South America, or Eastern Europe? YES NO
3. Have you ever done one of the following: used crack cocaine, injected illegal drugs, worked or resided in a jail or prison, worked or resided in a homeless shelter, or worked as a healthcare worker in direct contact with patients? YES NO  
Date of use of any of the above conditions: \_\_\_\_\_
4. Have you experienced any of the following symptoms in the past year?

Symptoms	YES	NO	Symptoms	YES	NO
Fatigue			Night sweats		
Weight loss			Low grade fever		
Loss of appetite			Chest pain		
Weakness			Bloody sputum		
Persistent cough**			Prolonged period of "just not feeling well"		

Have you followed up with your health care provider regarding any categories with "yes" answers? YES NO

*Answers of "Yes" should be discussed with the APP STATE Nursing Director of Compliance and Student Support*

Date of last CXR (or not applicable(n/a)): \_\_\_\_\_  
Radiologist Report submitted to APP STATE Nursing Program: YES NO  
Date completed medication for active or latent tuberculosis (or not applicable (n/a)): \_\_\_\_\_

This information will be evaluated and you may be required to have a statement of clearance to participate in clinicals from a healthcare provider of your choice.

**The above information is accurate to the best of my knowledge.**

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Comments: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_



This form should be completed and submitted to the compliance system.

**APP STATE Box 32151, Boone, NC 28607-2151**

*Please copy for your records before turning in to the nursing office.*

**Name:** \_\_\_\_\_ **Banner ID #:** \_\_\_\_\_

### TUBERCULOSIS (TB) SCREENING TEST:

Annually (364 days or less after initial tb testing) one of the following is required:

One tst or

IGRA test for tuberculosis.

Upon request of a clinical agency, additional TB testing may be required.

#### TST 0.1ml intradermal in the left arm.

READ IN 48-72 HOURS.

Date/Time administered: \_\_\_\_\_

By: \_\_\_\_\_

Date/Time read: \_\_\_\_\_

Results: \_\_\_\_\_ mm

By: \_\_\_\_\_

#### OR

IGRA (Quantiferon Gold or T-Spot)

Date and Results: \_\_\_\_\_

***Attach an official copy of the results to this form.***

**Chest x-ray required if any TB screening test is positive, yearly for two years after first converting to positive. And every 5-6 years thereafter.**

Date of x-ray: \_\_\_\_\_ Absence of active disease:  Yes  No

**Attach Radiology Report and fill out Annual Tuberculosis Surveillance Questionnaire.**

If medication for latent tuberculosis has been completed, documentation should be provided.

**Comments:** \_\_\_\_\_

**Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Nurse, MD, PA, FNP who completed any of the above

**Address:** \_\_\_\_\_

I understand that the Department of Nursing at Appalachian State University will share health and immunization information with appropriate clinical agencies or in the event of medical emergency.

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

**Department of Nursing  
 Tuberculosis Testing Record:  
 Initial**

**This form should be completed and submitted to  
 the compliance system.**

<b>NAME:</b> _____			
<b>Banner ID:</b> _____			
<b>Tuberculin skin Test (TST)</b>		<b>Tuberculin skin Test (TST) 7-21 days after test #1</b>	
Administered 0.1 intradermal		Administered 0.1 intradermal	
Date: _____	Time: _____	Date: _____	Time: _____
Arm (circle one): Left	Right	Arm (circle one): Left	Right
Lot Number: _____	Expiration Date: _____	Lot Number: _____	Expiration Date: _____
Administered by: _____		Administered by: _____	
<b>Interpretation in 48-72 hours</b>		<b>Interpretation in 48-72 hours</b>	
Date: _____	Time: _____	Date: _____	Time: _____
Results: _____ mm	Circle one: Positive / Negative	Results: _____ mm	Circle one: Positive / Negative
Interpreted by: _____		Interpreted by: _____	
<b>Interferon Gamma Release Assay (IGRA: QuantiFERON Gold or T Spot)</b>			
Date lab obtained: _____		Time: _____	
Lab Name: _____			
Lab Address: _____			
Attach a copy of the Lab Document to this form as one PDF.			
<b>Chest X Ray (CXR) required for any positive tuberculosis screening test</b>			
Date of CXR: _____			
Active Disease detected (circle one):    Yes    No			
Attach a copy of the Radiology Report to this form			
Tuberculosis Risk Assessment completed and attached to this form			
<b>PROVIDER COMPLETING FORM (May by RN, MD, DO, NP, or PA)</b>			
Provider Name: _____			
Provider Signature: _____			
Provider Address: _____			
Provider Phone: _____			
<b>STUDENT:</b>			
I understand that the Department of Nursing at APP STATE will share health and immunization information with appropriate clinical agencies or in the event of a medical emergency.			
Signature: _____			
Date: _____			

**Department of Nursing  
 Universal Confidentiality Agreement**

**This form should be completed and submitted to the compliance system.**

I have read, understand and agree to comply with the Appalachian State University Department of Nursing Universal Confidentiality Policy.

- Further, I will read and comply with all University, and agency/facility policies and standards relative to confidentiality and information security.
  - I understand and agree that violation of the Universal Confidentiality Policy may constitute grounds for corrective action up to and including loss of agency privileges, academic or employment suspension, or termination from the Nursing Department in accordance with applicable agency/facility, Department or University procedures, as set forth in the Policy.
  - I also understand and agree that unauthorized release of confidential information may subject me to personal, civil, and/or criminal liability and legal penalties.
  - I further understand that violation of this policy by any member of the University’s student body, faculty or staff may constitute grounds for termination of the contractual relationship or other terms of affiliation between the University and the agency.
- |                                   |   |                                    |
|-----------------------------------|---|------------------------------------|
| ● BSN <input type="checkbox"/>    | ● Student from <input type="checkbox"/> | ● Visitor <input type="checkbox"/> |
| ● RN-BSN <input type="checkbox"/> | other institution                       |                                    |
| ● MSN <input type="checkbox"/>    | ● Faculty <input type="checkbox"/>      |                                    |

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Printed Name  
 Signature  
 Date