Department of Nursing

BEAVER COLLEGE OF HEALTH SCIENCES
APPALACHIAN STATE UNIVERSITY

UNDERGRADUATE NURSING PROGRAM STUDENT HANDBOOK 2017 – 2018

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Fax: (828)262-8066
nursing.appstate.edu

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Boone, NC 28608

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Boone, NC 28608
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Faculty Offices Located in Edwin Duncan Hall

Nursing Department Directory

All offices are located in Edwin Duncan

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FACULTY			
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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 as the program grows and policies are refined.

As you begin your nursing education at Appalachian State 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, 2017- 2018*. The Department of Nursing does not discriminate on the basis of race, national origin, gender, religion, or disability.

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

VISION STATEMENT, MISSION, GOALS, PHILOSOPHY,
AND EXPECTED OUTCOMES

VISION STATEMENT:

Appalachian State University Department of Nursing will provide evidence-based nursing education in an intellectually stimulating and challenging environment that is designed to prepare the professional nurse with the knowledge and skills needed to practice in diverse settings in a highly complex health care system.

MISSION:

The mission of the Department of Nursing at Appalachian State University is to advance our students' cultural, intellectual, and personal development in order to prepare them for professional practice as registered nurses in entry level and advanced roles. This mission is achieved through the efforts of faculty committed to excellence in teaching, scholarship, and service. A broad, in-depth curriculum is provided built on the study of arts, humanities, mathematics, natural and social sciences, and standards for professional nursing practice. Graduates serve their community by applying research and principles of education in their practice of nursing in entry level and advanced roles.

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.

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 individual, 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.

Approved 4/2016

PROGRAM 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. Provide holistic nursing care to individuals, families, groups, communities, and populations across the lifespan based on professional nursing standards.

2. Engage in evidence-based practice through the utilization of critical thinking skills and state-of-the art knowledge for persons with varying health promotion, health maintenance, and health restoration across the lifespan.

3. Demonstrate accountability for formal and informal experiences that promote both personal and professional growth and lifelong learning.

4. Employ competent communication skills (listening, verbal, nonverbal, written and electronic) with individuals, families, groups, communities, and populations as well as members of the interprofessional healthcare team facilitating a culture of quality and safety.

5. Competently utilize technology and health information resources for self, colleagues, individuals, families, groups, and communities.

6. Exhibits leadership skills such as coordinating, collaborating, delegating, and supervising nursing care provided by others.

7. Collaborate with individuals, groups, communities, and populations through mutual goal setting, advocacy, and education to promote health and wellness.

8. Exhibit a patient centered approach that reflects the professional values of altruism, autonomy, human dignity, integrity, and social justice.

9. Adhere to economic, ethical, legal, and professional nursing standards in nursing practice.

10. Appraise the continuum of care and resource utilization based on the liberal arts foundation and nursing knowledge.

Mission, Goals, and Outcomes: Adopted April 4, 2007 Philosophy: Adopted April 25, 2007 Revised: October, 2008 Revised: February 2009 Revised January, 2013 Reviewed January, 2014, Revised April 2016.

Crosswalk of Major Concepts and Professional Nursing Roles			
Concept	Providing	Designing, Managing, and Coordinating	Nursing Professional
Holistic Nursing Care	Nursing Process Technical Skills Safety/Quality Diversity Values Caring Legal/ethical issues Cultural Competence Teaching/learning Theory-based Practice Patient-centered Care Evidence-based Practice and Research	Theory-based Practice EBP/Research Professional Values Safety/quality Legal/ethical issues Caring	Theory-based Practice Safety/Quality Caring
Communication	Educator Clinical Judgment Collaboration Cultural Competence Diversity Inter- and Intraprofessional Communication	Collaboration Health Literacy Information management (access, evaluate, and disseminate healthcare information) Interprofessional healthcare team member Intraprofessional communication	Advocate Educator Empowerment Interprofessional and intraprofessional communication
Critical Thinking	Inquiry Goal Setting Clinical Judgment Evaluating outcomes Interpretive reasoning Application of knowledge Prioritizing and discriminating	Inquiry EBP/research Prioritizing Goal setting Evaluating outcomes Application of knowledge	EBP/research Clinical judgment
Leadership	EBP/research Professionalism Empowerment Safety/quality Autonomy Evaluating Outcomes	Delegation Evaluation EBP/research Professionalism Health Policy Supervision Accountability Legal/ethical issues Empowerment Health Care Systems	Professionalism Accountability Professional identity Professional values Global perspective Life-long learner Legal/ethical issues

Level Objectives

Level Objectives 3000	Level Objectives 4000
1. Demonstrates skill in providing holistic nursing care to individuals and families across the lifespan based on professional nursing standards.	1. Provides competent holistic nursing care to individuals, families, groups, communities, and populations across the lifespan based on professional nursing standards.
2. Select evidence-based practice approaches through the utilization of critical thinking skills and state-of-the-art knowledge for persons with varying health promotion, health maintenance and health restoration needs across the lifespan.	2. Evaluate and utilize evidence-based practice through the utilization of critical thinking skills, and state-of-the-art knowledge for persons with varying health promotion, health maintenance, health restoration, needs across the lifespan,
3. Explore the attributes and the role of the professional nurse.	3. Participate in formal and informal experiences that promote both personal and professional growth.
4. Demonstrates effective communication (listening, verbal, non-verbal, written, and electronic) skills with individuals, families and groups as well as members of the interprofessional healthcare team facilitating a culture of quality and safety	4. Employs competent communication and developmentally appropriate skills in effective communication skills (listening, verbal, non-verbal, written, and electronic) with individuals, families, groups, communities, and populations as well as members of the interprofessional healthcare team facilitating a culture of quality and safety.
5. Identify health information resources for self, individuals, families, and colleagues.	5. Utilize technology and evaluate and disseminate health information resources for self, colleagues, and individuals, families, groups and communities.
6. Coordinates and collaborates with the healthcare team in the provision of care.	6. Demonstrates leadership skills in coordinating, collaborating, delegating, and supervising nursing care provided by others
7. Collaborates with individuals, families and groups through mutual goal-setting and education to promote health and wellness.	7. Collaborates with individuals, families, groups, communities, and populations through mutual goal-setting, advocacy, and education to promote health and wellness.
8. Participates in a patient centered (individual and family) approach that reflects professional values of altruism, autonomy, human dignity, integrity and social justice.	8. Displays a patient-centered approach (individual, family, groups, community, and populations) that reflects the professional values of altruism, autonomy, human dignity, integrity and social justice.
9. Follow procedures for economic, ethical, legal and professional nursing standards in nursing pract2ice.	9. Demonstrates skill in economic ethical, legal, and professional nursing standards in nursing practice.
10. Applies a liberal arts education to the understanding of the continuum of care and resource utilization.	10. Evaluate the continuum of care and resource utilization based on the liberal arts foundation and nursing knowledge.

Approved 4/2016

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

GENERAL POLICIES

The policies and procedures in this section of the handbook apply to both the BSN and the RN-BSN program.

Student Advisement

Academic advisement is provided by the Beaver College of Health Sciences Office of Advising and Academic Support located in Suite 102 on the first floor of Edwin Duncan Hall.
Every student who is accepted into both the BSN and the RN-BSN program, is assigned a faculty mentor. This faculty member works with their assigned students regarding academic/clinical issues and is a resource for clarification of Department of Nursing policies and procedures.

Student Input into Quality Program Improvement

The Department of Nursing provides a variety of mechanisms for student input into quality program improvement. Students have the opportunity for input on faculty and course evaluations and in focus groups where the program is evaluated. Each year students are chosen to serve as voting members of the Curriculum and Student Affairs committees. All of these mechanisms for student input contribute to the maintenance of a high quality program.

Student Status for Both Undergraduate Nursing Program Students

A BSN or RN-BSN student is required to inform the Department of Nursing of any change in his/her status. This may include, but is not limited to, illness, injury, family emergency, courses dropped or added, plans to drop out for a semester, changes in address or phone number, etc. The student must notify the Program Director or the Chair of the Department of Nursing, the Beaver College of Health Sciences Nursing Advisor and the Registrar's Office of intent to drop or add a course or to withdraw from all classes.

Revised 5/11/2017

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Academic Affairs Policies

Students are expected to read, refer to and comply with all conduct and academic policies for Appalachian State University at http://studentconduct.appstate.edu/ and https://academicaffairs.appstate.edu/resources/syllabi-policy-and-statement-information for the following topics:
1) Academic Integrity Code
2) Disability Services
3) Attendance Policy
4) Statement on Student Engagement with Courses

Academic Integrity Code http://policy.appstate.edu/Academic_Integrity_Code

All students are expected to comply with the Academic Integrity code. Some examples of academic integrity violations are listed:
1 Cheating
2 Fabrication & falsification
3 Multiple submission
4 Plagiarism
5 Abuse of academic materials
6 Complicity in academic dishonesty

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.

Individuals with Disabilities
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. Those seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Services (ODS) at www.ods.appstate.edu, http://www.ods.appstate.edu or 828-262-3056. Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations. If you have any need for special accommodation during this course, please notify the faculty.

Approved 5/11/2017

Appalachian State University
Support Services Information

- **Library Services (828-262-2186):** Students in the nursing program, on-campus, are encouraged to use the library facilities on the APP STATE Boone campus. In addition, there are library facilities located at all off-campus distance sites and most clinical agency sites for both as well as RN to BSN students. John Wiswell is the Health Sciences Librarian and can be reached at 828-262-7853 or wiswellj@appstate.edu

- **Counseling for Emotional or Learning Issues (828-262-2150) http://counseling.appstate.edu/ :** A variety of services and programs are available to students. The staff at the APP STATE Counseling Center is available for consultation and referral at any time. During working hours, students may contact the Counseling Center at (828)262-3180. APP STATE Police may be contacted on weekends at (828)262-2150 for assistance in reaching a Counseling staff member. Students may be referred to local mental health services.

- **Health Services (828-262-3100):** APP STATE Boone campus students may use the Students' Health Services. RN to BSN students do not pay the fee for student health services so they are not eligible for health care at the student infirmary. APP STATE does offer a referral to a health insurance group. You may obtain information by calling 1-800-767-0700.

- **Disability Services (828-262-3056) https://ods.appstate.edu** The Office of Disability Services (ODS) engages in an interactive process and reviews requests for accommodations on an individual basis. In determining reasonable accommodations, ODS considers each individual's condition, history, request and the essential elements of Appalachian State University's courses, programs and activities. Students accepted to the University who need reasonable accommodations due to a disability must complete the process. Accommodations are provided only after the process has been completed in its entirety. **The official form is found at this link** https://ods.appstate.edu/requesting-   accommodations/students/student-procedure **and in the FORMS section of the handbook.**
Faculty are very willing to assist students with special needs at any time.

- **Discrimination Complaints:** The Equity Office deals with issues related to racial, age, sexual discrimination, sexual harassment, equal opportunity matters, etc. The phone number for the Equity Office is (828)262-6646.

- **Tutoring:** On campus students should discuss tutoring with their course faculty member and/or academic advisor. If any off-campus distance learning student is in need of tutoring, the Office of Extension and Distance Education will make every effort to assist.

Students should contact their Faculty Mentor or Academic Advisor if seeking other services.

Additional resources are listed on the following page.

Frequently Called Phone Numbers:

Academic Affairs	262-2070
Add a Class (Registrar's Office)	262-2050
Adverse Weather	262-6482
Appalachian Summer Festival	262-6084
Application for Graduation	262-6492
Athletic Tickets	262-2079/(800)919-2777
Beaver College of Health Sciences	
Dean's Office	262-8145
Bookstore	262-3070
Campus Information	262-2000
Career Development Center	262-2180
Cashier's Office	262-2113
Chancellor	262-2040
Change of Address (Registrar's Office)	262-2050
Computer Shop	262-3070
Computer Technical Support	262-6266
Counseling and Psychological Services	262-3180
Dean of Students	262-2060
Disability Services	262-3053
Distance Education and Extension	262-3113
Equity Office (Grievances, etc.)	262-2144
Fees	262-2113
Financial Aid	262-2190
Grade Information (Registrar's Office)	262-2050
Handicapped Concerns (Equity Office)	262-2144
Health Services	262-3100
ID Cards	262-6141
Information (APP STATE Campus)	262-2000
Information (Student)	262-3030
Learning Assistance Program (LAP)	262-2291
Legal Clinic	262-2704
Belk Library	262-2186
Loans, Scholarships	262-6409
Media Lab	262-6090
Off-Campus Courses (Distance Ed)	262-3113
Parking and Traffic	262-2878
POLICE (Campus)	262-8000
Registrar	262-2050
Schaefer Center	262-4046
SNOW LINE	262-SNOW (7669)
Student Accounts	262-2113
Testing Services	262-6801
Tours of Campus	262-2179
Transcript Clerk	262-2052
Withdrawal from School	262-6280
Writing Center	262-3144

Financial Aid Information from the Department of Nursing

There are too many individual sources of financial aid for nursing students, i.e., grants, loans, and scholarships, to list them all in a handout. New sources of funding appear regularly. Listed below are resources for information on financial aid detailing up-to-date specifics to assist in the appropriate funding for your needs.

1. APP STATE Financial Aid office – (828)262-2190. www.financialaid.appstate.edu. They can help with federal 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.

2. Beaver College of Health Sciences Scholarship page: http://scholarships.healthsciences.appstate.edu/

3. American Association of Colleges of Nursing. www.aacn.nche.edu/Education/financialaid.htm.

4. American Nurses Association. www.nursingworld.org

5. Black Excel http://www.blackexcel.org/nursing-scholarships.html

6. College Foundation of North Carolina www.cfnc.org This program administers the NC Nurse Scholar's Program, the NC Health, Science and Math Scholarship program, and many other relevant programs.

7. Johnson and Johnson Company www.discovernursing.com

8. North Carolina Nurses Association Foundation www.ncnurses.org

9. National Student Nurses Association Foundation www.nsna.org/foundation/index.html

10. Sigma Theta Tau http://www.nursingsociety.org/career/scholarships_opps.html

11. U.S. Department of Health and Human Services http://bhpr.hrsa.gov/nursing/scholarship

12. AfterCollege/AACN Nursing Student Scholarship Fund https://www.aftercollege.wufoo.com/forms/email-scholarship-subscription-confirmation/

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Remediation Policy

The policy in the Department of Nursing is to facilitate the success of every student in the program. When a student shows signs of potential academic or clinical failure (a grade below C (77%) or an unsatisfactory in clinical), any faculty member may initiate a remediation plan. A remediation plan **MUST** be initiated in the following circumstances:

BSN
- Student receives a failing (76.99 or below) grade on a paper or exam in any nursing course and does not seek remediation directly from the faculty within 1 week.
- Student receives 76.99 or less at mid-term evaluation in any course, is below the required minimal grade to remain in the nursing program.
- Student receives less than a Level 2 on any proctored ATI test
- Student receives an unsatisfactory grade at Midterm evaluation for any nursing clinical course.

RN-BSN
- Student receives a failing (76.99 or below) grade on a paper or exam in any nursing course and does not seek remediation directly from the faculty within 1 week.
- Student receives 76.99 or less at mid-term evaluation in any course, is below the required minimal grade to remain in the nursing program.

A remediation plan **may** be instituted for other reasons as well, such as that a student is having difficulty with a clinical/lab skill (commits medication management error, skill incompetency, difficulty in application of the nursing process and/or unsafe practice) or exhibiting signs of stress, etc. The remediation plan will be initiated by the instructor who is associated with the event that precipitates the need, (such as the instructor for the class in which a failing grade was received). The plan will be instituted within one week after the need is uncovered. The student and the instructor will co-develop the plan, and both will sign the form. Follow up will occur on the date co-decided. The plan will be placed in the student file.

Faculty will forward a copy of the plan to the Program Director and the Director of Academic Support and Program Compliance within one week of meeting with the student.

Revised 5/11/2017

Appalachian State University
Appeal Procedure

The Department of Nursing abides by the University guidelines in addressing formal complaints. Employees or students at Appalachian State University (APP STATE) who believe that they have been treated unfairly by a member of the APP STATE community can contact the Equity Office at APP STATE to help with resolving the problem. Issues might include any type of discrimination (racial, age, sexual), sexual harassment, affirmative action issues, pay inequities, promotion concerns and so forth. Equity Office staff are trained to problem solve, facilitate communications, conduct mediations, and direct investigations, if indicated. The phone number of the Equity Office is provided to students in the BSN student handbook as well as in the *Appalachian State University Undergraduate Bulletin 2017-2018.*

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. Misconduct is defined as "…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" (*Appalachian State University Code of Student Conduct 2017-2018).* Also found within the Code of Student Conduct is a *Bill of Students' Rights* as well as information related to disciplinary policies, Conduct Boards, and procedures for conduct reviews. Misconduct may result in expulsion, suspension, reprimand, general probation, specific probation, community service, and restitution. In addition, the Code of Student Conduct specifies guidelines for determining appropriate sanctions, rights of an accused student during a hearing, and guidelines for making an appeal.

Formal complaints related to academic dishonesty are addressed in the *Appalachian State University: Academic Integrity Code 2017-2018.* Violations of the Academic Integrity Code are addressed on a case-by-case basis. Faculty assume responsibility for discussing the Code during the orientation to their courses and include a statement concerning academic dishonesty in their syllabi.

Appalachian State University
Final Grade Appeal Procedure

Any student considering a grade appeal should understand that each faculty member has the right and responsibility to determine grades according to any method chosen by the faculty member who is professionally acceptable, communicated to everyone in the class, and applied to all students equally. Prejudiced, arbitrary, or capricious academic evaluation by a faculty member, however, is a violation of the student's rights and is a valid ground for a final grade appeal.

Steps to take in final grade appeal:

- Any student who contests a course final grade shall first attempt to resolve the matter with the instructor. The student must explain her or his position to the instructor and attempt to understand the instructor's reasons for assigning the grade. The purpose of the meeting is to reach a mutual understanding of the student's situation and the instructor's actions and to resolve differences in an informal and cooperative manner. If the student fails to reach a satisfactory solution in consultation with the instructor, the student must present the appeal in writing, using the grade appeal form, to the Chair of the department in which the contested grade was awarded. A copy of the necessary form is provided at the end of this document.

- **The student must file the written appeal with the department Chair within 14 calendar days after consulting with the instructor**. The statement must be specific and concise and limit itself to citations of evidence pertaining to valid grounds for the appeal. Through conferring with the student and the instructor, the Chair will seek resolution by agreement. The student must provide the Chair with a course syllabus and all available tangible materials related to the grade (e.g., exam and term papers) as well as a list of any items used in the evaluation for which the student cannot provide documentation (e.g., unreturned exams, grades on class participation, attendance records).

- **If there is failure to reach an agreement through consultation with the Chair, the student may file the written appeal with the Grade Appeals Committee through the Office of the Dean of the college or school in which the grade was awarded. The student must file this written appeal within 30 calendar days after the beginning of classes in the next semester after the contested grade was awarded.** When possible, the form must be signed and dated by the instructor and the Department Chair as well as the student. In accordance with the instructions on the form, the student must present with it the documentary evidence furnished to the Department Chair and any other evidence relevant to the case.

- The Dean or her or his designee serves as convener of the Grade Appeals Committee of the college or school. Each full committee consists of the convener (who presides over hearings), the Chair of the department in which the contested grade was assigned, three faculty, one undergraduate student, and one graduate student, all from the college or school which the committee serves. The department Chair sits in a non-voting capacity, and the convener votes only in the case of a tie. The three faculty members, one alternate faculty member, and two students are appointed by the Dean from among volunteers for the assignment. A quorum for each committee shall consist of no less than one student and two faculty members, along with the convener.

- **The Grade Appeals Committee has authority to screen out frivolous or unsubstantiated appeals. The convener will explain any such finding in writing to the student, the faculty member, and the Department Chair.**

- If the committee grants a full hearing, the student will appear before it to present all evidence relevant to her or his case. The convener will also invite the instructor to appear and present any evidence in support of her or his grade decision. The committee may ask questions of either or both and will hold its deliberations in executive session after hearing the case. The Dean, the Department Chair, the faculty member and the student will receive prompt

written notification of the committee's findings. <u>The committee's decision is binding</u>. If the committee supports the student's appeal, the instructor will be required to re-evaluate the student according to a specific method. The method of re-evaluation will depend on the circumstances of the appeal. Re-evaluation will not be used in a punitive manner toward the student. The method has 14 calendar days to inform the instructor, department chair, and convener in writing whether she or he consents to the proposed method of re-evaluation (which must be completed within the semester of the finding). Should the student not consent to the proposed method of re-evaluation, the instructor, Chair, and committee will mutually agree on a method of recalculating the appealed grade. In either case, the resulting grade is final and may not be appealed.

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Health Status and Immunization Policy*

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. Due to the requirements of clinical facilities, faculty are required to be in compliance with this policy as well. 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.

Health Status:
A physical and the departmental physical form must be completed by the student's health care provider on admission to the program. A health history form must be updated annually and will be provided to the students.

During the academic year a student is required to inform the Department of Nursing of any change in his/her health status including illness or injury immediately. The student must notify the faculty, Program Director, the Chair and the Director of Academic Support and Program Compliance. 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.

Immunizations:
All immunization requirements and the provision of documentation to the department must be met before participating in clinical and within the dates set for compliance. While immunizations are required for admission to the university, the guidelines for healthcare workers and specific clinical affiliations are more comprehensive. It is the decision of the Department of Nursing to comply with recommendations for health care workers developed by the CDC and the Immunization Action Coalition.

The following are the required immunizations for students and faculty:

MMR vaccine requirement: 2 MMR vaccines given at least 30 days apart are required for students born in 1957 or later. For those born prior to 1957 and those unable to provide documentation, laboratory evidence by a positive titer is also accepted.

Tuberculosis (TB) screening requirement: Initial TB screening – 2 separate PPD tests within one to three weeks of each other (a.k.a., "two step").   A positive TB skin test on either the first or second step or a history of a positive test will require a chest x-ray and a review of findings by the healthcare provider.

An annual PPD screening is required for those having a with a negative test result. Those persons who have a history of a positive test result are required to complete an annual TB exposure questionnaire.

Should any student or faculty member be exposed, subsequent testing will be required.

The RN-BSN student currently employed in a healthcare facility with a pre-employment screening and annual surveillance program documentation may provide copies of the TB screening requirements from their employer.

DPT/Tdap requirement: A series of 3 doses of DPT and a booster Tdap (Adacel or Boosterix administered after the vaccine release day of May 2005). **A TD booster is required if the Tdap is ≥10 years unless required sooner due to injury.**

Healthcare providers having uncertain or incomplete history of completing a 3-dose primary vaccination series with Td-containing vaccines should begin or complete a primary vaccination series. For unvaccinated adults, administer the first 2 doses at least 4 weeks apart and the third dose 6--12 months after the second. If incompletely vaccinated (i.e., less than 3 doses), administer remaining doses. Substitution of a one-time dose of Tdap for one of the doses of Td is appropriate, either in the primary series or for the routine booster, whichever comes first.

Hepatitis B vaccine requirement: A series of 3 vaccines and a positive blood titer is required.
Should the titer be negative or equivocal the student must repeat the three dose series (according to CDC schedule) and titer.
The student may sign a declination form.

Varicella/Chicken Pox Immunity requirement: If a student has no history of chicken pox disease, a two dose series of vaccine is acceptable.
If a student has a history of chicken pox disease, a positive blood titer is required. Should the titer be negative or equivocal the student must repeat the two dose series (separated by at least four weeks) and titer.

Influenza vaccine requirement: All facilities require proof of annual influenza vaccination. Specifics regarding type of vaccine and timeframe of inoculation are provided to students each fall.

Students and faculty must maintain currency of immunization status **throughout the program**. Refusal of immunizations may affect ability to complete program requirements. Additional immunizations or tests may be added at the discretion of the department to insure that students meet any new requirements from our clinical partners.

Appalachian State University
Beaver College of Health Sciences
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 on Accreditation of Healthcare Organizations (JCAHO), many 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 on page 59.

   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, creed, 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:

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 official determines that the candidate is not qualified, that official or a designee must notify the candidate of the decision to deny admission or continued matriculation, or decline to make a positive recommendation for the candidate's certification or licensure. If not, the candidate may be admitted, matriculate or obtain a recommendation in accordance with other University policies and procedures.

2.7 University officials must maintain a record of the background checks, if any, 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 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.

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 on Accreditation of Hospitals and Healthcare Organizations (JCAHO), 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 Student Handbook Dismissal Policy on pages 64 and 73.

   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.

20100324 CBC Acknowledgement and Agreement (DTC rev).docx
Revised 5/15: 2015 CBC_DS policy.docx (BK rev), 5/11/17

Please complete Signature Form in FORMS section of handbook.

APPALACHIAN STATE UNIVERSITY
GUIDELINES FOR ASSESSING CRIMES AND MISCONDUCT AS THEY RELATE TO NURSING REQUIREMENTS AND ACTIVITIES

In making an effort 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.

1. **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.

2. **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).

3. **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.

4. **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.

5. **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.

6. **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.

Approved: 5/7/2010Reviewed: 5/15 (BK OGC)

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Professional Nursing Conduct and Unsafe Practice

Students may be sanctioned or dismissed from the University for just cause (see APP STATE University Student Handbook on-line).

Students in both the BSN and the RN-BSN programs may be disciplined or dismissed from the program for any of the following:

Criteria that apply to all students:

1. Physical or emotional problems that interfere with the ability to safely practice nursing and which do not respond to treatment within a reasonable time frame.
2. Use of substances that interfere with the ability to safely practice nursing.
3. Denial of clinical access by the clinical agency based upon review of a criminal background check or other screening outcomes such as the results of a urine drug screen.
4. Violations of clinical agency policies and procedures.
5. Violation of the North Carolina Nurse Practice Act and ANA's *Code of Ethics for Nurses with Interpretive Statements*
6. The engagement of any clinical behavior that is unsafe, unprofessional, and/or unethical behavior that either harms or has the potential to harm the patient.
7. Violations of the Appalachian State University Honor Code.
8. Refusal of the student to comply with policies and procedures of the APP STATE Department of Nursing and/or the clinical agency.
9. Any uncivil action in the classroom, lab, clinical or online setting directed toward patients, family members, significant others, visitors, students, faculty or other healthcare providers.
10. Any act or behavior that threatens the physical, emotional, mental or environmental safety of patients, family members, significant others, visitors, students, faculty or other healthcare providers.

Additional criteria that apply to BSN students:
1. Fails to pass a medication calculation test on the third attempt.
2. Receives a summative grade of "Unsatisfactory" in a clinical nursing course
3. Fails to achieve a grade of at least "C" (77) in a nursing (NUR) course.
4. Performing actions outside the **student** scope of practice and/or performing actions that they have not been educated or authorized to perform.
5. Accrues excessive absences, tardies or fails to complete clinical learning experiences and related assignments.

Additional criteria that apply to RN-BSN students:
1. Disciplinary action by the NC State Board of Nursing and/or loss of license.

Consequences of Policy Violation:
Students who have violated any of the above standards will be suspended from the program. The student's status in the program will be evaluated in compliance with University and departmental policies.

If the violation is of a clinical nature, the clinical faculty and student must complete the event reports for both the Clinical Agency **and** Department of Nursing.

Students in both the BSN and RN-BSN program should refer to the Progression policies on page 61 and page 73.

Students who have been dismissed for any of the above reasons are afforded due process according to the Appalachian State University student guidelines outlined in the *Appalachian State University Undergraduate Bulletin.*

Students who engage in unsafe nursing practice will not be eligible to reapply to the program.

Reporting Charges While Enrolled
The student is accountable for reporting any adverse event of a misdemeanor or felonious nature that occurs while enrolled in the BSN Program. Such reporting must occur within 48 hours of occurrence to the Chair of the Department of Nursing. Reporting means the student directly contacts the Chair and requests an appointment to discuss the adverse event.

Revised 5/11/2017

Appalachian State University
Beaver College of Health Sciences
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 (HIPPA) 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 Academic Support and Program Compliance.

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.

Accessing information that is not within the scope of your job/role as student, staff or faculty member: 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.	**Misusing, disclosing without proper authorization, or altering patient or personnel information:** 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.
Disclosing to another person your sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas: 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.	**Using another person's sign-on code and/or password for accessing electronic confidential information or for physical access to restricted areas :** 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.
Leaving a secured application unattended while signed on: 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.	**Attempting to access a secured application or restricted area without proper authorization or for purposes other than official business:** 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.
Intentional or negligent mishandling or destruction of confidential information: 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**.**	**Unintentional disclosure of personal information:** 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 *other than* an official University email account for conveying course/clinical/research/other University related business.
Intentional dissemination of confidential information: 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.	**Intentional and unauthorized securement, distribution, dissemination, modification or copying of photographs, videos or digital course materials.** The APP STATE Release For Use of Photograph must be completed prior to securing any photos or videos.

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.

Please complete Signature Form in FORMS section of handbook.

References:
http://www.hhs.gov/ocr/privacy/
http://www.jointcommission.org/standards_information/tjc_requirements.aspx
UNC-CH School of Nursing
APP STATE Department of Social Work
APP STATE Department of Communication Sciences and Disorders

Appalachian State University
Beaver College of Health Sciences
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 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 be in compliance with 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 view the video at the link below which provides an overview of the National Council of State Boards of Nursing position on Social Media in the profession of Nursing.
www.**youtube**.com/watch?v=i9FBEiZRnmo
http://www.youtube.com/watch?v=oG7E-tR975g

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Social Media PolicyOGCapproved.docx

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Accident and Injury Policy and Procedure

Purpose:

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

Policy:

Students are responsible for reporting any accident or injury to their faculty and the Chair of the Department of Nursing immediately. Appropriate intervention/treatment should occur in a timely fashion. The *Event Report for Accident or Injury* located in the FORMS section should be completed and turned in to the Director of Academic Support and Program Compliance within 48 hours of the event. A University Report will be made via http://hrs.appstate.edu/initial-notification-injury-form

Definition:

An accident/injury is defined as an undesirable and unexpected event which results in potential or personal harm that impacts the faculty or the student's ability to provide safe and quality patient care. In addition, an accident/injury includes occupational exposure to blood and body fluids and airborne pathogens during clinical/classroom labs. Occupational exposure may be described as a percutaneous (needle stick, cut, or puncture) or mucous membrane (splash to the eyes, nasal mucosa, or mouth) exposure to body fluids (blood or other infectious material), a cutaneous exposure when chapped or abraded skin or otherwise non-intact skin is contaminated with infectious materials, or exposure to infectious airborne agents by way of inhalation or contact. Events related to clinical travel are also included in this policy.

Procedure:

Students must report all accidents/injuries to the faculty, the Program Director or the Chair of the Department of Nursing and the Director of Academic Support and Program Compliance. An assessment of the accident/injury will be made regarding the accident/injury relationship to the Safety and Technical Standards Policy and Procedure (see page 39).

For events that occur in the clinical or lab setting the student will initially report to the instructor/faculty. Events related to clinical travel are also included in this policy. The student, with the assistance of the faculty, must complete a Department of Nursing accident/injury report and/or agency incident report and seek appropriate medical follow-up according to clinical agency's policy and the Appalachian State University Department of Nursing. Students are responsible for the costs of any tests or treatments due to accident/injuries that occur during clinical/classroom experiences.

When an occupational exposure to blood or body fluids occurs, the clinical facility policy and procedures are initiated. The appropriate facility personnel will inform the individual that is the source of exposure of the incident and individual will be tested for serologic evidence of HIV antibodies and Hepatitis B antigen after consent is obtained. If the source individual has AIDS, is positive for HIV antibody, is positive for Hepatitis B antigen or refuses the test, the student should be counseled regarding the risk of infection and evaluated clinically and serologically for evidence of HIV or HBV infection as soon as possible after the exposure. Students with seronegative results for HIV should be retested in 6 weeks, 12 weeks, and 6 months post-exposure (CDC, 1990). The student should be advised to report and seek medical evaluation for any acute febrile illness that occurs within 12 weeks after the exposure. An illness characterized by fever, rash, or lymphadenopathy may be indicative of recent HIV infection.

When students are exposed to TB disease, the student should be referred to his or her family physician or health school to begin follow up and appropriate therapy. Baseline testing should be performed as soon as possible post-exposure. The student must be cleared by a physician or health care provider prior to return to clinical.

Students who sustain any accidents/injuries should be referred to their private physician/health care provider or Appalachian State University Student Health for further assessment and follow-up.

Forms for this policy are located in the FORMS section of handbook.

Reviewed:
5/26/11, 5/15
Revised 5/11/17

Accident and Injury Policy.docx

Appalachian State University
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 the Nursing program. This must be consistent with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and subsequent amendments. In addition, students must be in compliance with the patient safety and quality standards of clinical and other regulatory agencies.

Policy: To be admitted and progress in the Nursing program, all students must:
1. Meet the required eligibility requirements and the patient safety and quality standards of clinical and other regulatory agencies.
2. Newly admitted students:
    a. complete the health appraisal and have physical examination performed by a licensed practitioner such as a physician or nurse practitioner.
    b. complete and obtain approval of the "Safety and Technical Standards" form (attached).
    c. Provide documentation of required immunizations including completion of 2-step Mantoux (PPD)testing.
    d. Provide documentation current American Heart Association CPR certification in adult and infant/child at the health care provider level.
3. If a student requests accommodations, they must register with the Office of Disability Services (ODS) in order to obtain approved reasonable accommodations for the specified academic year, if applicable. www.ods.appstate.edu or 828-262-3056
4. In order to progress in the program, all current students must submit, the beginning of subsequent academic years, 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.
5. All students must maintain currency of immunization status, PPD testing and CPR.
6. Students who incur **subsequent illness or injury must be assessed at the time of said occurrence** to determine if still 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, i.e. ODS, Department of Nursing, Clinical Agencies. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken.

Procedure:
Initial verification of student of meeting required safety and technical standards

1. Once the applicant has met the eligibility requirements for acceptance, the "Safety & Technical Standards" form will be sent to the applicant with the official notification of tentative acceptance into the upper division nursing major from the Department of Nursing.
2. The student will then complete the form and return it to the Department of Nursing within the define time range.
3. If a request for reasonable accommodations is made:
    a. the form will be forwarded to ODS for review.
    b. ODS will determine eligibility and consult with the Department of Nursing to determine reasonableness of the requested accommodations.
    c. If reasonable accommodations are approved, ODS will create an Accommodation Plan to identify the approved reasonable accommodations.
    d. ODS may request additional information and/or documentation from the student
4. ODS will notify students regarding eligibility for requested accommodations.

5. The Department of Nursing will notify students in writing of the Admissions Committee's decision about their acceptance into the program to which they have been provisionally admitted within five (5) working days of the Admissions Committee meeting.

Annual verification by student of meeting required safety and technical standards

1. Prior to the beginning of subsequent academic years all current students must submit the *Annual Health, Safety and Technical Standards Self Evaluation* form (found in the forms section of this document) for validation of health status and ability to meet the safety and technical standards.
2. Students with ODS approved accommodations may be asked to provide documentation to ODS at that time to verify that they continue to meet the safety and technical standards yearly and **as deemed necessary**.
3. Students with newly identified/diagnosed concerns will follow the procedure outlined in the previous section (*Initial Verification…*)
4. ODS will review submitted documents to determine continued eligibility for reasonable accommodations and consult with the Department of Nursing. ODS may:
    a. Request additional information and/or documentation for the student; and/or:
    b. **Until a decision is made, the individual will not be allowed to participate in clinical courses.**
5. Failure to follow through with providing appropriate documentation as requested may result in dismissal from the program related to the inability to meet the safety and technical standards.

Temporary impairment verification by student of meeting required safety and technical standards

1. If a student is injured, is ill, or the student's health status changes must report to the Chair of the Department of Nursing within 24 hours and/or prior to clinical experience.
2. The Director of Academic Support and Program Compliance 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.
3. 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.
    a. The student will return the health care provider-completed and signed memo to the Director of Academic Support and Program Compliance.
    b. If the student indicates that he or she would be able to meet the requirements by answering "Yes (with accommodations)", the Department of Nursing will consult with ODS to determine potential eligibility for reasonable accommodations under the ADA and Section 504.
4. 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.

Disputing the decision
The student may make a written appeal of the decision. 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. The decision of the Chair shall be 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: Appalachian State University Department of Nursing reserves the right to modify, amend, or terminate this policy at any time.

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Safety and Technical Standards for admission to, progression in, and completion of the undergraduate program in nursing:

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.

BSN PROGRAM

Appalachian State University
Beaver College of Health Sciences
Department of Nursing
BSN Major

The Bachelor of Science in Nursing (BSN Curriculum)
This program is for students who have the educational goal of obtaining the Bachelor of Science in Nursing degree in order to be eligible to sit for the National Council Licensing Examination (NCLEX) to become a registered nurse (RN).

Admission Criteria

Students must be admitted to the University and the Beaver College of Health Sciences prior to applying for admission to the Bachelor of Science (BSN) degree program. Students may declare a major upon completion of 30 semester hours, including credit for ENG 1000 and UCO 1200 or equivalent courses; however students are not eligible to apply for admission to the upper division nursing major until 45 semester hours have been completed. The application deadline for admission is the first day of Spring Semester. Acceptance into the pre-licensure BSN program is based on the student's application, earned GPA, and academic performance on selected preliminary course work. Scores from standardized tests and other methods of evaluation may also be considered when evaluating applicants.

Specific guidelines on admission requirements and application form are available on the Department of Nursing website.

Acceptance to the University and the Beaver College of Health Sciences, completion of preliminary course work, GPA, and standardized test scores do not guarantee admission to the BSN program. Admission of students is a competitive process. 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.

Graduation Requirements

The Bachelor of Science in Nursing (BSN) pre-licensure program consists of 124 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, PSY 1200 and SOC 1000.

The remaining hours include two hours of free electives and the following courses in the major: ES 2031, ES 2032, BIO 2200, PSY 2301, NUR 3121(beginning Summer 2016/17), NUR 3123(beginning Summer 2016/17), NUR 3300 (beginning 2017/18), NUR 3302 (beginning 2017/18), NUR 3040, NUR 3115, NUR 3400 (beginning 2017/18), NUR 3100, NUR 3110, NUR 3102, NUR 3112, NUR 3050, NUR 3060 (ending 2017/18) NUR 3124(ending 2016/17), NUR 3450 (beginning 2017/18) NUR 3452 (beginning 2017/18), NUR 3126 (ending 2016/17), NUR 3128 (ending 2016/17), NUR 4100(ending 2017/18), NUR 4110, NUR 4112, NUR 4120, NUR 4124, NUR 4126 (ending 2017/18), NUR 4127 (beginning 2018/19, NUR 4128, NUR 4130, NUR 4140, NUR 4200(beginning 2018/19) and STT 1810.

To meet graduation requirements, the program requires a minimum grade of B- for each of the Science courses, a C (77 or above) for each of the other courses listed above, and a minimum cumulative nursing GPA of 2.5.

Undergraduate students must complete a minimum of 30 semester hours in residence. The final 30 semester hours must be completed in residence.
Comprehensive examinations are given at the end of each nursing course.

The university does not specify time limits for completion of undergraduate degrees. However, nursing students who fail to achieve a "C" or higher in a nursing course cannot progress in the program, must reapply, and will be required to meet all admission standards. Readmission is a competitive process and is not guaranteed.

Transfer credit:
All students who receive a baccalaureate degree granted by Appalachian State University are required to complete a minimum of 60 hours at a senior college or university. All pre-licensure 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.

CURRICULUM OVERVIEW BSN PROGRAM
for Students beginning program in 2016 and completing in 2018

Course Name and Number	Total Credits	Class Hrs./Week	Lab Hrs./Week	Clinical Hrs./Week	Ratio Class: Lab
N2002 Introduction to Professional Nursing	3	3	0	0	Class 1:1 Clinical 3:1
N2000 Introduction to Professional Nursing Clinical	2	0	4	4	1:3
N3100 Adult Health Nursing I	3	3	0	0	N/A
N3040 Nursing Pharmacotherapeutics I	1	1	0	0	N/A
N3102 Adult Health Nursing II	3	3	0	0	N/A
N3110 Adult Health Nursing I Clinical	3	0	9 hours total	9 (x 13 wks)	1:3
N3112 Adult Health Nursing II Clinical	3	0	9 hours total	9 (x 13 wks)	1:3
N3115 Pathophysiology**	3	3	0	0	N/A
N3121 Health Assessment Across the Lifespan	3	3	0	0	N/A
N3050 Nursing Pharmacotherapeutics II	1	2	0	0	N/A
N3124 Foundations of Professional Nursing	3	3	0	0	N/A
N3126 Mental Health Nursing	3	3	0	0	N/A
N3128 Mental Health Nursing Clinical	3	0	0	9	1:3
N4100 Introduction to Nursing Research	3	3	0	0	N/A
N4110 Adult Health Nursing III	2	4 (x 7 wks)	0	0	N/A)
N4112 Adult Health Nursing III Clinical	2	0	12 (x 1 week)	12 (x 6 weeks)	1:3 (84 lab/clinical hrs)
N4120 Nursing Care of Families and Communities	3	3	0	0	N/A
N4122 Nursing Care of Families and Communities Clinical	3	0	9 hours total	9 hrs (x 13 wks)	1:3
N3060 Nursing Pharmacotherapeutics III	1	2	0	0	N/A
N4124 Nursing Care of Childbearing Families, Women, and Children	4	4	0	0	N/A
N4127 Nursing Care of Childbearing Families, Women, and Children Clinical	2	0	9 hrs childbearing families 18 hrs children	6 hrs/week: child-bearing families (x 6 wks); 6 hrs/wk children (x 5 wks)	1:2
N4128 Leadership and Management in Nursing (hybrid)	3	0	0	0	N/A
N4130 Professional Nursing Capstone	3	0	9 hours total	18 hrs/wk x 7 wk	N/A (135 lab/clinical)
N4140 Professional Nursing Synthesis	2	2	0	0	N/A

** beginning 2016

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.

CURRICULUM OVERVIEW BSN PROGRAM
for Students beginning program in 2017

Course Name and Number	Total Credits	Class Hrs. /Week	Lab Hrs. /Week	Clinical Hrs. /Week	Ratio Class: Lab
N3121 Health Assessment Across the Lifespan	3	3	0	0	N/A
N3530 Health Assessment Across the Lifespan Lab/clinical	1	0	4	4	1:3
N3300 Fundamentals of Nursing Practice	3	3	0	0	N/A
N3300 Fundamentals of Nursing Practice Lab/Clinical	3	0	9	9 (x14 wks)	1:3
N3040 Nursing PharmacologyI	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 hours total	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 hours total	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	9 (x 14 wks)	1:3
N4210 Nursing Research Application	1	1	0	0	N/A
N4128 Leadership and Management in Nursing (hybrid)	3	3	0	0	N/A
N4130 Professional Nursing Capstone	3	0	9 hours total	18 hrs/wk x 7 wk	N/A (126 lab/clinical)
N4140 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.

BSN Curriculum Courses of Instruction in Nursing for Class of 2018

Junior Level

NUR 2000. **Introduction to Professional Nursing Clinical (2); SS.**
This course prepares the student to enter the clinical environment by applying selected nursing concepts, theoretical principles, and nursing skills needed to care for individuals and families across the lifespan. Laboratory, simulation, and clinical experiences are used to develop foundational communication and technical nursing skills. Emphasis is placed on the nurse as a client-centered designer and provider of care. *Pre-requisite: admission to the BSN degree program.* **Clinical/laboratory experience consists of 45/48 contact hours**. Graded on a S/U basis.

NUR 2002. **Introduction to Professional Nursing (3); SS.**
This course presents selected nursing concepts, theoretical principles and nursing skills needed to care for individuals and families across the lifespan. Laboratory simulation experiences are used to develop communication and technical skills prior to attending clinical. Emphasis is placed on the student's development as a safe and caring provider.
Prerequisite: Admission to BSN Nursing Program.

NUR 3040 **Nursing Pharmacotherapeutics I (1); SS.**
This course examines nursing management of medication therapy across the life span. Nursing process, pharmacodynamics, pharmacokinetics, and pharmaco-therapeutics are presented as the foundation for safe and effective medication management. Emphasis is placed on dosage calculation, administration technique, patient safety, patient monitoring, patient teaching, and legal and ethical considerations. Medication administration procedure and documentation are practiced through lab simulation. The professional nursing roles of Manager of Care, Coordinator of Care, and Provider of Care are explored, specific to managing medication therapy. *Pre-requisite: Admission to BSN Nursing Degree Program.*

NUR 3120 **Health Assessment Across the Lifespan. (3); F.**
This course examines how the nurse integrates evidence-based knowledge and skills of health assessment into the roles of Provider of Care and Designer, Manager and Coordinator of Care. Through the presentation of the concepts of health assessment, coupled with the nursing process, this course emphasizes assessment, identification and documentation of normal and abnormal physical and psychosocial findings across the lifespan with an appreciation of different cultural factors that may influence health.
Prerequisite: Admission to BSN Nursing Program

NUR 3100. **Adult Health Nursing I (3); F.**
This course focuses on the role of the professional nurse as a provider and member of the interprofessional health care team. Emphasis is on the general principles of health promotion, maintenance, illness care, and rehabilitation in caring for selected adult patients with common alterations in health care needs. The nursing process is reinforced as a basis for nursing care. *Prerequisite: Admission to BSN Nursing Program*

NUR 3110. **Adult Health Nursing I Clinical. (3); F.**
This clinical course provides the beginning student opportunities to implement the role of Provider of Care through the application of the nursing process with patients experiencing common alterations in health care needs across the adult life span in a clinical setting *Prerequisite: Admission to BSN Nursing Program*
Clinical/laboratory experience consists of 126 contact hours. Graded on an S/U basis.

NUR 3124   **Foundations of Professional Nursing. (3); F.**

This course explores the role of the professional nurse as Provider of Care, Designer, Manager, and Coordinator of Care, and Member of a Profession. Nursing history and process are discussed. Students receive an introduction to theory, practice, and research concepts. Evidence-based practice, research, critical thinking, and ethical/legal principles are introduced. The nursing process and principles that guide practice are analyzed. *Prerequisite: Admission to BSN Nursing Program (Writing)*

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

This course continues the development of students. Emphasis is placed on caring for older adults. Students integrate previous knowledge and skills related to common alterations in health care needs in the care of patients and their families experiencing acute and chronic alterations in health care needs. *Prerequisite: Admission to BSN Nursing Program*

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

This clinical course provides the student opportunities to implement the role of Provider of Care and Designer, Manager, and Coordinator of Care. The nursing process is applied in the care of patients and their families who are experiencing acute and chronic alterations in health care needs . Emphasis is placed on caring for the older adult in a clinical setting. Prerequisite: *Admission to BSN Nursing Program* **Clinical/laboratory experience consists of 126 contact hours. Graded on an S/U basis.**

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: Admission to BSN Nursing Program

NUR 3050   **Nursing Pharmacotherapeutics II (1); F.**

This course examines nursing medication management of complex patients across the life span. Emphasis is placed on understanding the route, dosage, purpose, and mechanism of action for medications used to treat inflammation, infectious diseases, pain, pulmonary, and cardiovascular disorders. The professional nursing roles involving patient safety, patient monitoring, patient teaching, and legal and ethical considerations are further explored. Nurse medication management in the roles of Manager of Care, Coordinator of Care, and Provider of Care are further developed. *Pre-requisite: Admission to BSN Nursing Degree Program.*

NUR 3126   **Mental Health Nursing (3); S.**

The course describes the role of the nurse as Provider of Care, Designer, Manager, and Coordinator of Care, and Member of a Profession related to meeting the mental health nursing needs of individuals experiencing alternations in mental health, in the context of families and communities. Promotion and restoration of mental health and prevention of mental illness are explored in individuals across the lifespan. Theories of mental health/illness and approaches to the care of persons with selected mental illness/emotional needs are examined. The focus is on holistic, patient-centered, and evidence-based care of the patient with mental health nursing needs. *Prerequisite: Admission to BSN Nursing Program*

NUR 3128   **Mental Health Nursing Clinical (3); S.**

This course assists the student to learn practical applications of the content taught in NUR 3128, Mental Health Nursing. These applications are inherent in the roles of the professional nurse as Provider of Care, Designer, Manager, and Coordinator of Care, and as a Member of a Profession. The focus is on evidence-based, holistic approaches to care of the patient in the area of selected mental, emotional, and cognitive alterations. *Prerequisite: Admission to BSN Nursing Program*

NUR 3060   Nursing Pharmacotherapeutics III (1); S.

    This course examines nursing pharmacotherapeutics related to the management of cancer, mental health conditions, neuromuscular diseases and blood, eye, and ear disorders across the life span. Nursing strategies for dosage calculation, medication administration, patient safety, patient monitoring, patient teaching and legal and ethical considerations are implemented. Competency is demonstrated in nurse medication management roles of Manager of Care, Coordinator of Care, and Provider of Care. *Pre-requisite: Admission to Bachelor of Science in Nursing Degree Program.*

<u>Senior Level</u>

NUR 4100   Introduction to Nursing Research (3); 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. The roles of the professional nurse as a Member of a Profession, Designer, Manager, and Coordinator of Care, and Provider of Care as they relate to the application of nursing research in practice are explored. *Prerequisite: Admission to BSN Nursing Program*

NUR 4120   Nursing Care of Families and Communities (3); F.

    Students concentrate on the nurse's roles of Provider of Care, Designer, Manager, and Coordinator of Care, and Member of a Profession. Students use evidenced-based practice resources to promote optimal health in individuals, families, groups, and the community. Emphasis is placed on vulnerable and diverse populations. Current public health problems, epidemiology, trends in healthcare delivery, and community resources are examined. Students analyze the sociocultural, political, economic, ethical, and environmental factors that influence community and global health. Students learn how to partner and interact with the interprofessional health care team within community agencies. *Prerequisite: Admission to BSN Nursing Program.*

NUR 4122   Nursing Care of Families and Communities Clinical (3); F.

    In this course, student implements the nursing roles of Provider of Care, Designer, Manager, and Coordinator of Care, and Member of a Profession. Students apply evidenced-based practice resources to provide holistic nursing care for individuals, families, groups, and communities. The focus in on assisting vulnerable and/or diverse populations to achieve optimal health goals and outcomes. Knowledge of current public health problems, epidemiology, trends in healthcare delivery, and community resources are applied. Students analyze the sociocultural, political, economic, ethical, and environmental factors that influence community and global health. Students partner and interact within the interprofessional health care team and community agencies to positively influence community health care. *Prerequisite: Admission to BSN Nursing Program* **Clinical/laboratory experience consists of 135 contact hours. Graded on an S/U basis.**

NUR 4124   Nursing Care of Childbearing Families, Women, and Children (4); F.

    This course focuses on the roles of the professional nurse as Provider of Care, Designer, Manager, and Coordinator of Care, and Member of a Profession in caring for diverse families, women during childbearing years, and children from utero through adolescence. Students learn how 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. *Prerequisite: Admission to BSN Nursing Program*

NUR 4127   Nursing Care of Childbearing Families, Women, and Children Clinical (2); F.
This course focuses on the roles of the professional nurse as Provider of Care, Designer, Manager, and Coordinator of Care, and Member of a Profession. Students provide patient-centered, holistic, culturally competent, and evidenced-based care to families, women during their childbearing years, and children from utero through adolescence. Nursing and family theories provide guidance and understanding of patient diversity in a variety of settings. Sound communication techniques are emphasized. Prerequisite: Admission to BSN Nursing Program**. Clinical/laboratory experience consists of 90 contact hours. Graded on an S/U basis.**

NUR 4110   Adult Health Nursing III. (2); S.
This course is a 7 and 1/2 week concentrated course in which students continue to develop the three nursing roles: Provider of care; Designer, Coordinator, and Manager of Care; and Member of a ProF.fession. Emphasis is on complex alternations in the health status of adults and the impact on their families. It builds on knowledge and skills from Adult Health Nursing I and II. *Prerequisite: Admission to BSN Nursing Program*

NUR 4112   Adult Health Nursing III Clinical (2); S.
This clinical course provides opportunities for students to apply the nursing process and assume the roles of Provider of Care, Designer, Coordinator, and Manager of Care, and Member of a Profession in caring for adults and their families who are experiencing complex alternations in their health status across the adult life span. Settings include high acuity and/or highly technical environments including critical care units and emergency departments. The course is offered over a 7 and 1/2 week period. It includes 12 hours of clinical for 6 weeks and 12 hours of laboratory simulation for a total of 84 hours. *Prerequisite: Admission to BSN Nursing Program* **Clinical/laboratory experience consists of 84 contact hours. Graded on an S/U basis.**

NUR 4128   Leadership and Management in Nursing (3); S.
This course emphasizes professional practice in the leadership and management of nursing care, and concentrates on the roles of the nurse as Provider of Care, Designer, Manager, and Coordinator or Care, and Member of a Profession. The focus includes theories, research, and issues related to leadership, change, and management of nursing practice in the context of healthcare delivery. *Prerequisite: Admission to BSN Nursing Program*

NUR 4130   Professional Nursing Capstone. (3); S.
This capstone course is offered over a 7 1/2 week block and is designed to prepare students for professional nursing practice in the role of a generalist. The course includes 18 hours of clinical per week for 7 weeks and 9 hours of laboratory simulation for a total of 135 hours. Students are provided an opportunity to integrate knowledge and skills from previous coursework and experiences in order to demonstrate how successfully and to what extent they have achieved course and program outcomes. Students meet this expectation through: a) developing learning contracts tailored to their own learning needs and interests, and b) engaging in activities that display a mastery of previous learning applied to new situations. Students will assume the following nursing roles: Provider of Care; Designer, Coordinator and Manager of Care; and Member of a Profession. Prerequisite: *Admission to BSN Nursing Program.* **Graded on an S/U basis.**

NUR 4140   Introduction to Professional Nursing Synthesis. (2); 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. *Prerequisite: Admission to BSN Nursing Program.*

BSN Curriculum Courses of Instruction in Nursing for Class of 2019 and Forward

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. Lecture: 3 hours. Prerequisite: Admission to BSN Program

NUR 3123   **NUR 3530 Summer '17 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 42 laboratory/clinical hours. *Prerequisite: Admission to BSN program.*

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: Admission to BSN Nursing Program

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. Lecture: 3 hours. Prerequisites: NUR 3121, NUR 3123

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

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). Lecture: 2 semester hours. Prerequisites: NUR 3121, NUR (health assessment clinical new number)

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. Lecture: 2 hours. *Prerequisites: NUR 3121, NUR 3123*

NUR 3100   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. Lecture: 3 hours. *Prerequisites: NUR 3121, NUR 3123, NUR 3300, NUR 3302, NUR 3115, NUR 3040, NUR 3400*

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.

NUR 3050   Pharmacology II (2); S.
This course examines nursing medication management of complex patients across the life span. Emphasis is placed on understanding the route, dosage, purpose, and mechanism of action for medications used to treat inflammation, infectious diseases, pain, pulmonary, and cardiovascular disorders. The professional nursing roles involving patient safety, patient monitoring, patient teaching, and legal and ethical considerations are further explored. Nurse medication management in the roles of Manager of Care, Coordinator of Care, and provider of care are further developed. Prerequisite: admission to the BSN degree program.

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. Lecture: 5 hours. Prerequisites: NUR 3300 NUR 3040, NUR 3315, Socialization to Professional Nursing New Course Number)

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 3300, NUR 3302, NUR 3040, NUR 3115, NUR 3400

Senior Level

NUR 4127   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*

NUR 4127   **Nursing Care of Childbearing Families, Women, and 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*

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. Lecture: 3 Hours. *Prerequisites: NUR 3100, NUR 3110, NUR 3450, NUR 3452, and NUR 3050*

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 3100, NUR 3110, NUR 3450 NUR 3452, and NUR 3050*

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 3100, NUR 3110, NUR 3450, NUR 3452, and NUR 3050*

NUR 4110   **Adult Health Nursing III (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 psychological 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, NUR4124, NUR 4127 and NUR 4200*

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*

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. Lecture: 1 hour. *Prerequisites: NUR 3100, NUR 3110, NUR 3450, NUR 3452, and NUR 3050*

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. Lecture: 3 hours.
Prerequisites: NUR 3102, NUR 3112, NUR 4124, NUR 4127, NUR 4200

NUR 4140   Professional 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. Lecture: 1 hour.
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*

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Attendance Policy for BSN courses

It is the policy of Appalachian State University that class attendance is an important part of a student's educational experience. Students attending APP STATE are expected to attend every meeting of their classes and are responsible for class attendance. Regardless of what reasons there may be for absence, students are accountable for all academic activities, and faculty may require special work or tests to make up for missed class or classes.

The Nursing Department Attendance Policy is consistent with that of the University. Students in both didactic and clinical nursing courses are required to regularly attend all classes and clinical experiences. **Absences of 10% or greater of any didactic nursing course, or any clinical or lab absence could be cause for failure of the course.** Faculty may include class attendance as a criterion in determining a student's final grade for the course.

If students will be absent they are required to inform the instructor prior to the class or clinical. **Prior approval must be given by the Chair of the Department of Nursing for absence from clinical for reasons other than illness**. In the case of nursing clinical, the clinical agency must also be informed by the student of the absence.

It is the responsibility of students who are absent to acquire notes, assignments, or other content covered in the class they missed. Students must 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, and there may be an automatic five percent deduction on any exam or assignment missed because of absence for any reason.** The faculty member has the right to 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 meetings because of participation in a University-sponsored activity has several responsibilities: **The student (in person) will seek prior approval from the Chair of the Department of Nursing and then notify the instructor in advance of any absence.** The student is expected to complete all work missed by making up the work in advance or by completing any compensatory assignment that may be required by the instructor. Finally, the student is expected to maintain satisfactory progress in the course and (otherwise) satisfactory attendance in the class.

When a student is out of town and unable to return to campus due to hospitalization, death in the family, or other extenuating circumstances, the student or the student's parents should contact the Chair of the Department of Nursing and may contact the Office of Student Development to request that professors be notified as to the reason for the absence. This notification is conveyed to the appropriate departmental office as a matter of information only and does not serve as an official excuse for class absence. Only individual faculty members make this determination, and documentation may be requested by the faculty members.

Adopted 4/23/15
Revised 5/11/17

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Additional Requirements Regarding Attendance for Clinical, Practicum,
and Simulation Laboratory Learning Experiences

Attendance:
Nursing students are expected to attend all scheduled clinical experiences, except in cases of illness or other extenuating circumstances (see *Attendance Policy for BSN* Courses). Absences due to illness from a clinical, practicum, or simulation laboratory learning experience must be communicated to the clinical faculty and/or simulation lab faculty as appropriate, *and* the agency where the clinical and/or practicum is being done. **Other absences must have prior approval from the Chair of the Department of Nursing.** Notification of faculty and the agency is required prior to the start of the learning experience. Missed clinical, practicum, and /or simulation learning experiences must be made up to complete the assigned clinical learning experience for the course. **Tardies or time missed for other reasons that exceed 30 minutes will be made up with a full clinical day in order to optimize the student experience.** Failure to do so prevents program progression.

Students are expected to arrive on time and stay for the duration of all clinical, practicum, and simulation learning experiences. Also, students must wear their uniform and facility appropriate or APP STATE photo identification badges at all times.

Transportation:
Transportation to and from clinical sites is the responsibility of the individual student. Late arrivals and/or missed clinicals due to unreliable transportation is undesirable. Students are strongly encouraged to address transportation needs prior to starting the nursing program.

Verification of CPR, OSHA, and HIPAA Training:
Prior to going to any clinical agency, proof is required of the following:
- current American Heart Association BLS CPR certification,
- OSHA and HIPPA training
- Health information and immunization status required by the Department of Nursing (see Appendix A for Health Status and Immunization Policy)
- Any other requirements for clinical practice mandated by the clinical agency
- All students must comply with agency regulations.

Professional Behavior in the Clinical/Practicum, Simulation Laboratory Setting:
Students are responsible for adhering to all Department of Nursing policies and procedures related to clinical/practicum/ simulation laboratory learning while enrolled in the nursing program. While in the clinical setting, students are held accountable for knowing and abiding by clinical agency guidelines, regulations, and policies related to professional dress; professional behavior including 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.

Telephones and other 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.
Broughton Hospital and CHS Blue Ridge mental health require that all phones and other devices be left in the students' car. Said devices found inside the facility will result in denial of clinical access and ultimately dismissal from the program.

Revised 5/11/17

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Policy for Testing in BSN courses

The following policy will be followed in all BSN courses

I. General

    a. The testing schedule for all BSN nursing courses will be identified in the course syllabus.

    b. Didactic nursing courses must require at least 80% of the course grade generated by proctored examinations. The exams must be composed of at least 80% NCLEX style questions. Exceptions to this are the following courses: NUR 3400, 4200, 4128, 4210, 4130

    c. Students should 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.

    d. Students should come to the test prepared with items for testing such as pencils, pens, and erasers. It is allowable to have tissues, a drink, and a non-distracting food item if desired, that does not make noise when opened or eaten. It is suggested that students use the restroom prior to the beginning of the class.

    e. Students who find that they will be absent on the day of a test must notify the instructor as soon as it is apparent they will not be in class for the test, preferably before the test, but if extenuating circumstances exist and this is not possible (as in the case of an auto accident, etc.) then as soon as possible. The instructor has the right to request validation for an absence such as a doctor's note, etc.

    f. **Per faculty discretion, a five percent deduction in score may be applied to any late exam or assignment.**

    g. A test that is missed must be made up within one week of the missed exam except for extenuating circumstances (such as hospitalization, for example). It is the responsibility of the student to contact the instructor to arrange this.

    h. A make-up test is given at the discretion of the instructor. If an instructor is not notified in a timely way that a test will be missed that instructor has the discretion to assign a score of "0" for that test. If a make-up test is administered it may be different from the test taken by the class at the discretion of the instructor.

    i. Practice ATI testing may be required for certain classes prior to course exams. If this applies it will be outlined in the syllabus.

II. Test Security

In order to maintain security of tests and minimize potential for breeches in academic integrity the following will be in place during testing.

    a. Student's backpacks must be placed in the room periphery. Only items listed in the previous section I. d. may be available to students during testing.

    b. A non-programmable calculator will be supplied by the instructor if needed for math calculations. Students will not be permitted to use personal calculators or share calculators.

    c. Cell phones must be silenced, and stowed away from the students during testing. They may not be used for calculations or any other part of the testing.

    d. Students should use the restroom prior to taking an exam.

    e. Student may not approach the instructor or test proctor with a question about the test content during the examination.

    f. Instructors will be vigilant for any behaviors by students that look like cheating. Instructors must not be doing work while a test is administered or checking email, they must be watching the class. Even if a

student is not cheating they can be accused of having cheating-like behaviors such as looking in the direction of another student, or holding their test up at face level to read it.

g. A hat with a bill may not be worn during a test.

h. An instructor may request that students utilize a plain sheet of paper to cover up scantrons and tests.

i. If an instructor or proctor observes actual cheating or cheating like behaviors, they will remove the test from the student and the student will be dismissed from the room. The student must make an appointment to converse with the instructor at the first opportunity. From this point the academic integrity policy of the university will be enforced.

j. Instructors will keep scantrons to tests until students graduate. Tests should be kept by the instructor under double lock in offices. Students should not review graded tests unless the instructor is directly proctoring the review.

k. Students will be given the opportunity to review all graded tests. Per the discretion of course faculty, each test may be reviewed corporately in the classroom or students may schedule an appointment with the faculty member to review the test privately. A test review should take place within one to two weeks after the test is given or within the timeframe as stated in the course syllabus. To insure test security, group reviews of all course tests prior to final examination is not permitted.

l. This policy will be included with all nursing course syllabi.

Adopted 4/23/15
Revised 5/11/2017

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Undergraduate BSN Nursing Program Grading Policies

Nursing Program Grading Scale
The particular requirements used in each course for evaluating performance and generation of the course grade are determined by the course instructor. The following grading scale is utilized for all didactic nursing courses. **Grades are not rounded in the Nursing Department.**

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

*A course grade below C (77%) does not satisfy the BSN degree requirements, and will not be accepted for program progression or degree completion.

Grading Policies:
Per faculty discretion, a five percent deduction in score may be applied to any late exam or assignment. Late work incurs a penalty and students should refer to each courses' syllabi for specific instructions.
Students are required to pass both theory and clinical portions of any course with a "C" or "Satisfactory" in order to progress in the nursing program.

Grading Disputes/Resolutions:
If a student believes that the course grade is unfair or inaccurate, the student should first discuss this with the course faculty. If the problem cannot be resolved, the student should then discuss the issue with the Chair of the Department of Nursing. If the issue is still not resolved, the student should refer to the policy and procedure on grievances/appeals found on the subsequent pages of the on-line Student Handbook for Appalachian State University Department of Nursing. The Final Grade Appeal form is located in this handbook in the FORMS section.

Revised 5/15, 5/11/2017

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Clinical Grade Appeal Procedure

Policy Statement: This policy delineates the Department of Nursing's appeal process for students who receive an unsatisfactory summative clinical evaluation and/or are dismissed from the nursing program due to unsafe nursing practice. It is understood that these events result in students' non-progression in the nursing program.

An unsatisfactory clinical evaluation is received when clinical faculty determine that the clinical course objectives are not met in their entirety and/or unsafe practice is demonstrated. Determining whether or not clinical course objectives are met satisfactorily is the sole responsibility of nursing faculty. The same is true for determining unsafe nursing practice. Please refer to the *Department of Nursing's Policy on Unsafe Nursing Practice* for additional information.

Step One: The unsatisfactory summative clinical evaluation is provided to the student orally and in writing at a summative clinical evaluation conference. Also provided to the student is any additional documentation that the clinical faculty believe supports their determination. This conference is attended by the student, the clinical faculty who made the determination and prepared the summative evaluation, and the course coordinator. The student is informed of his/her right to appeal the clinical grade to the Chair of the Department of Nursing and nursing faculty within 24 hours of the summative evaluation.

Step Two: The student submits a written request to appeal the unsatisfactory summative clinical evaluation, along with any additional documentation the student believes supports the student's appeal, to the Chair of the Department of Nursing. Upon receipt, the Chair convenes a faculty meeting within 48 hours to review the written appeal request, the written summative evaluation, and additional supportive documentation.

Step Three: Nursing Faculty review, clarify, and discuss the written grade appeal and supporting evidence submitted by the student and the clinical faculty. Following discussion, a vote is taken to uphold or change the clinical course grade. The Chair of the Department of Nursing informs the student verbally and in writing of the faculty's decision. Clinical course grades that are upheld result in the student's immediate withdrawal from the nursing program. The student is advised of his/her right to due process through the Appalachian State University (APP STATE) Final Grade Appeal Procedure as stated in the APP STATE Student Handbook. This document may be accessed online at http://academicaffairs.appstate.edu/files/grade_appeal.pdf.

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Policy for ATI Testing and Remediation

Plan for 2017-2018 Curriculum (Incoming Class of 2019)

Assessment Technologies Institute (ATI) resources will be utilized throughout the undergraduate nursing curriculum as a means to assess and promote content mastery and to remediate identified student learning deficits. The ATI Content Mastery Series will be used throughout the program in courses most congruent with exam content to assess and remediate student mastery of content essential for NCLEX-RN success and for program evaluation. The ATI Content Mastery Series includes online text and media resources, review books, non-proctored assessments and proctored assessments. The Self-Assessment Inventory and Critical Thinking (Entrance) exams will be administered in the first semester of the program. 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
1. Students will be required to complete successfully 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. Faculty have the option to set time intervals between retake attempts. Students are encouraged to complete focused reviews on all non-proctored exams.

2. Proctored assessments will be administered in the courses as outlined in the below tables. Proctored assessments will be scheduled by individual course faculty once the majority of content has been delivered. All students are encouraged to complete focused reviews after taking each proctored assessment.

3. Students who score less than a Level 2 on a proctored exam are required to complete focused reviews and remediate for deficits prior to progression to the next semester.

4. A remediation plan for students who score less than a Level 2 will be developed by the faculty of the course to which the ATI is assigned. The course faculty and the BSN Program Director will monitor the students' remediation progress.

5. For the first-time attempt of each proctored ATI: students who achieve a Level 3 will receive three (3) percentage points added to final course grade. Students who achieve a Level 2 will receive two (2) percentage points added to final course grade. Students who achieve a Level 1 or a Below Level 1 will receive zero (0) points.

Please see subsequent pages for suggested plans by class.

Plan for Class of 2018

Proctored Exam		Semester/Course Administered	Semester/Course Administered	Semester/Course Administered	Semester/Course Administered
Self-Assessment		Summer, 2016 (Orientation, one attempt; no remediation required)			
Critical Thinking Assessment Entrance		Summer, 2016 (Orientation, one attempt; no remediation required)			Critical Thinking Assessment Exit (January, 2018)
Fundamentals		Fall (July), 2016	Re-take not given		
Pharmacology		Fall (November), 2016 (End of Pharm I)	Spring (April), 2017 (Re-take After Pharm II)		
Adult Medical-Surgical			Spring (April), 2017 (End of Adult Health I)	Fall, (August) 2017 (Re-take Before Fall Coursework)	
Mental Health			Spring (April), 2017) (End of Mental Health)		Retake of Choice for Specialty Area (January, 2018)
Community Health				Fall, (November) 2017 (End of Community Health)	Retake of Choice for Specialty Area (January, 2018)
Maternal Newborn				Fall, (November) 2017 (End of Nursing of Childbearing Families, Women & Children)	Retake of Choice for Specialty Area (January, 2018)
Nursing Care of Children				Fall, (November) 2017 (End of Nursing of Childbearing Families, Women & Children)	Retake of Choice for Specialty Area (January, 2018)
Leadership and Management in Nursing					Spring, (April) 2018
Comprehensive Predictor					Spring, (February, April 2018)

Approved 5/11/17

Plan for Class of 2019

Proctored Exam	Semester/Course Administered	Semester/Course Administered	Semester/Course Administered	Semester/Course Administered
Self-Assessment	Summer, 2017 (Orientation, one attempt; no remediation required)			
Critical Thinking Assessment Entrance	Summer, 2017 (Orientation, one attempt; no remediation required)			Critical Thinking Assessment Exit (January, 2019)
Fundamentals	Fall (November), 2017 (After Fundamentals-NUR 3300)	Re-take Spring (January), 2018		
Pharmacology	Fall (November), 2017 (Create Own/Focused-Content Specific (After Pharmacology I -NUR 3040)	Spring (April), 2018 (After Pharmacology II-NUR 3050)		
Adult Medical Surgical		Spring (April), 2018 (Create Own/Focused-Content Specific After Adult Health I – NUR 3100)	Fall, (November) 2018 (After Adult Health II-NUR 3102)	Spring, (January), 2019 Retake
Mental Health		Spring (April), 2018 (After Mental Health and Nursing Care of Communities – NUR 3450)		Retake of Choice for Specialty Area (January, 2019)
Community Health		Spring (April), 2018 (After Mental Health and Nursing Care of Communities – NUR 3450)		Retake of Choice for Specialty Area (January, 2019)
Maternal Newborn			Fall, (November) 2018 (After Nursing Care of Women, Children and Childbearing Families – NUR 4127)	Retake of Choice for Specialty Area (January, 2019)
Nursing Care of Children			Fall, (November) 2018 (After Nursing Care of Women, Children and Childbearing Families – NUR 4127)	Retake of Choice for Specialty Area (January, 2019)
Leadership and Management in Nursing (NUR 4128)				Spring, (April) 2019
Comprehensive Predictor				Spring, (February, April 2019)

Appalachian State University
Beaver College of Health Sciences
Department of Nursing
Progression in the BSN program

Progression Policy

To progress from one semester to the next in the BSN program, a student must achieve a grade of "C" or higher in each nursing (NUR) course, or achieve a grade of "Satisfactory" in each clinical nursing course. If a student receives a grade of "incomplete" for a nursing course, the "incomplete" must be satisfied with a grade of C or higher before a student may progress to the next semester of nursing courses. Students must also maintain a cumulative nursing GPA of at least 2.5 at the end of the junior spring semester and each semester thereafter, maintain current CPR certification at the healthcare provider level, maintain yearly tuberculosis screening, meet all current health and immunization requirements of the Department of Nursing, and adhere to all policies of the University, the Nursing Department and the clinical agencies where assigned for clinical experiences.

Dismissal policy

Students may be sanctioned or dismissed from the University for just cause (see Appalachian State University Student Handbook on-line).

Students in both the BSN and the RN-BSN programs may be disciplined or dismissed from the program for any of the following:

Criteria that apply to all students:
1. Failure to achieve a grade of at least "C" (77% or >) in a nursing (NUR) course results in dismissal from the nursing program
2. Physical or emotional problems that interfere with the ability to safely practice nursing and which do not respond to treatment within a reasonable time frame.
3. Use of substances that interfere with the ability to safely practice nursing.
4. Denial of clinical access by the clinical agency based upon review of a criminal background check or other screening outcomes such as the results of a urine drug screen.
5. Violations of clinical agency policies and procedures.
6. Violation of the North Carolina Nurse Practice Act and ANA's *Code of Ethics for Nurses with Interpretive Statements*
7. The engagement of any clinical behavior that is unsafe, unprofessional, and/or unethical behavior that either harms or has the potential to harm the patient.
8. Violations of the Appalachian State University Honor Code.
9. Refusal of the student to comply with policies and procedures of the Appalachian State University Department of Nursing and/or the clinical agency.
10. Any uncivil action in the classroom, lab, clinical or online setting directed toward patients, family members, significant others, visitors, students, faculty or other healthcare providers.
11. Any act or behavior that threatens the physical, emotional, mental or environmental safety of patients, family members or significant others, visitors, students, faculty or other healthcare providers.

Additional criteria that apply to BSN students:
1. Fails to pass a medication calculation test on the third attempt.
2. Receives a summative grade of "Unsatisfactory" in a clinical nursing course.
3. Fails to achieve a grade of at least "C" (77) in a nursing (NUR) course.

4. Performing actions outside the **student** scope of practice and/or performing actions that they have not been educated or authorized to perform.
5. Accrues excessive absences, tardies or fails to complete clinical learning experiences and related assignments.

Additional criteria that apply to RN-BSN students:
1. Disciplinary action by the NC State Board of Nursing and/or loss of license.

Notification of Dismissal

Students who are dismissed from the program will receive a formal letter of dismissal from the Chair of the Department of Nursing informing them of the dismissal, the reason for dismissal, and eligibility (if applicable) for readmission to the program.

A student is permanently dismissed and NOT eligible for readmission if:
1. Grade of **lower than** C- (74-76.99) in any one nursing course (D+, D, D-, or F)
2. Grade of C- (74-76.99) or lower in **more than one** nursing course throughout the nursing program.
3. A student who has already been readmitted one time is not eligible for a second readmission.
4. Continued refusal to comply with policies and procedures of the APP STATE Department of Nursing and/or the clinical agency.
5. A student who has engaged in unsafe nursing practice is not eligible for readmission.

Readmission Policy

There are two situations where a student who has been dismissed from the program is eligible to apply for readmission. This does not guarantee readmission, however, it gives the student a chance to be considered by the nursing faculty for readmission one time.

The situations in which a student is **eligible to request** readmission to the program are:

1. The student received a grade of C- (74-76.99) in one Nursing course one time.
2. A student received a clinical grade of "Unsatisfactory" in one clinical course, one time.

Both situations above, numbers 1 or 2, must represent the student's first and only failing grade in the nursing program. If a student facing one of these situations desires readmission to the nursing program, the following protocol will be followed.

Readmission Procedure

1. The student who is requesting re-admission must submit a letter of appeal to the Chair of the Department of Nursing within four weeks of notice of dismissal. This letter may be sent by email. This letter should contain the following:
   1. Request to be readmitted to the nursing program
   2. The student's perception of the factors that led to failure to succeed.
   3. A listing of attempts that were made over the semester to improve the grade. (for example, scheduling a test review with the instructor, discussing test-taking strategies with advisor, etc)
   4. An outline of specific plans the student has made to remedy the situation so that if allowed re-admission there would be an improved chance for success. (for example, a decision to eliminate working at a part-time job, joining a study group, requesting testing accommodations, etc.)

2. The Chair of the Department of Nursing will call a meeting of the Admissions Committee to review the request. The following factors will be considered by the Committee when making the decision to recommend readmission:
   1. The information in the letter of appeal. For example, what degree of responsibility did the student assume for the failure and what plans for future success did the student suggest? Was there some outstanding co-factor such as a severe illness?

2. Overall GPA in nursing courses
3. Individual grades in nursing courses taken at the same time.
4. Trends or patterns in grades for the student
5. Number of absences/ tardy episodes in nursing courses over the semester
6. Clinical evaluations
7. Attempts made by the student over the semester to improve grades
8. Other miscellaneous information.
9. The committee may request an appearance by the student before the committee.

3. The Admissions Committee will recommend readmission or will recommend the student not be readmitted to the program. This recommendation will be forwarded to the Chair of the Department of Nursing for final approval.

4. The Chair of the Nursing Department will inform the student in writing of the decision of the Committee with the rationale for that decision. The decision of the Nursing Department is considered final

5. If a student is readmitted, a developmental plan for success will be formulated by the Admissions Committee for that student. To develop this plan, input from the student's advisor may be sought or the faculty member who taught a course in which the student was unsuccessful. This plan could involve a requirement to audit portions of nursing courses, to maintain a higher GPA than those who have not failed to progress, or to complete focused content review through ATI, etc. The plan will vary depending on the individual situation. The student will be required to agree to the developmental plan and sign an agreement to the plan. This plan will then be forwarded to the Program Director, academic advisor, and faculty mentor. The student will make an appointment with their academic advisor to begin implementation of the plan for success.

6. If a student is NOT readmitted to the program, a summary of the specific rationale for that decision will be formulated and communicated to the student by the Chair of the Department of Nursing. 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

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Clinical/Lab Dress Policy

Professional Dress Code:
Student professional dress in the clinical setting is an expectation of the Department of Nursing and the clinical agencies. The uniform is worn, in its entirety, to all clinical and simulation experiences and may be worn to other Department sanctioned functions as directed. When worn, the uniform must be clean and neatly pressed. Students are expected to read and apply the information regarding professional dress.

Nursing Student Uniform:
Information about the ordering of uniforms is provided when the student receives notice of admission to the program or during summer orientation.

Selected learning experiences may call for business attire with lab coat and name badge instead of the full nursing student uniform. In these instances, nursing faculty will specifically detail what is meant by business attire.

The nursing student uniform is comprised of the following elements:

1. Yellow colored monogramed scrub top
2. Yellow or black colored warm up jacket (optional for those who desire additional layers)
3. Black cargo scrub pants; pant length must touch the top of the shoe at the instep.
4. White monogramed lab jacket/coat
5. T-shirt that is crew-necked, short-or long sleeved. The t-shirt may be worn (optional for those who desire additional layers) under the scrub with in white or black color only. The sleeves of a short-sleeved t-shirt must not extend below the scrub top sleeve and the long-sleeved shirt sleeve must not extend beyond the top of the wrist bone.
6. A black uniform skirt may be worn instead of pants. Skirt length must cover the kneecap.
7. White or black colored, closed toe shoes are required 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.**
8. 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.
9. Students who require maternity uniforms should wear the yellow colored top and black draw string scrub pant. White maternity uniforms are not to be worn.
10. Photo ID name badge is worn on left side just above insignia and must be visible at all times.

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:
All hair must be neatly styled, **natural color**, clean, and worn off the collar, away from the face, and well controlled. No hair extensions, hair ornamentation, decorative caps, or scarves are allowed.

Minimal head coverings worn for religious beliefs are acceptable. However, these head coverings must allow the student to use a stethoscope and other medical instruments, must not interfere with client examinations, and must not violate principles of infection control.

Men must be clean-shaven or have beard neat and trimmed. The "scruffy" look is not allowed.

Jewelry: Only wrist watch with second hand and plain wedding band are allowed in clinical. In certain clinical areas no jewelry may be worn. The clinical instructor will notify the student of this requirement. One pair of small-stud earrings worn in the lower ear lobes may be allowed at faculty discretion and according to clinical setting. No other visible body piercing studs/jewelry allowed including no tongue studs, nose rings, eye brow jewelry, and pinna or tragus jewelry.

The School pin is presented to graduating seniors at the pinning ceremony and may only be worn by graduates.

Cosmetics: Any cosmetics used must be minimal and subtly applied. No fragrances of any type are allowed.

Fingernails: No artificial nails, extensions, or **nail polish** is to be worn. Nails for men and women must be short, clean, filed, with cuticles pushed back.

Tattoos: No visible body tattoos are allowed.

Accessories: The following accessories are required for practice. Additional accessories or equipment may be required for a particular course.
1. Bandage scissors
2. Black writing pen and scratch paper or small notepad
3. Water resistant wrist watch with sweep second hand
4. Stethoscope. These may be purchased from a variety of sources such as uniform shops and online vendors.

Gum Chewing: Gum chewing is not allowed in any clinical setting.

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

Uniform Variations for Clinical Settings: As previously stated, the approved uniform and professional dress code applies to all clinical and practicum settings.

Uniform Policy for Simulation Lab
Formal learning experiences in the simulation lab are integrated throughout the nursing program.
Attire worn must support and not disrupt the learning environment while constituting no threat to health or safety. Nursing student uniform with name tag is required at all times in the Simulation Lab.

Revised 2015, 5/11/17

Appalachian State University
Beaver College of Health Sciences
Department of Nursing

Policy for Event Reporting and Form
This document is a student education record protected as confidential under the Family Educational
Rights and Privacy Act.

Event reports are used for the improvement of the quality of patient care and the reduction of any circumstances which might cause or contribute to the event being repeated. When used in this manner, event reports become a tool for the education of the students/faculty and support the facility's 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.

An event is any occurrence that is not consistent with the normal, routine operation of a facility and their policies and procedures, **which may result in or have potential** for injury and/or property damage. This definition includes **near-miss situations**. 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.

This confidential form is to 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 should be submitted to the Chair of the Department of Nursing or the Director of Academic Support and Program Compliance 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) and the Office of General Counsel.

Reviewed September 2016
Revised 5/11/2017

 Forms for this policy are located in the FORMS section of handbook.

APPALACHIAN STATE UNVERSITY
Beaver College of Health Sciences
Department of Nursing

Inclement Weather on Clinical Day Policy

PURPOSE: The purpose of this policy is to establish a centralized, equitable policy for what clinical instructors should do regarding the cancellation or delay of clinical experiences for nursing students in the event of adverse weather conditions. The Department of Nursing follows University policy for on- campus classes.

1. When the University has been closed due to adverse weather conditions all clinical related experiences will also be cancelled.

2. If the determination has not been made regarding the closing of the University by 2 hours prior to the usual start of clinical, the clinical experience will be delayed two hours until the University decision has been made.

   a. On a day that the University has delayed classes, students will leave for clinical at the time that classes resume on campus (for example if the University delays classes until 12 noon, students will leave Boone for clinical at 12 noon). That way, if the delay is extended, students would not already be on the road to clinical.
   b. On a day that the University has not delayed classes but weather is a concern, students will not leave Boone before 7:30 am. This will allow for decisions to be made at a reasonable hour with more information and students will be on the road in daylight.

3. If the University is open, but weather conditions are judged to be adverse by the faculty member either where the faculty member resides or where the clinical experience occurs, the faculty member will consult with the Chair of the Department of Nursing or her/his designee to determine if clinical should be held, delayed, or cancelled. The main priority is the safety of students, faculty, and staff.

4. The decision to delay or cancel clinical should be made as early as possible, prior to the usual departure time for the clinical experience.

5. If there is a decision to cancel clinical or delay the start, the instructor will inform the students by way of email or other communication method established at the beginning of the course. This established communication method for adverse weather is posted on the course syllabus.

6. If there is a decision to cancel clinical or delay the start, the lead instructor for the course should inform the clinical facility at least one hour prior to the usual start of clinical by way of a phone call to the unit.

7. Changes in the weather may require that clinical be suspended. The faculty member will contact the Chair of the Department of Nursing or her/his designee to determine if clinical should be suspended.

8. Any decision to cancel, delay or suspend clinical experiences because of adverse weather must be approved by the Chair of the Department of Nursing or her/his designee. The "Inclement Weather Form related to Clinical Cancellation, Delay or Suspension" must be completed and kept on file in the Department of Nursing as a record. Information and completed forms should be forwarded to the Director of Academic Support and Program Compliance.

9. If possible, clinical will be extended on that day by the same number of hours (start time will be hour one) for up to two hours. The faculty member should confirm that the unit is available.

10. If #9 is not possible, an additional pre-determined number of hours can be added to subsequent days and/or scheduled for make-up day, including weekends as necessary.

Revised 3/3/16, 5/11/17

Forms for this policy are located in the FORMS section of handbook.

RN TO BSN

PROGRAM

Appalachian State University
Beaver College of Health Sciences
Department of Nursing
RN-BSN Program

Admission Requirements

Students must initially be fully admitted to Appalachian State University. Admission decisions for the RN to BSN program are made by the Department of Nursing. To meet the RN-BSN admission requirements, in addition to meeting university admission standards, students must:

- Hold an Associate in Applied Science degree in Nursing, or an Associate Degree in Nursing, from an accredited institution, or a Diploma in Nursing from an accredited hospital nursing program.

- **Hold a current, unrestricted and unencumbered registered nurse (RN) license to practice nursing in North Carolina or a compact state.**

- Have a cumulative GPA of 2.5 on a 4.0 scale calculated over all college coursework (cumulative GPA as calculated by the Department of Nursing).

- Have completed **ALL** lower-division coursework (RN-BSN Required Core, Cognate Courses, elective courses) completed prior to entry to the program.

- Provide documentation of the following to the Department of Nursing prior to the first day of class
  Physical exam
  Safety and Technical Standards form
  Proof of required immunizations, titers and results for Tb testing
  Results of University sanctioned criminal background check and drug/alcohol screen.
  Provide proof of and maintain current BLS CPR certification from the American Heart Association.

- Maintain malpractice/liability insurance through the University.

- Adhere to all policies of the University and the nursing program.

Revised 5/11/2017

Appalachian State University
Beaver College of Health Sciences
Department of Nursing
RN-BSN Program

RN to BSN CURRICULUM

Components of the RN-BSN program

Total semester hours 124. A minimum grade of "C" (2.0) is required in each course. Students must maintain an overall 2.5 GPA in Nursing courses

Required Core (44 SH) The Nursing Required Core is to be completed at a community college or other accredited institution:

a. English Composition (6 SH)
   Two English Composition courses
b. Humanities/Fine Arts (12 SH)
   One literature course required
   One fine arts course required
   Two additional courses from: art, dance, drama, foreign language, music, literature, interdisciplinary humanities, philosophy, and religion.
c. Social/Behavioral Sciences(12 SH)
   One history course
   An introductory course in sociology
   An introductory course in psychology
   An additional course from: anthropology, economics, geography, history, political science, psychology, and sociology
d. Mathematics (6 SH)
   Introductory mathematics course (survey, college algebra, trigonometry, calculus, etc.)
   Introductory statistics course (does not have to be math prefix)
e. Natural Sciences (8 SH)
   Human Anatomy and Physiology with Lab

Nursing Cognate Courses (18 SH)

Nursing cognates (18 SH) are support courses for the major that are required for the BSN degree, and must be completed at a community college or other accredited institution.

Cognate courses required for the RN-BSN program:
1. Human Anatomy & Physiology* - if not taken as part of the Required Core (8 SH)
2. Microbiology with lab (4 SH)
3. Developmental Psychology or Human Growth and Development* - if not taken as part of the Required Core (3 SH)
4. College level Statistics* - if not taken as part of the Required Core (3 SH)

*Courses in the cognate may also count as part of the Required Core, and additional hours needed are made up in General Electives to total the 124 semester hours required for the BSN degree.

Nursing Major Coursework (30 SH)
The following major nursing courses (30 SH) are offered in the RN-BSN program (three courses per term for fall and spring and two courses for the summer term):

1. NUR 3000 Nursing Informatics (3 sh)
2. NUR 3011 Concepts of Professional Nursing (4 sh)
3. NUR 3021 Health Assessment (4 sh)
4. NUR 3031 Nursing Care of Older Adults (3 sh)
5. NUR 4011 Nursing Research (3 sh)
6. NUR 4021 Nursing Care of Communities (4 sh)
7. NUR 4029 Nursing Leadership & Management (4 sh)
8. NUR 4032 Professional Nursing Synthesis (5 sh)

Clinical Hours
Clinical hours in the RN-BSN program are not traditional. They are managed by a variety of class projects in which the student may use their own work setting with permission of the facility's Student Programs Coordinator. The projects will be explained in detail when students are enrolled. **Clinical sites will be located within the state of North Carolina.**

The Department of Nursing has set the following clinical hours for major Nursing courses in the RN-BSN program:

2nd Term of the program
NUR 4021 – 30 clinical related hours

3rd Term of the program
NUR 4032 – 120 clinical related hours

Appalachian Credit Awarded (30 SH)
Students who have successfully completed two terms of the RN-BSN program will be awarded 30 semester hours of Appalachian credit for previous learning and clinical competencies.

Elective Course Requirements (to complete a total of 124 SH)
The BSN degree requires a total of 124 semester hours. If a student would have fewer than 124 hours on record after completing all other degree requirements, the remaining credit hours must be obtained by taking general elective courses that are transferable to Appalachian.

Program Completion
Nursing courses may be completed in three semesters.

Transferring Credit In To Appalachian State University
- The University Registrar has final control over whether courses taken at another institution of higher learning will transfer in to APP STATE. A copy of the previous course syllabus and/or catalog course description must be submitted.
- Nursing courses taken at other institutions will be evaluated by the Chair of the Department of Nursing who will determine if courses taken are equivalent to APP STATE's nursing courses. A copy of the previous course syllabus and/or the course description from the catalog at the former institution must be submitted.

Revised 5/11/2017

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Appalachian State University
Beaver College of Health Sciences
Department of Nursing

RN-BSN Program Grading Policies

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Nursing Program Grading Scale
The particular requirements used in each course for evaluating performance and generation of the course grade are determined by the course instructor. The following grading scale is utilized for all didactic nursing courses. **Grades are not rounded in the Nursing Department.**

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

*A course grade below C (77%) does not satisfy the BSN degree requirements, and will not be accepted for degree completion.

Grading Policies:
There will be an automatic **five percent deduction per day for all late assignments.** Late work incurs a penalty and students should refer to each courses' syllabi for specific instructions.
Students are required to pass all courses with a "C" in order to progress in the nursing program.

Grading Disputes/Resolutions:
If a student believes that the course grade is unfair or inaccurate, the student should first discuss this with the course faculty. If the problem cannot be resolved, the student should then discuss the issue with the Chair of the Department of Nursing. If the issue is still not resolved, the student should refer to the policy and procedure on grievances/appeals found on the on-line Student Handbook for APP STATE and added to this Handbook in the FORMS section.

Revised May, 2015, 5/11/2017

Appalachian State University
Beaver College of Health Sciences
Department of Nursing
Progression in the RN-BSN program

Progression Policy

To progress from one semester to the next in the RN-BSN program, a student must achieve a grade of "C" (77) or higher in each nursing (NUR) course before proceeding to the next semester. If a student receives a grade of "incomplete" for a nursing course, the "incomplete" must be satisfied with a grade of C or higher before a student may progress to the next semester of nursing courses. Students must also maintain a cumulative nursing GPA of at least 2.5 each semester, maintain and unrestricted, unencumbered current license to practice nursing in NC or a compact state, maintain current CPR certification at the healthcare provider level, maintain yearly tuberculosis screening, meet all current health and immunization requirements of the Department of Nursing, maintain malpractice/liability insurance through the University and adhere to all policies of the University, the Nursing Department and the clinical agencies where they are completing clinically based objectives.

Dismissal policy

Students may be sanctioned or dismissed from the University for just cause (see APP STATE University Student Handbook on-line).

Students in both the BSN and the RN-BSN programs may be disciplined or dismissed from the program for any of the following:

Criteria that apply to all students:
1. Failure to achieve a grade of at least "C" (77% or >) in a nursing (NUR) course results in dismissal from the nursing program
2. Physical or emotional problems that interfere with the ability to safely practice nursing and which do not respond to treatment within a reasonable time frame.
3. Use of substances that interfere with the ability to safely practice nursing.
4. Denial of clinical access by the clinical agency based upon review of a criminal background check or other screening outcomes such as the results of a urine drug screen.
5. Violations of clinical agency policies and procedures.
6. Violation of the North Carolina Nurse Practice Act and ANA's *Code of Ethics for Nurses with Interpretive Statements*
7. The engagement of any clinical behavior that is unsafe, unprofessional, and/or unethical behavior that either harms or has the potential to harm the patient.
8. Violations of the Appalachian State University Honor Code.
9. Refusal of the student to comply with policies and procedures of the APP STATE Department of Nursing and/or the clinical agency.
10. Any uncivil action in the classroom, lab, clinical or online setting directed toward patients, family members, significant others, visitors, students, faculty or other healthcare providers.
11. Any act or behavior that threatens the physical, emotional, mental or environmental safety of patients, family members or significant others, visitors, students, faculty or other healthcare providers.

Additional criteria that apply to BSN students:
1. Fails to pass a medication calculation test on the third attempt.
2. Receives a summative grade of "Unsatisfactory" in a clinical nursing course.

3. Fails to achieve a grade of at least "C" (77) in a nursing (NUR) course.
4. Performing actions outside the **student** scope of practice and/or performing actions that they have not been educated or authorized to perform.
5. Accrues excessive absences, tardies or fails to complete clinical learning experiences and related assignments.

Additional criterion that apply to RN-BSN students:
1. Disciplinary action by the NC State Board of Nursing and/or loss of license.

Notification of Dismissal
Students who are dismissed from the program will receive a formal letter of dismissal from the Chair of the Department of Nursing informing them of the dismissal, the reason for dismissal, and eligibility (if applicable) for readmission to the program.

A student is permanently dismissed and NOT eligible for readmission if:
1. Grade of **lower than** C- (74-76.99) in any one nursing course (D+, D, D-, or F)
2. Grade of C- or lower in **more than one** nursing course throughout the nursing program.
3. A student who has already been readmitted one time is not eligible for a second readmission.
4. Continued refusal to comply with policies and procedures of the APP STATE Department of Nursing and/or the clinical agency.
5. A student who has engaged in unsafe nursing practice is not eligible for readmission.

Readmission Policy

There are two situations where a student who has been dismissed from the program is eligible to apply for readmission. This does not guarantee readmission, however, it gives the student a chance to be considered by the nursing faculty for readmission one time.

The situations in which a student is **eligible to request** readmission to the program are:
1. The student received a grade of C- (74-76.99) in one Nursing course one time.
2. A student received a clinical grade of "Unsatisfactory" in one clinical course, one time.

Both situations above, numbers 1 or 2, must represent the student's first and only failing grade in the nursing program. If a student facing one of these situations desires readmission to the nursing program, the following protocol will be followed:

Readmission Procedure
The student who is requesting re-admission must submit a letter of appeal to the Chair of the Department of Nursing within four weeks of notice of dismissal. This letter may be sent by email. This letter should contain the following:
1. Request to be readmitted to the nursing program
2. The student's perception of the factors that led to failure to succeed.
3. A listing of attempts that were made over the semester to improve the grade. (for example, scheduling a test review with the instructor, discussing test-taking strategies with advisor, etc)
4. An outline of specific plans the student has made to remedy the situation so that if allowed re-admission there would be an improved chance for success. (for example, a decision to eliminate working at a part-time job, joining a study group, requesting testing accommodations, etc.)

The Chair of the Department of Nursing will call a meeting of the Admissions Committee to review the request. The following factors will be considered by the Committee when making the decision to recommend readmission:
1. The information in the letter of appeal. For example, what degree of responsibility did the student assume for the failure and what plans for future success did the student suggest? Was there some outstanding co-factor such as a severe illness?
2. Overall GPA in nursing courses
3. Individual grades in nursing courses taken at the same time.

4. Trends or patterns in grades for the student
5. Evaluation of Clinical components of coursework
6. Attempts made by the student over the semester to improve grades
7. Other miscellaneous information.
8. The committee may request an appearance by the student before the committee.

The Admissions Committee will recommend readmission or will recommend the student not be readmitted to the program. This recommendation will be forwarded to the Chair of the Department of Nursing for final approval.

The Chair of the Nursing Department will inform the student in writing of the decision of the Committee with the rationale for that decision. The decision of the Nursing Department is considered final

If a student is readmitted, a developmental plan for success will be formulated by the Admissions Committee for that student. To develop this plan, input from the student's advisor may be sought or the faculty member who taught a course in which the student was unsuccessful. This plan could involve a requirement to audit portions of nursing courses, to maintain a higher GPA than those who have not failed to progress, or to complete focused content review through ATI, etc. The plan will vary depending on the individual situation. The student will be required to agree to the developmental plan and sign an agreement to the plan. This plan will then be forwarded to the Program Director, academic advisor, and faculty mentor. The student will make an appointment with their academic advisor to begin implementation of the plan for success.

If a student is NOT readmitted to the program, a summary of the specific rationale for that decision will be formulated and communicated to the student by the Chair of the Department of Nursing. Students who are not readmitted will be advised regarding options for change of major and directed to proper departments for new advising.

Program Completion
Students who must drop out of the program will be considered for re-entry if
- the student is in good standing in the department
- there is sufficient space;
- permission of the Department Chair is given.

When a student re-enters, if the nursing courses in the student's original curriculum are still offered, the student may continue with these courses. If the curriculum in nursing has changed, the student will be required to take the current nursing courses.

Graduation Requirements
- Completion of 124 semester hours (sh) with 44 semester hours of the nursing required core, 30 semester hours in the nursing major, 18 cognate semester hours, 30 semester hours for prior learning, and two semester hours of free electives outside the major
- The 30 semester hours for prior learning will be awarded in the semester prior to the final semester of study in the nursing major
- Cumulative GPA of 2.0 or higher
- Cumulative GPA of 2.5 in nursing courses
Undergraduate students must complete a minimum of 30 semester hours in residence. The final 30 semester hours must be completed in residence.
- Comprehensive examinations or culminating projects are given at the end of each nursing course.
- The University does not specify time limits for completion of undergraduate degrees.

FORMS

Appalachian State University
Beaver College of Health Sciences
Department of Nursing
Universal Confidentiality Agreement

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, Department 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.

Please check one:
□ BSN student   □ RN-BSN student   □ MSN student   □ Student from other institution
 □ Faculty   □ Staff   □ Visitor

_____
Printed Name

_____
Signature

_____
Date

**DRUG SCREENING AND CRIMINAL BACKGROUND CHECK
ACKNOWLEDGEMENT AND AGREEMENT**

**APPALACHIAN STATE UNIVERSITY EDUCATION PROGRAMS REQUIRING
EXTERNAL HEALTH OR HUMAN SERVICE AGENCIES**

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

20100324 CBC Acknowledgement and Agreement (DTC rev).docx
Reviewed 5/2014(BLK APP STATE Office of General Counsel)
2014CBC_DS Acknowledgement and Agreement.docx

Appalachian STATE UNIVERSITY

Department of Nursing Mandatory   Pre-Admission Physical Exam

APP STATE Box 32151, Boone, NC 28607-2151   828-262-8039

Mail or deliver to above address. Please copy for your records before turning in to nursing office.

Name: _____   **Banner ID #:** _____

PHYSICAL EXAMINATION is to be completed by licensed health care provider.
Please attach any additional documentation regarding any category below to this form.

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

Eye Exam:

Acuity: Right Eye: Near:	Far:	Correction Used:
Left Eye: Near:	Far:	Correction Used:
Ishihara Color Test: Normal	Abnormal	Correct Answers:
Peripheral Vision:		

	Normal	Abnormal
General Appearance		
Skin		
HEENT		
Respiratory		
Cardiovascular		
Abdomen		
Neurological		
Speech		
Motor		
Sensory		
Musculoskeletal		
Muscle Strength		
Gait		
Extremities		
Spine		
Mental Health Status		

Current Meds:_____
_____

MD/DO/NP/PA Signature: _____**Date:** _____
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.
Student Signature: _____ Date: _____

Preadmitphysicalexamform[1].docx 7/13

Appalachian State University
Beaver College of Health Sciences
Department of Nursing
Annual Health, Safety, and Technical Standards Self-Evaluation

This form is to be filled out by current students on an annual and as needed basis

Name		DOB	Date
Address			
City, State, Zip			
Emergency Contact Info	**Name**		**Relationship**
Phone numbers	**Cell**		**Work/Home**

Consistent with Section 504 of the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA), it is the policy of Appalachian State University that no qualified individual with a disability shall be excluded from, denied the benefits of, or be subjected to discrimination in any university program, service or activity. In accordance with Section 504 and the ADA, all applicants for the nursing program must be qualified individuals who are able to meet the essential competency requirements of the program, with or without reasonable accommodations. Essential competencies include the ability to meet the cognitive, affective and psychomotor requirements of the curriculum (i.e., critical thinking, communication, interpersonal skills, mobility, tactile ability, vision, and hearing). The Department of Nursing is committed to providing access to its programs to qualified individuals with disabilities. However, the Department of Nursing is unable to make accommodations that impose an undue burden, present a threat to the health or safety of the individual or others, or fundamentally alter the nature of the curriculum including didactic components, laboratory sessions, and clinical affiliations.

Have there been any changes in your overall health status since your admission physical? □YES □ NO
If yes, please describe in the space below and attach documentation from your healthcare provider.

_____

_____

_____

Are you currently under treatment for any of these identified issues? □ YES □ NO
If yes, please describe in the space below and attach documentation from your healthcare provider.

_____

_____

_____

Have there been any changes in your ability to meet the cognitive, affective and psychomotor requirements of the curriculum as outlined in the Safety and Technical Standards policy (Student Handbook)? □ YES □ NO
If yes, please describe in the space below and attach documentation from your healthcare provider.

_____

_____

_____

Have you had any hospitalizations, injuries or surgeries since your admission physical? □ YES □ NO
If yes, please describe in the space below and attach documentation from your healthcare provider.

_____

_____

_____

To your best knowledge are you currently free from communicable disease(s)? □ YES □ NO
If no, please describe in the space below and attach documentation from your healthcare provider.

_____

_____

Are there any health issues that may prevent you from participating in patient care? □ YES □ NO
If yes, please describe and attach documentation from your healthcare provider.

_____

_____

_____

Do you have any newly identified allergies: □ **Latex** □ **Medications** □ **Foods** □ **Insects** □ **Other**
If yes, please describe:_____

_____

_____

If you have not already done so, please attach documentation of your annual PPD or the annual tuberculosis surveillance questionnaire (previously positive PPD with chest x-ray).

I certify the information contained on this form is true and correct. I am aware that if during the course of the academic year my status should change in any way that would impact my ability to perform in the classroom or clinical setting, I must notify the Appalachian State University Department of Nursing Program Director. I also authorize the release of this information to the Appalachian State University Student Health Services if deemed appropriate.

I understand that misrepresentation or omission of any information will be sufficient grounds for dismissal from the Nursing Program.

_____   _____
Signature   **Date**

Annual Health Evaluation Adopted 2011   reviewed 2014

Appalachian.
STATE UNIVERSITY

Two Step PPD Record
Department of Nursing
828-262-8039

APP STATE Box 32151, Boone, NC 28607-2151
Mail or deliver to above address. Please copy for your records before turning in to nursing office.

Name: _____ **Banner ID #:** _____

TUBERCULOSIS:
Students will complete the 2 step testing.

The section below is to be completed by health care provider.

Step 1
PPD 0.1 ml intermediate strength inject
intradermally in the left arm.
READ IN 48 HOURS.

Date administered: _____
By:_____
Date Read: _____
Results: _____ _____mm

Step 2 (2nd test 1 to 3 weeks later)
PPD 0.1 ml intermediate strength inject
intradermally in the right arm.
READ IN 48 HOURS.

Date administered: _____
By:_____
Date Read: _____
Results: _____ _____mm

Chest x-ray required if Mantoux is positive, yearly for two years after first converting to positive.
Date of x-ray: _____   Absence of active disease: ☐ Yes   ☐ No

Comments:_____

_____

_____

Provider Signature: _____**Date:** _____

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: _____

Appalachian® STATE UNIVERSITY

APP STATE Box 32151, Boone, NC 28607-2151
Please copy for your records before turning in to nursing office.

**Annual and PRN
PPD Record
Department of Nursing**
828-262-8039

Name: _____ **Banner ID #:** _____

TUBERCULOSIS:
Students will complete the 2 step testing on admission and the 1 step testing annually or upon request of the clinical agency.

The section below is to be completed by health care provider.

PPD Testing:
PPD 0.1 ml intermediate strength inject intradermally in the left arm.
READ IN 48 HOURS.

Date administered: _____
By:_____
Date Read: _____
Results: _____ _____mm

Chest x-ray required if Mantoux is positive, yearly for two years after first converting to positive.
Date of x-ray: _____   Absence of active disease: ☐ Yes   ☐ No

Comments:_____

_____

_____

Provider Signature: _____**Date:** _____

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: _____

Appalachian State University
Beaver College of Health Sciences
Department of Nursing
ANNUAL TUBERCULOSIS SURVEILLANCE QUESTIONNAIRE
Risk and Symptom Questionnaire for students with positive TB test results

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: YES   NO
   Africa, Asia, Central America, South America, or Eastern Europe?

2. Have you traveled outside of the USA and lived for more than one month   YES   NO
   in a Africa, Asia, Central America, South America, or Eastern Europe?

3. Do you have a compromised immune system such as from any of the following   YES   NO
   conditions: HIV/AIDS, organ or bone marrow transplantation, diabetes,
   immunosuppressive medications (e.g. Prednisone, Remicade), leukemia, lymphoma
   cancer or the head or neck, gastrectomy or jujeunal bypass, end stage renal disease
   (on dialysis), or silicosis?

4. Have you ever done one of the following: used crack cocaine, injected illegal drugs,   YES   NO
   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?

5. 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"		

** More than three weeks duration and not related to lung disease or infection.

Please provide documentation regarding any questions answered YES:

_____
_____
_____
_____
_____

Have you followed up with your health care provider regarding this: ____YES   ____NO   This information
will be evaluated and you may be required to have a health care provider clearance.
The above information is accurate to the best of my knowledge.

Signature: _____ Date:_____

Reviewed by:
Signature:_____ Date:_____

TB risk symptom_questionnaire.docx

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Appalachian State University
Beaver College of Health Sciences
Department of Nursing
Safety and Technical Standards Document

Name: _____
          Last   First   MI

Mailing Address: _____
                         Street   City   State   Zip Code

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 accommodations) ☐ Yes (without accommodations) ☐ No
   Use this space for explanation should you so desire, or to request a reasonable accommodation which would permit you to perform the procedures described above:
   _____
   _____

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 accommodations) ☐ Yes (without accommodations) ☐ No
   Use this space for explanation should you so desire, or to request a reasonable accommodation which would permit you to perform the procedures described above:
   _____
   _____

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 accommodations) ☐ Yes (without accommodations) ☐ No
   Use this space for explanation should you so desire, or to request a reasonable accommodation which would permit you to perform the procedures described above:
   _____
   _____

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 accommodations) ☐ Yes (without accommodations) ☐ No

Use this space for explanation should you so desire, or to request a reasonable accommodation which would permit you to perform the procedures described above:

_____
_____

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 accommodations) ☐ Yes (without accommodations) ☐ No
Use this space for explanation should you so desire, or to request a reasonable accommodation which would permit you to perform the procedures described above:

_____
_____

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 the 1st birthday and at least 30 days apart are required
Tuberculosis screening requirement: Initial TB screening – 2 separate PPD tests within one year (a.k.a., "two step") or Provider Review if history of positive PPD. Then annual TB screening is required. .
DPT/Td requirement: A series of 3 doses of DPT, DTaP, or Td -- one within past 10 years; one dose Tdap (Adacel or Boosterix) (date must be after vaccine release day of May 2005). TD will be repeated if Tdap is ≥10 years.
Hepatitis B vaccine requirement: A series of 3 vaccines and a positive blood titer is required.
Varicella/Chicken Pox Immunity requirement: If a student has a history of chicken pox disease, a positive blood titer is required. If a student has no history of chicken pox disease, a 2 dose series of vaccine is acceptable.
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 accommodations) ☐ Yes (without accommodations) ☐ No

Use this space for explanation should you so desire, or to request a reasonable accommodation which would permit you to perform all of the functions described above at a level which allows you to process and understand materials which are presented to you (in either a verbal or a written format):

_____
_____
_____

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

If "yes", please indicate below the nature of the accommodation requests. These requests can include, but are not limited to, extended time for examinations, isolated testing environment, or note taker.

_____
_____
_____

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 documentation.

_____

Applicant's Signature   Date

If you have any questions regarding the above questions, please feel free to contact Donna Whitt, Director of Academic Support and Program Compliance at 828-262-8005 or whittdg@appstate.edu

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 BSN or RN-BSN Program at Appalachian State University.**

MD/NP/DO/PA Signature: _____Date: _____

Approved 5/7/2010
Revised 8/4/2011, 10/2014, 2/2016, 5/11/2017
safetechnical_standardshandbook[1].doc
Safetechnical_standardshandbook UPDATED

Appalachian State University
Beaver College of Health Sciences
Nursing Department
Clinical Event Form

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:		
Date:	**Time:** □ AM □ PM	**Facility Name and Address:**

Exact location of event:

Type of Event:
Patient □   Student □   Faculty □   Staff □   Other □ (specify) _____
Witnessed □   Not Witnessed □

Name:	**DOB:**
Address:	**Phone Numbers:**

Student Name:	**Faculty Name:**

Witness(es): use back of form if needed

Name:	Contact Info:
Name:	Contact Info:

Provider(s): use back of form if needed

Name:	Notified: Yes □ No □ Date:	Time:
Name:	Notified: Yes □ No □ Date:	Time:

Description of the Event: (WHO, WHAT, WHEN, WHERE, WHY, HOW)   (use additional paper if needed)

Medication Event: Yes □ No □	**Check all that apply below**	
Wrong Drug- Yes □ No □	Wrong Dose- Yes □ No □	Wrong Route- Yes □ No □
Wrong Time- Yes □ No □	Wrong Patient- Yes □ No □	New Medication Order- Yes □ No □
High Alert Med- Yes □ No □	Misread Order (student)- Yes □ No □	Misread Order (faculty)- Yes □ No □
Transcription Error- Yes □ No □	Abbreviation Error- Yes □ No □	Barcoding Error- Yes □ No □
MAR Misinterpretation- Yes □ No □	Look/Sound Alike Med- Yes □ No □	Crowded med prep area- Yes □ No □
Multiple meds simultaneous prepared- Yes □ No □	Omitted Required Assessment Prior to Administration- Yes □ No □	
Faculty present when med prepared- Yes □ No □	Faculty present when med given- Yes □ No □	
Two unique patient identifiers used- Yes □ No □	Three safety checks omitted- Yes □ No □	
Student competency verified- Yes □ No □	Documentation- Yes □ No □	
OTHER:		

Treatment Management Event: Yes □ No □		Check all that apply below
Wrong treatment- Yes □ No □	Wrong Patient- Yes □ No □	Wrong Time- Yes □ No □
Treatment order verified- Yes □ No □	Treatment order difficult to read- Yes □ No □	
Crowded prep area- Yes □ No □	Wrong supplies/equipment used- Yes □ No □	
Omitted/Incorrect Assessment Prior to Treatment- Yes □ No □	Omitted/Incorrect Assessment Following Treatment- Yes □ No □	
Competency to perform verified- Yes □ No □	First time student performed treatment- Yes □ No □	
Discrepancy between facility policy/procedure and Nursing programs teaching of skill- Yes □ No □		
OTHER:		

Patient Fall Event: Yes □ No □	Check all that apply below
Floor conditions- Clean and smooth □ Slippery or wet □ Other □- describe-	
Identified as at risk for fall- Yes □ No □	Frame of Bed- High □ Low □ Night light- Yes □ No □
Ambulation privilege- □ Unlimited □Limited with assistance □ Complete bedrest □ Other-	
Status of bed rails- □ No □ 1 up □ 2 up □ 3 up □ 4 up	Patient left in bathroom □ on bedpan □ bedside commode □ in any type of chair □
Unlocked wheels on Bed □ Stretcher □ Wheelchair □	
Other restraints (type and extent)	
Were narcotics, analgesics, hypnotics, sedatives, diuretics, antihypertensives or anticonvulsants given during last 4 hours? Yes □ No □	
Drug(s) Dose(s)- Time(s)-	
Other contributing factors:	

Other Safety Management Event: Yes □ No □	Check all that apply below
Patient/Site Identification compromised- Yes □ No □ **Two unique patient identifiers used- Yes □** **No □**	
Describe:	
Patient Hand-off compromised- Yes □ No □	
Describe:	
Bloodborne Pathogens Protocol compromised- Yes □ No □	
Describe:	
Infection Control compromised- Yes □ No □	
Describe:	
Confidentiality/HIPAA breached- Yes □ No □	
Describe:	
Other type event- Yes □ No □	
Describe:	

Persons notified other than physician: include name, date and time notified
Nurse Manager:
Risk Manager:
Department Chair:
Director of Academic Support and Program Compliance:

Additional info from faculty perspective:	**Additional info from student perspective:**

Evaluation/Follow-up: Please circle appropriate category(s) and document action/plan below:	
□Staff discussion □Policy and procedure review □Equipment change □Counseling □Re-education and return demonstration □Disciplinary process □Other_____	
Printed Name and Signature of Faculty Completing Report	**Date:**
Printed Name and Signature of Student	**Date:**

Appalachian State University
Beaver College of Health Sciences
Department of Nursing
Accident or Injury Event Report

Part A: Documentation of Specifics Related to the Event

This report is to be completed legibly, in detail and with factual information by student and faculty member.   Please use additional paper if needed.

1. **Date:**	**Time:**	**Location:**

2. Circle appropriate category for person involved:

Student   Faculty   Staff   Visitor

3. **Name:**	**DOB:**
Address:	**Phone Numbers:**

4. Detailed statement of facts related to event and description of injury if applicable:

5. Causative Factors: Please list and describe any causative or contributing factors

Person

Equipment

Other

6. Description of Immediate Action Taken/Treatment:

7. Witnesses: Please list information below regarding persons observing/involved in the event

Name(s):

Address:

Phone numbers:

Relationship to the event:

8. Notification of Nursing Department and/or Clinical Facility

Name(s) and position of person(s) notified:

Date:	Time:	How notified:	
Printed Name and Signature of Person Completing Report			**Date and Time**
Printed Name and Signature of Person Reviewing Report			**Date and Time**

Part B: Documentation of Investigative Component of the Event

1. Date:	**Time:**

2. Name of person involved in event:

3. Name and credentials of person investigating event:

4. Documentation of calls placed regarding the event:
a. To whom
b. Contact information
c. Synopsis of information gathered

5. Descriptive documentation of interventions and/or treatment:

6. Evaluation/Follow-up: Please circle appropriate category(s) and document action/plan below:
Policy and procedure review   **Counseling**   **Equipment change**   **Staff discussion** **Re-education and return demonstration**   **Disciplinary process**

7. Printed Name and Signature of Person Completing Report	**Date:**

05/11 Event Report for Accident or Injury.docx

APPALACHIAN STATE UNIVERSITY
BEAVER COLLEGE OF HEALTH SCIENCES
DEPARTMENT OF NURSING

INCLEMENT WEATHER FORM
RELATED TO CLINICAL CANCELLATION OR DELAY

Due to adverse weather conditions a determination has been made to cancel or delay the clinical experience for the Appalachian State University student nurses as follows:

Date:

Clinical Agency:

Clinical Instructor:

Clinical Unit:

Normal times of the clinical experience: _____ to_____

Specific reason for cancellation or delay:

Clinical will be cancelled _____

Clinical will be delayed or dismissed early_____
Time clinical started_____ Time clinical ended_____ Hours to be made-up_____

Proposed plans for make-up of the clinical experience:

_____   _____

Signature of Chair of the Department of Nursing   **Date of signature**

Approved by Faculty 2/11/16; revised 2/18/16;Re-approved 3/3/16

Appalachian State University
Final Grade Appeal Form

****

To the student: Before submitting an appeal to the Grade Appeals Committee, you must have

1. discussed the contested grade with the instructor (date _____)
2. appealed to the department chair about the contested grade (date _____)

In addition, you must attach the following to this form:

1. The syllabus for the course in which you received the contested grade
2. All documented grades (graded tests, papers, projects, etc.) that you have
3. A list of all other grades that you know you received in the course and any other factors that may have influenced the grade (e.g., your attendance record).

Remember that the burden of proof in Grade Appeals Committee hearings lies with the student.

Student's Full Name _____

APP STATE Box Number _____   Phone Number _____

Course in which grade is being contested (with number and section) _____

Semester course taken _____ Grade Received _____ Grade you believe you earned_____

Grounds for appealing the grade:

(Continue on back if necessary.)

Student Signature _____ Date filed with Dean's Office _____

The following signatures are necessary only if the student intends to see a Grade Appeals Committee hearing. They signify (1) that the student has discussed the grade in question with the instructor and the appropriate department chair and (2) that the information required for this form, including attachments, is complete.

_____   _____
                Instructor   **Department Chair**

To request a hearing before the Grade Appeals Committee, the student must file this completed form within the first 30 days of the following semester in the Office of the Dean of the college or school in which the grade was assigned.

Suite 112, Anne Belk Hall
APP STATE Box 32158
Boone, NC 28608   **Office of Disability Services**
www.ods.appstate.edu   APPALACHIAN STATE UNIVERSITY

                                                                 828-262-3056 (o) 828-262-7904 (f)

Student Disability Disclosure Form

It is essential that the information on this form is filled out by the student because it is considered in the eligibility determination process. Timely submission of materials is vital for the timely provision of accommodations. Please return this completed form along with proper disability documentation in accordance with university documentation guidelines found at www.ods.appstate.edu. If additional space is needed, please use the back of this form or use additional paper.

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, it is the policy of Appalachian State University that no qualified individual with a disability shall be excluded from, denied the benefits of, or be subjected to discrimination in any APP STATE program, service or activity. The Office of Disability Services (ODS) is the designated University office to determine and coordinate reasonable accommodations.

Name_____ Banner ID _____

Address, City, State, Zip_____

Contact Number_____

Enrollment Date _____Classification: Fr.___ Soph.___ Jr.___ Sr.___ Grad.___

1. What is the nature of the disability you are requesting accommodations for?

2. In your own words, please describe the current impact and functional limitations of the disability:

3. Please describe any accommodations previously used and where:

4. Accommodations requested at Appalachian State University:

ODS sends all communications via APP STATE email.

I give the Office of Disability Services (ODS) permission to consult with medical and mental health professionals at Appalachian State University in order to assist the ODS staff with the evaluation of my medical and/or psychological documentation. I understand that the medical and mental health professionals will keep this information confidential to the extent permitted by law.

Signature_____ Date_____
ODS cannot accept typed or electronic signatur

APPALACHIAN STATE UNIVERSITY
Beaver College of Health Sciences
Department of Nursing
Student Handbook
Student Agreement Form

I, (print name) _____

certify that I have received notification that the academic year 2017-2018 APP STATE Department of Nursing Student Handbook pdf file has been emailed to me. I am also aware that the handbook will be available for review online.

By signing this form I certify that I have read the academic year 2017-2018 APP STATE Department of Nursing Student Handbook and acknowledge that I am responsible for its contents and for adhering to the policies therein.

_____

Signature   **Date**