



GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

School of Nursing

*Undergraduate Nursing
Student Handbook*

For Junior and Senior Students admitted to the Nursing Program

2020-2021

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Welcome to the Nursing Major

Welcome to Georgia College & State University, the College of Health Sciences, and the School of Nursing. At Georgia College, tomorrow's nurses are educated as if lives depended on it! Students are uniquely prepared for nursing through liberal arts integration in the curriculum leading to students' understanding of clients as unique, holistic individuals.

As a student of nursing you will be challenged to acquire the scientific knowledge base and critical thinking skills of the discipline of nursing, internalize the behaviors of a professional nurse, develop technical and decision-making skills, incorporate ethics into your practice, and develop awareness of your own and others' value systems as a context for professionalism. This will require hard work and commitment on your part but will be a remarkable experience you will treasure for a lifetime, resulting in a career that will give you an endless sense of having made a difference in the world.

This will be an incredible journey. We are excited that you have chosen GCSU for that journey and we, the faculty, will do everything we can to support your success as we take the journey alongside you.
~ The Nursing Faculty~

Purpose of the Undergraduate Nursing Student Handbook

This handbook, prepared for undergraduate students admitted to the nursing program, provides specific information about nursing that supplements – but does not replace – the University's Undergraduate Catalog. You are expected to read this handbook, abide by the policies, and be directed by its many features to help you be successful in the nursing major. As a part of your orientation to the BSN program you will be required to take a validation exam that indicates your receipt, review and intent to follow the policies in this handbook.

Georgia Board of Nursing Approval and CCNE Accreditation

The School of Nursing is fully approved by the Georgia Board of Nursing. The BSN program leads to a Bachelor of Science Degree with a major in Nursing. Approval by the GBON means that BSN graduates are eligible to take the NCLEX-RN --- the national licensure examination is required for becoming a Registered Professional Nurse.

The contact information for the Georgia Board of Nursing is:

237 Coliseum Drive
Macon, Georgia 31217
478-207-2440

The baccalaureate degree program in nursing at Georgia College & State University is accredited by the Commission on Collegiate Nursing Education ,655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

School of Nursing Mission, Vision, Philosophy, Concepts

Mission

In concert with the Georgia College liberal arts mission, the School of Nursing is committed to the formation of nurse leaders to engage in evidence-based practice, lifelong learning, and civic participation in a health information intensive environment through the development and mastery of clinical reasoning, professional nursing skills, and values. The BSN program prepares nursing professionals who are life-long learners and have the knowledge and skills to support the healthcare needs of diverse populations.

Vision

The Georgia College School of Nursing aspires to be recognized as a national leader in nursing education. Georgia College nurses will serve at the forefront of the changing healthcare delivery system.

Philosophy

Georgia College's School of Nursing builds the philosophy by defining the basic concepts that comprise the discipline and science of nursing. These concepts are health, nursing, environment, education, and person.

Health

Health is the dynamic integration of the physical, psychological, spiritual, cognitive, and socio-cultural well-being of individuals, families, groups, and communities. The meaning of health varies between individuals and cultures, and is universally accepted as more than being free of disease or infirmity. Health beliefs and practices are impacted by the affordability and accessibility of health care.

Nursing

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response to actual or potential health problems for health promotion, disease prevention, and advocacy in the care of individuals, families, communities, and populations. (American Nurses' Association, 2010a, p. 1)

Environment

The environment is the accumulation of physical, physiological, social, cultural, spiritual, economic, and political conditions that interact with and influence the human experience. The interaction is constant and the environment can be altered to influence health outcomes. Nursing can create and sustain a culture of safety and quality health care that can transform the environment by creating a safe workplace that produces optimal patient outcomes.

Education

Nursing education is an active process where the student develops and masters clinical reasoning, professional nursing skills and values that enable graduates to thrive in a health information intensive environment. The minimal level of education for entry to professional nursing practice occurs at the baccalaureate level and mastery occurs through graduate education and life-long learning.

- *Clinical reasoning is a cognitive process of thinking where data is reviewed and analyzed to improve health outcomes.*
- *Professional nursing skills are developed through integration of theoretical knowledge and guided clinical practice.*
- *Professional nursing values are the consistent demonstration of altruism, autonomy, human dignity, integrity, and social justice.*

Person

Person is a complex, unique, holistic individual with inherent worth and dignity. The meanings a person attaches to life experiences are influenced by the environment, developmental level, group membership, culture, and ethnicity. The person has the power to identify their own life choices.

Approved NFO , last update 4/4/2011

Undergraduate Program Outcomes

1. Provide leadership within the healthcare team to ensure safe, effective, patient-centered care in a variety of settings.
2. Integrate liberal arts foundation, scientific evidence, and clinical reasoning into nursing care delivery for diverse individuals, families, and populations.
3. Incorporate life-long learning, ethical principles, health policy, and professional standards into socially responsible care for individuals, communities and populations.
4. Provide compassionate, competent, holistic nursing care across the lifespan.
5. Demonstrate effective communication through writing, speaking, listening, and using technology necessary for collaboration and quality nursing care.
6. Advocate for improved population health initiatives and systems of health care delivery locally, nationally, and globally.

ANA Code of Ethics for Nurses

All professional nurses are expected to provide ethical care. All students should review the American Nurses Association (ANA) Code of Ethics for Nurses at this link:

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Academic Advising/Mentoring

Students are advised according to the procedure described in the Georgia College & State University Undergraduate Catalog. Students are advised by the professional advisors in the advising center. Additionally, faculty mentors will be available based on the interests of the student, for example, nursing student organizations, undergraduate research, and study abroad activities.

Nursing Policy and Procedure Listing

The policies and forms listed below are located in the Appendix.

Testing Policy #1000

The purpose of this policy is to provide information and guidelines to nursing students regarding testing in the program. See also: missed exam policy

Campus Laboratory Policy & Guidelines Policy #1001

The goal of this policy is to support safety and professional practice in campus laboratory activities.

Dress Code Policy #1002

The Georgia College School of Nursing believes that professionalism begins with appearance and attire. The SON Uniform Policy is formulated to ensure high standards of dress and appearance that represent our university to area hospitals and community settings.

Standard & Transmission-Based Precautions Policy #1003

The purpose of this policy is provide guidelines for the prevention of pathogen transmission in the laboratory and clinical setting. Guidelines for education and post-exposure treatment are also included.

Student Accident/Injury Policy #1004 and form

In the case of a student injury or exposure to blood or body fluids during a nursing clinical experience, the safety and well-being of the student is the first priority. When injury or exposure occurs, the procedures outlined in this policy will be followed.

Substance Abuse-Nursing Students Policy #1005

The purpose of this policy is to assure students are free of impairment from drugs and/or alcohol to allow for an effective learning and provision of safe effective patient/client patient care.

SON Approval Process for Special Projects Policy #1006

Projects that require any form of printing using Georgia College & State University name and/or logo(s) which are undertaken by either faculty group(s) or students group(s) must be approved by the School of Nursing Director and University Communications.

BSN Student Orientation & Onboarding Policy #1101

All students accepted into the School of Nursing BSN program are required to complete the orientation and onboarding process for the program as described in this policy.

Course & Clinical Guidelines Policy #1102

The purpose of this policy is to provide guidelines for students and faculty related to course and clinical experiences.

Student Signatures for Charting Policy #1103

The purpose of this policy is to provide guidelines for pre-licensure students when signing clinical documents in health care facilities.

Clinical Attendance & Absences Policy #1104 and form

This policy provides guidelines for student clinical attendance and absences.

BSN Admission Progression and Dismissal Policy #1107

The School of Nursing (SON) will adhere to a standard process for admission, progression and dismissal from the BSN Program of Georgia College.

Appendix

Georgia College & State University
 College of Health Sciences
 School of Nursing Policies & Procedures

Policy/Procedure Title: Testing Policy	
Policy #1000	Referenced policy: 1102 Course and Clinical Guidelines
Applies to	<input checked="" type="checkbox"/> BSN <input type="checkbox"/> MSN <input type="checkbox"/> DNP <input type="checkbox"/> Faculty
NFO Initial Approval Date: 3/17/2017	Policy Committee Review Dates (every 3 years): 4/3/2020 updates NFO Approved Revision Dates: 9/21/2018; 1/3/2020; 4/3/2020

Policy Statement:

The purpose of this policy is to provide information and guidelines to nursing students regarding testing in the program.

Policy:

This policy provides guidelines to students regarding the administration of exams in the nursing programs.

Procedures:

I. Academic Integrity

Students will adhere to the Student Academic Dishonesty section outlined in the Georgia College & State University Student Handbook.

To ensure exam security, the following procedures will be followed:

- A. Course exams are the property of GCSU and the SON. Computer based tests **may not** be copied in any form or emailed. Removal of exams, or exam content, from the testing site is in violation of the university Honor Code and is associated with penalty accordingly.
- B. Students will leave all personal items at the front of the classroom. Students will be allowed to carry pencils. All watches must be removed and stored with student belongings. A water bottle may be allowed and will be subject to inspection by testing faculty.
- C. An instructor provided calculator or the computer calculator may be used.
- D. Paper for handwritten notes and calculations during the exam will be provided by faculty and turned in at the end of the exam. A standardized form (Appendix A) will be printed on

colored paper and provided by faculty at the start of the exam. If other items are allowed they will be specified by the individual instructor.

- E. Caps or hats with a brim of any kind may not be worn by students during exams.

II. Exam Scheduling

- A. Unit exams in nursing courses are administered at regular intervals during each semester, as indicated in each course calendar. Final exams are administered as scheduled in the Georgia College & State University Academic Calendar.
- B. Students are expected to adhere to the scheduled time for unit and final exams. Requests to take exams at times other than those scheduled must be submitted in writing to the testing lead responsible for the course prior to the day of the exam. The course lead will consult with the course faculty and notify the student of the decision.
- C. Students who have a personal emergency such as illness, death of a family member or a funeral, and will be absent on the day of a scheduled exam must contact the course coordinator prior to the exam. Documentation supporting emergency absence will be required.
- D. Missed exams and late arrival for exams
 - 1. Missed exams are either excused or unexcused. For an excused missed exam, the student must submit the completed form “Clinical Absence/Tardiness/Missed Exam” (Appendix B) within 72 hours of the missed exam to the course lead. Course faculty will review the form and determine if the exam is excused.

An excused medical absence may be taken for the following reasons (adapted from the Family Medical Leave Act provisions at Georgia College –terms and definitions available) as documented by a health care provider:

- 1. The student's own serious health condition or disease which causes the student to be unable to perform the functions of a nursing student.
 - 2. The emergent care or demise of a student’s immediate family member (spouse, son, daughter, or parent [not in-laws]).
 - 3. The birth of a student’s son or daughter.
 - 4. Or, a spouse, son, daughter, or parent being deployed to active duty to the Armed Forces on the date that testing is scheduled. The immediate family member’s official orders will serve as sufficient documentation. Please note that non-active duty military activities (basic training is not considered active-duty time), previously scheduled vacations/travel reservations, and documents that do not include that actual date of testing are not considered viable excuses for missed exams.
2. GCSU policies regarding missed exams by student athletes will be followed. GCSU policies regarding missed exams due to religious holidays will be followed. A pre-approved attendance at an official convention is an excused absence.
3. If a missed exam is excused, the HESI score(s) or final exam grade (see course policies) will be substituted in place of the exam grade. If a missed exam is unexcused, the HESI score(s) or final exam grade (see course policies) will be substituted in place of the exam grade with a 20%

grade penalty. For example, if a student scores 80 on the HESI, the grade for the missed exam will be 64.

4. For courses with multiple HESI exams, such as NRSNG 4665, the average of the two HESI exams will be used to substitute for the missed exam grade. For courses with both a HESI exam and a final exam, such as NRSNG 3440, the final exam grade will be used to substitute for the missed exam grade. Unexcused missed exams will be subject to the 20% grade penalty described in #3.

5. If a student arrives more than 10 minutes after the scheduled time for an exam, the student will not be allowed to enter the classroom or take the exam and the guidelines in # 3 & 4 above will apply to the missed exam. Students who arrive less than 10 minutes late will be able to enter and take the exam, although their exam time will be reduced by the number of minutes the student is late.

III. Exam Administration

A. Course exams will be given on the selected computer testing program approved by the School of Nursing. Currently the approved programs are GeorgiaView and Examsoft.

- B. Once the exam has started, no questions are permitted. Students may record questions on testing form during exam as needed.
- C. Exam grades will be released in GeorgiaView within one week of the exam after faculty review and analysis of item performance.
- D. Standardized testing using HESI® examinations are used throughout the program. The cost of these exams is included in student course fees. Students may be required to purchase retest exams when required.
- E. Some courses may permit outside proctors. Refer to proctor forms specific to each program.

IV. Test Review

- A. Test review provides the student with the opportunity to learn from the testing process. By analyzing how or why a certain conclusion was reached, students have the opportunity to examine their thought processes.
- B. In testing conducted on the computer for the BSN program, test review of incorrect items will immediately follow the testing process. It is the individual student's responsibility to review the rationales provided for each question at the end of the test.

V. Drug Calculation Exams

- A. Drug Calculation Exams are required with many undergraduate courses. These exams may be given using paper/pencil or online.
- B. In order to maintain a minimum level for competent performance, drug calculation exams must be passed with a score of 90%.
- C. Students who do not achieve the required score on the first attempt will have a second attempt to achieve the required score.
- D. Students are responsible for remediating. For test security purposes individual test questions will not be reviewed.
- E. Students are responsible for contacting the course faculty to schedule a second attempt of the exam prior to the first clinical day for the course.
- F. Successful completion of the drug calculation exam must be achieved prior to beginning clinical experiences. Students who do not achieve the required score on the second attempt will not be allowed to continue in the course and will receive a grade of "F" for the course.
- G.

VI. HESI® Examinations

The SON uses HESI® (Health Education Systems Incorporated) testing throughout the curriculum to assess core competencies and benchmarks for the nursing program in an effort for preparation for the NCLEX® exam. All clinical courses have either a custom or specialty exam that counts as a portion of the course grade. Faculty recommend that students achieve a score of 900 or greater. A comprehensive HESI® Exam is used as the Exit Examination for the School of Nursing at GCSU.

The Exit Exam is administered as a course requirement in NRS 4981 – Integrated Clinical Concepts (1-0-1). Two opportunities will be given for students to sit for this exam. Students who fail to receive a sufficient score to make a passing grade in this course must re-enroll during the next term if they have not

failed a previous nursing course. If they have previously failed a nursing course, failure of NRS 4981 will constitute their second failure. **Refer to Course & Clinical Guidelines policy #1102.**

The cost of the HESI® exams are covered through the course fees. Students who fail a course may have to pay additional testing fees. Students will have access to case studies, NCLEX® style practice questions, and remediation materials through the Evolve site. Students will be provided information about accessing these materials during the first week of classes. Students are advised to purchase the *HESI® Comprehensive Review for the NCLEX® RN Examination* to use throughout the program.

Additional fees may be required for HESI® testing if more than one exit exam is needed.

**Georgia College School of Nursing
Clinical Absence/Tardiness/Missed Exam**

Request for excused absence/tardiness must be submitted to the course lead within 72 hours of the missed activity. Faculty will review the form and determine if the absence/tardiness is excused. Refer to policy #1000 Testing Policy and # 1104 Clinical Absence/Tardiness Policy.

Student's Name: _____

Date of Incident/Illness: _____

Course Name: _____

Description of the Incident/illness:

Name of Responsible Professional (medical provider, judge, etc.)

Signature of Responsible Professional*

Date

*If signature is unavailable, attach official document (police report, provider's statement, etc.)

Georgia College & State University
 College of Health Sciences
 School of Nursing Policies & Procedures

Policy/Procedure Title: Campus Laboratory Policy & Guidelines			
Policy #1001			
Applies to	_x_BSN _x_MSN __DNP _x_Faculty		
NFO Initial Approval Date: 11/18/2016	Policy Committee Review Dates (every 3 years): 4/3/2020 NFO Approved Revision Dates: 4/17/2020		

Policy Statement:

The goal of this policy is to support safety and professional practice in campus laboratory activities.

Policy:

- I. Standard & Transmission-based Precautions: Policy #1003 will be followed at all times in the campus laboratory.
- II. All students and faculty will follow the procedures established in this policy to support safety and professional practice.

Procedure:

- I. Use of Needles During Campus Laboratory
 - A. Students may use needles and syringes to practice administering subcutaneous, intradermal, and intramuscular injections **on inanimate objects**. Used needles are to be disposed of in the sharps disposal boxes provided in the lab. Any use of needles or IV catheters on a person (including oneself) is strictly forbidden and is cause for disciplinary action as determined by the Assistant Director of the School of Nursing.
 - B. After verification of skills by clinical instructor and under faculty supervision, students are allowed to administer flu vaccines to fellow student/faculty/staff using sterile syringes and needles. A consent form must be signed by the person receiving the injection before it is given.
 - C. Needles (including IV catheters) are not to be removed from the lab.
- II. Use of Lancets During Campus Laboratory--Students are allowed to perform blood glucose testing on classmates using sterile lancets.
- III. Sharps Disposal

- A. All sharps (needles, lancets, etc.) are to be disposed of in the sharps disposal boxes in the lab.
- B. When a sharps disposal box becomes full, students are expected to lock (snap shut) the container, place it in the area designated by the lab coordinator, and replace it with a new sharps disposal box. The used containers are picked up by Environmental Health & Occupational Safety on a regular basis and disposed of according to OSHA guidelines.
- IV. “Clean” Needle Stick—in the event of a “clean” needle stick, the lab instructor should be notified so that first aid can be provided.
- V. Bloodborne pathogen exposure—in the event of a contaminated needle stick or other sharps injury, blood splash, or other potentially infectious contact with body fluids, wash the site with soap and water and notify the faculty member or preceptor immediately. An Incident/Injury Report (Policy #1004) will be filled out by the instructor and the student will be sent to the nearest Emergency Treatment Center for follow up. Policy #1003 Standard and Transmission-based Precautions will be followed.
- VI. Other Injury: Follow Policy #1004 Incident/Injury Report
- VII. Simulation
 - A. The simulation experience is interactive with manikins and task trainers.
 - B. All equipment is to be handled carefully.
 - C. Manikins are to be treated as if they were living patients.
 - D. No ball point pens, felt tip markers, or Betadine are to be used on the manikins; these will cause permanent staining.
 - E. Any student who is allergic to Latex must wear Latex-free gloves while touching the manikins.
 - F. In order to provide an effective learning experience for future participants, all students must agree to keep their simulation experiences **confidential**. Students may be required to sign a confidentiality agreement before simulation exercises.
- VIII. Simulation experiences and class clinical review/practice labs are considered clinical days. Students are required to adhere to the School of Nursing’s dress code policy, and bring equipment that would be used in the hospital (stethoscope, watch with second hand, etc.).
- IX. Media, Equipment, and Supplies Sign-Out and Return (Milledgeville campus lab):
 - A. A “Nursing Lab Check-Out Log” is available for students and faculty to sign out items.
 - B. The date, name of person, phone number, email address, and description of item(s) checked out must be entered in this log.
 - C. Any item checked out is to be returned in the same condition. If an item is returned damaged, the person responsible must reimburse the lab for damages.
 - D. If the item is not returned by a student by the end of the semester, an academic hold will be placed on the student’s record until the item is returned or the lab is reimbursed at the current market value of the item.

- X. Lab Attendance (undergraduate only):
- A. Students are not allowed in the lab without the presence of a faculty or staff member or Graduate Assistant.
 - B. Students are asked to register each visit outside of scheduled class labs by “swiping in” with their Bobcat card or by entering their 911# on the laptop (kiosk) provided at the desk using the EAB Navigate system. Students are to register under the lab section of the course for which they are coming in to practice (example, NRS 3240L). If the EAB Navigate system is out of service, students must sign their time in and time out on the attendance log provided.
 - C. Regularly scheduled labs that are included in the course calendar do not require a sign-in.
- XI. Maintaining the Nursing Skills Lab:
- A. Students are responsible for placing all trash in trash cans, returning supplies to their proper storage areas or an area designated by their instructor, and returning beds to low position with side rails tucked under (when applicable). Bed linens are to be straightened with hospital corners.
 - B. Eating and drinking (with the exception of water) are **not permitted** in the lab.
 - C. The simulated blood will permanently stain the carpet, therefore reconstituting simulated blood (with distilled water) must be done in the area **without carpet** at the front of the lab. Filling IV bags (for IV arms), removing used IV arm skins, or any other use of simulated blood must also be done in this area.
 - D. When a box of gloves that is mounted on the wall becomes empty, students are to replace the box with size Medium gloves. Other sizes of gloves are placed on tables throughout the lab, and should also be replaced when empty. The lab coordinator will direct the students to where gloves are stored.
 - E. Used dry linen is to be folded and placed back on the linen cart. Used wet linen is to be placed in linen hampers.
 - F. Task trainers (IV arms without blood, NG tube trainers, pelvises, etc.) are to be placed back on wire shelves after use.
 - G. Faculty is responsible for enforcing lab maintenance policies.
 - H. Faculty and/or Graduate Assistants are responsible for turning off high-fidelity manikins and manikins’ computers, turning off lights, and ensuring that doors are closed when leaving the lab (doors lock automatically).
 - I. Guidelines included in Appendix A (Lab Rules) are to be followed while in the nursing lab. These rules will be posted in the nursing lab.

Lab Rules – Appendix A

1. Be polite if you have to wait. The Student Workers and Graduate Assistants are doing their best and will help you as soon as they can.
2. Do not join a group already in progress. Please wait for the instructor to finish with that group.
3. Do not wait until the last day to get checked off. See #1.
4. Make sure you take your personal belongings with you when you leave. Lost and Found is located at the nurse's station. If items are not claimed by the end of the semester, they will be disposed of.
5. Place trash in the trash cans. There are recycling bins for paper in the lab, and recycling bins for paper, plastic, and cans in the hallway outside of the lab.
6. Any wet linen goes into hampers.
7. The only food or drink allowed in the lab is water.
8. Do not leave uncapped needles out. All needles (uncapped and capped) must be disposed of in sharps boxes.
9. IV needles/catheters may be reused for practice unless catheter is broken.
10. Replace sharps boxes when full. Lock full boxes and place them on the floor in the closet next to the main door. New sharps boxes are stored on the wire shelf in the first bay to the right as you enter the lab.
11. Replace glove boxes when empty. Gloves are in the closet next to the main door. The gloves in the glove boxes mounted on the wall are size Medium. Other sizes can be placed on bedside tables.
12. Needles are not to be removed from the lab.
13. Do not attempt any injection or IV start on a person (or allow it on yourself) in the lab or with lab supplies taken from the lab. Supplies in the lab are not medical grade and may cause injury and/or infection.
14. Do not use ballpoint pens near the manikins. The stain that the pens leave is permanent.
15. The Lab Coordinator is unfortunately not available for check-offs, practice, or assistance with the Virtual IV. He/she is working on other responsibilities in the office.
16. Ask before you throw supplies away; many items can be used again.
17. Act professional on clinical days in the lab.
18. Swipe in (or sign in) and out of the lab truthfully.
19. Bring something to read/study in case you have to wait.

20. Place backpacks out of the way of traffic. Do not place backpacks up against any door – including the cabinets in the front of the lab. Access to offices, cabinets, and closets must remain available at all times.
21. Mini-iPads are to be checked for updates (Apple or Exemplify) **daily**. The Graduate Assistant on duty will provide the key to the charging stations for you.
22. Always follow our standard procedures located in the lab books at the nurse's station. Consistency in skills/procedures is essential.

Georgia College & State University
 College of Health Sciences
 School of Nursing Policies & Procedures

Policy/Procedure Title: Dress Code			
Policy # 1002			
Applies to	✓ BSN ✓ RNBSN ✓ MSN ✓ DNP __ Faculty		
NFO Initial Approval Date: pre-2016	Policy Committee Review Dates (every 3 years): 4/4/2020 NFO Approved Revision Dates: 8/10/2016; 4/17/2020		

Policy Statement:

The Georgia College School of Nursing believes that professionalism begins with appearance and attire. The SON Uniform Policy is formulated to ensure high standards of dress and appearance that represent our university to area hospitals and community settings. The values of asepsis, client safety, and client sensitivity are also incorporated into the policy. Faculty reserve the right to ask a student to leave the clinical area if appearance is not in keeping with the SON Uniform Policy. Students who do not conform to the dress code policy and are asked to leave the clinical learning experience will receive an **Unsatisfactory** for that clinical learning experience. This policy applies to all SON programs.

Clinical Settings. The uniform must be worn on days in which you are in the clinical area unless faculty specifies otherwise. The uniform regulations outlined in the Dress Code Guidelines apply to most clinical settings. However, clinical practice dress codes may vary among clinical facilities/sites. Students are expected to adhere to any requirements specific to a particular clinical site. Requirements specific to individual course experiences will be reviewed by faculty coordinators of those courses and will be presented in writing in the course syllabus. Uniforms are only to be worn in clinical areas, simulation labs, campus labs or designated community events, such as health fairs.

Dress Code Guidelines:

1. The official uniform for the School of Nursing must be purchased from the GC Student Book Store:

- Navy scrub top with GC SON logo
- Navy scrub pants
- Community Shirt - green polo with GC logo
- Khaki pants
- A white scrub jacket (may be worn for warmth on the clinical unit).
- A long sleeved white thigh length lab coat (may be worn on the clinical unit for warmth).
- White, dark navy or black leather (or comparable material) professional shoes and white, dark navy or black socks that cover the ankle will be worn with the uniform. No open back/open toe clogs. Shoes should be clean and in good repair.

2. Nametags

- Students must wear a GC issued photo identification nametag in clinical/research settings. Name tags and any facility specific ID badges must be visible at all times and should be worn on the anterior, upper aspect of the scrub top or on the lapel of a scrub jacket (not on pants, lower pockets of scrubs, etc).
- GC Nursing Photo Identification Nametags are purchased from the Bobcat office.

3. For some clinical placements, students do not wear the SON clinical or community uniform, but are expected to adhere to clinical placement and/or faculty requirements. During these times the course faculty may require that you dress in Professional Business Attire or provide other course specific instructions that are detailed in the course syllabus. You will always wear your name tag.

Professional Business Attire.

- Suit or jacket and pants/ skirt (skirt knee length or below); tailored dress
- Blouse/Shirt
- Shoes – comfortable, closed toe dress shoes; coordinate with attire, clean and shined
- Stockings or socks – to complement attire
- Jewelry (if applicable) – simple and in good taste
- Tie (if applicable) – in good taste to fit the occasion and complement the outfit
- Belt (if applicable) – coordinate with shoes and suit

Inappropriate Attire: T-shirts, tank tops, denim, shorts, skirts more than 2” above the knee, tight fitting or suggestive clothing, flip flops, cloth or canvas sneakers, sandals, athletic wear including hoodies, leggings, bare midriffs or low-cut garments (low-cut necklines or low-rise pants), should not be worn to any clinical placement. With clinical uniforms, professional, or casual business attire, make-up should be moderate and fragrance (perfume or cologne) should not be used. All clothing should be clean and in good repair. Students must follow the dress code of the facility when the facility has more restrictions. Students will be asked to leave the clinical site if faculty or facility personnel have determined the attire is not appropriate.

• **Accessories**

- Jewelry restricted to one ring (single band with no stones) and no more than one pair of small earrings in the ear lobe. No large or dangling earrings should be worn in the clinical area or lab settings. For any additional ear piercing or any additional facial piercing (including nose rings), only a 2 mm or less in diameter flesh-colored or clear stud will be allowed to be worn in the clinical/simulation setting.
- Necklaces should not be visible.
- One watch with second hand is required.
- No other visible body jewelry.
- Facility tattoo policies will be followed. In the laboratory setting, tattoos should not be visible above the collar of the shirt and should not be offensive.
- Avoid all heavily scented products (e.g. soaps, perfumes, after shaves, deodorants, hair grooming items, laundry products, etc).
- Cosmetics should be used in a conservative manner. Extreme make-up is not accepted.

• **Hair and Nails**

- Hair is to be worn off the face and should be neat, clean, and brushed. If your hair is longer than shoulder length, it should be tied back and secured so as not to fall onto the patient, or clean/sterile fields when bending over to provide care. Extreme hair styles and hair colors are not acceptable. Hair should be natural hair color. Any hair accessories (bows, extensions, etc) worn should be appropriate for a professional environment. Headbands if worn should be only navy, black, or white in color. Head coverings will follow facility policy.
 - Nails should be clean and neatly trimmed. Nail length should not exceed ¼ inch beyond fingertip. No nail polish (including gel or SNS powder) is permitted (see CDC Guidelines).
 - Artificial nails are not permitted in the clinical setting.
 - False eyelashes are not permitted in the clinical setting.
 - Male students should be clean shaven or have neatly trimmed beards or moustache. Students with facial hair may be asked to wear a beard/mustache cover and comply with facility policies.
- **Other**
 - A sleeved or sleeveless white or navy colored fitted t-shirt (undershirt) may be worn under the uniform.
 - In addition to the requirements listed above, students must comply with any dress code policies for nurses set by the clinical facility in which students are participating in a clinical experience.
 - Gum chewing is not permitted in any clinical setting, including campus lab(s).
 - Cleanliness is an essential part of providing professional care to clients. Attention to personal hygiene and a clean, unwrinkled appearance are required. Daily showers/baths and the use of deodorant is required. Clothing should be free of odor. It is the right of patients to be cared for by staff who maintain high standards of personal hygiene and a related right of colleagues to expect a non-offensive and hypo-allergenic work environment.
 - **Laundering**
After each clinical experience, any clothing worn during direct patient care or that comes in contact with the patient's environment should be laundered using a hot water wash cycle followed by a complete cycle in the dryer. Please refer to the guidelines defined by the International Society for Infectious Diseases (http://isid.org/wp-content/uploads/2018/04/ISID_InfectionControl_Chapter60.pdf).

Graduate Students

1. Uniforms. All graduate students in the clinical arena for the academic purposes of fulfilling clinical precepting assignments or conducting research must be identified as a School of Nursing student by displaying a GC issued photo identification nametag. During these activities, students are considered individual representatives of the School; therefore the students' dress and behavior should reflect that professional level of responsibility. The clinical preceptor, mentor or policies of the clinical facility in which the academic activity is being conducted shall designate specific attire.

2. Nametags. Graduate students engaged in clinical practice or research activities must wear a nametag as identification in all clinical/research settings. Nametags are be purchased at Bobcat office.

Georgia College & State University
 College of Health Sciences
 School of Nursing Policies & Procedures

Policy/Procedure Title: Standard & Transmission-Based Precautions			
Policy #	1003		
Applies to	<input type="checkbox"/> _x_BSN <input type="checkbox"/> _x_RNBSN <input type="checkbox"/> _x_MSN <input type="checkbox"/> _x_DNP <input type="checkbox"/> _x_Faculty		
NFO Initial Approval Date:	Policy Committee Review Dates (every 3 years): <hr/>		
11/18/2016	NFO Approved Revision Dates:		

Policy Statement:

The purpose of this policy is provide guidelines for the prevention of pathogen transmission in the laboratory and clinical setting. Guidelines for education and post-exposure treatment are also included.

Policy:

All faculty and students are responsible for understanding and following rules and regulations related to standard and transmission based precautions. The policy follows guidelines from the Centers for Disease Control (CDC) and the Occupational Safety & Health Administration (OSHA).

Procedure:

- I. **Background:** The CDC guidelines for preventing blood-borne pathogen transmission in health care settings were renamed “Standard Precautions” in 1999. The World Health Organization (WHO), also supports the CDC Standard Precautions guidelines, although OSHA still uses “Universal Precautions” in its terminology. For compliance with OSHA Standards, the use of either Universal Precautions or Standard Precautions are acceptable. (OSHA, 2016).
- II. **Standard Precautions:**
 - A. The CDC defines Standard Precautions as “**A set of precautions designed to prevent transmission of HIV, Hepatitis B virus (HBV), and other blood borne pathogens when providing first aid or health care. Under standard precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other blood borne pathogens**”.
 - B. Standard precautions are meant to reduce the risk of transmission of blood borne and other pathogens from both recognized and unrecognized sources of infection.

- C. Standard precautions are the basic level of infection control precautions which are to be used, **as a minimum**, in the care of all patients (WHO, 2007).
- D. The CDC recommends **Standard Precautions** for the care of all patients, regardless of their diagnosis or presumed infection status.
- E. Standard Precautions apply to:
 - 1. Blood
 - 2. All body fluids
 - 3. Secretions, and excretions, *except sweat*, regardless of whether or not they contain visible blood
 - 4. Non-intact skin
 - 5. Mucous membranes.
- F. Standard precautions should be used with:
 - 1. Blood
 - 2. Semen and vaginal secretions
 - 3. Cerebrospinal fluid (found in the spine)
 - 4. Synovial fluid (found in joints)
 - 5. Pleural fluid (found in lungs)
 - 6. Peritoneal fluid (found in abdominal cavity)
 - 7. Pericardial fluid (found in heart “sac”)
 - 8. Amniotic fluid (pregnancy)
- G. Standard precautions are not required with the following body fluids (unless visible blood is seen):
 - 1. Feces (stool)
 - 2. Nasal secretions
 - 3. Sputum
 - 4. Sweat
 - 5. Tears
 - 6. Urine
 - 7. Vomitus
- H. Standard precautions include:
 - 1. Hand hygiene
 - 2. Use of personal protective equipment (e.g., gloves, gowns, masks)
 - 3. Safe injection practices
 - 4. Safe handling of potentially contaminated equipment or surfaces in the patient environment, and
 - 5. Respiratory hygiene/cough etiquette.

III. **Transmission Based Precautions:**

- A. Transmission-Based Precautions are used for patients with known or suspected to be infected or colonized with epidemiologically important pathogens that can be transmitted by airborne or droplet transmission or by contact with dry skin or contaminated surfaces. These precautions should be used in addition to standard precautions.
- B. Transmission-Based Precautions are recommended to provide additional protection beyond Standard Precautions to interrupt transmission of pathogens in hospitals.

C. Transmission-based precautions include:

1. **Airborne Precautions & Cough Etiquette** used for infections spread in small particles in the air such as chicken pox.
2. **Droplet Precautions** used for infections spread in large droplets by coughing, talking, or sneezing such as influenza.
3. **Contact Precautions** used for infections spread by skin to skin contact or contact with other surfaces such as herpes simplex virus.
4. Airborne Precautions, Droplet Precautions, and Contact Precautions may be combined, along with Standard Precautions, for diseases that have multiple routes of transmission.

IV. **Standard & Transmission Based Precaution Education:**

A. All students and faculty will complete online training before any laboratory or clinical learning experience. The components of this training are included in the procedure section.

B. Education: Standard & Transmission-based education will include

1. Review of the SON policy on Standard & Transmission-based Precautions
2. Review CDC's Guide to Infection Prevention for Outpatient Settings: Minimum Expectations for Safe Care at:
<http://www.cdc.gov/HAI/settings/outpatient/outpatient-care-guidelines.html>
3. USG training modules are located at this link:
<http://www.usg.edu/facilities/resources/training/>
 - a) Right-To-Know Basic Awareness
 - b) Bloodborne Pathogens
 - i. Students will submit the "Certificates of Training Completion" for these USG training modules to the assignment box in the Foundations of Nursing Practice course during their first semester in the nursing program.
4. Students engaged in learning experiences in partner facilities will complete the required training for each facility. Both the policies of the facility and of GCSU will be followed.

V. **Guidelines for Pathogen Exposure:**

A. In the event of a contaminated needle stick, lancet stick, other sharps injury, blood splash or other potentially infectious contact with body fluids during a clinical education experience on or off campus,

1. wash the site with soap and water and
2. notify the faculty member or preceptor immediately.
3. The student will be sent to the nearest Emergency Treatment Center for follow-up.
4. Post-exposure prophylaxis shall be offered to students through the agency designated for post-exposure and care according to U.S. Public Health Service Guidelines.
5. Students are required to have health insurance coverage for such follow-ups.

6. Neither the clinical agency nor the University or their personnel are liable for the student's health care.
7. The latest guidelines may be found at:
<https://stacks.cdc.gov/view/cdc/38856>
8. Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post-exposure Prophylaxis (2016) at:
<https://stacks.cdc.gov/view/cdc/38856>
9. Students are encouraged to make an appointment for counseling in Counseling Services as desired to help in dealing with concern of exposure.
10. Students are encouraged to use the following resources for information regarding post-exposure care and prophylaxis:
 - a) Exposure to Blood: What Healthcare Personnel Need to Know (2003) published by the CDC and available at:
http://www.cdc.gov/HAI/pdfs/bbp/Exp_to_Blood.pdf
 - b) PEPLine – National Clinicians' Post-exposure Prophylaxis Hotline at 1-888-HIV-4911
 - c) Link to OSHA regulation regarding blood borne pathogens:
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10051
11. Follow facility policy for occurrence reporting.
12. Follow Policy # 1004, Student Accident and Injury, and complete the corresponding form. The form should be submitted to the SON Director within 24 hours of the event.

Evidence-Based References

CDC, 2016. 2007 Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings [3 MB PDF, 225 pages]. Centers for Disease Control and Prevention (CDC), (2007).

CDC 2016. Needlesticks, sharps, and injuries.

CDC, 2016. 2007 Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings [3 MB PDF, 225 pages]. Centers for Disease Control and Prevention (CDC), (2007).

OSHA Universal Precautions & Blood Borne Pathogens, 2016
Retrieved 8/31/16

World Health Organization Standard Precautions in Health Care, 2016.
http://www.who.int/csr/resources/publications/EPR_AM2_E7.pdf Retrieved 8/31/16

WHO Glove Use Leaflet, 2016

Guidelines for Standard & Transmission-Based Precautions

The following measures for preventing blood -borne pathogen transmission in health care settings are recommended by the Center for Disease Control and Prevention.

- I. Use of blood and body fluid precautions for all patients, since medical history and examination cannot reliably identify all patients infected with HIV and other fluid or blood-borne pathogens. This is accomplished through the process of **Personal Protective Equipment (PPE)**. **ASSESS THE RISK** of exposure to body substances or contaminated surfaces **BEFORE** any health-care activity. **Make this a routine!**
 - A. Select PPE based on the assessment of risk:
 1. Clean non-sterile gloves
 2. Clean, non-sterile fluid-resistant gown
 3. Mask and eye protection or a face shield.
 - B. Single use disposable gloves should be worn when it is likely you could come in contact with blood or body fluids, assisting with personal care of patient, when frank (visible) blood is present, when caregiver has broken areas of skin, and when cleaning up blood spills or body fluids.
 - C. Use resuscitation devices, when available, instead of direct mouth to mouth resuscitation
 - D. Use special precautions during pre-hospital and emergency care since the risk of blood exposure to health care workers is increased and the infection status of the patient is usually unknown.
- II. **Hand Hygiene Guidelines:**
 - A. Perform hand hygiene by means of hand rubbing or hand washing.
 - B. Perform hand washing with soap and water if hands are visibly soiled, or exposure to spore-forming organisms is proven or strongly suspected, or after using the restroom. Otherwise, if resources permit, perform hand rubbing with an alcohol-based preparation.
 - C. Ensure availability of hand-washing facilities with clean running water.
 - D. Ensure availability of hand hygiene products (clean water, soap, single use clean towels, alcohol-based hand rub). Alcohol-based hand rubs should ideally be available at the point of care.
 - E. Summary Technique:

Hand washing (40–60 sec): wet hands and apply soap; rub all surfaces; rinse hands and dry thoroughly with a single use towel; use towel to turn off faucet.

Hand rubbing (20–30 sec): apply enough product to cover all areas of the hands; rub hands until dry. Using a circular motion, wash between fingers, palmer and dorsal (back of) surfaces, & wrists.
 - F. Summary Indications:
 1. Before and after any direct patient contact and between patients, whether or not gloves are worn.
 2. Immediately after gloves are removed.
 3. Before handling an invasive device.

4. After touching blood, body fluids, secretions, excretions, non-intact skin, and contaminated items, even if gloves are worn.
5. During patient care, when moving from a contaminated to a clean body site of the patient.
6. After contact with inanimate objects in the immediate vicinity of the patient.

III. **Barrier protection** should be used at all times to prevent skin and mucous membrane contamination with blood, body fluids containing visible blood, or other body fluids. Barrier protection should be used with ALL tissues. The type of barrier protection used should be appropriate for the type of procedures being performed and the type of exposure anticipated. Examples of barrier protection include disposable lab coats, gloves, and eye and face protection.

IV. **Gloves** are to be worn when there is potential for hand or skin contact with blood, other potentially infectious material, or items and surfaces contaminated with these materials

1. Wash hands prior to donning gloves.
2. Do not reuse gloves.
3. Remove gloves prior to touching non-contaminated objects.
4. Glove Removal Technique:
 - ▶ Pinch palm of glove on one hand and pull glove down and off fingers.
 - ▶ Form glove into a ball and place in palm of gloved hand.
 - ▶ Insert (2) fingers of ungloved hand under inside rim of gloved hand. Push glove inside out, down over fingers and around balled up glove.
 - ▶ Grasp inside out gloves and discard into plastic bag, seal bag.
 - ▶ Wash hands.

V. **Protective body clothing** (appropriate for risk laboratory coats) is worn to protect skin and prevent soiling of clothing during activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions. Remove soiled gown as soon as possible, and perform hand hygiene.

VI. **Respiratory hygiene and cough etiquette:** Persons with respiratory symptoms should cover their nose and mouth when coughing/sneezing with tissue or mask, dispose of used tissues and masks, and perform hand hygiene after contact with respiratory secretions.

VII. **Implications for health-care facilities**

- A. Place acute febrile respiratory symptomatic patients at least 1 meter (3 feet) away from others in common waiting areas, if possible.
- B. Post visual alerts at the entrance to health-care facilities instructing persons with respiratory symptoms to practice respiratory hygiene/cough etiquette.
- C. Consider making hand hygiene resources, tissues and masks available in common areas and areas used for the evaluation of patients with respiratory illnesses.
- D. Use adequate procedures for the routine cleaning and disinfection of environmental and other frequently touched surfaces.
- E. Handle, transport, and process used linen in a manner which:
 1. Prevents skin and mucous membrane exposures and contamination of clothing.
 2. Avoids transfer of pathogens to other patients and or the environment.
- F. Waste Disposal:

1. Ensure safe waste management.
2. Treat waste contaminated with blood, body fluids, secretions and excretions as clinical waste, in accordance with local regulations.
3. Human tissues and laboratory waste that is directly associated with specimen processing should also be treated as clinical waste.
4. Discard single use items properly.

G. Patient Care Equipment

1. Handle equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of pathogens to other patients or the environment.
2. Clean, disinfect, and reprocess reusable equipment appropriately before use with another patient.

VIII. **Prevention** of needle stick and injuries from other sharp instruments:

A. Use Care When:

1. Handling needles, scalpels, and other sharp instruments or devices. Do not recap needles. Use sharps disposal appropriately.
2. Cleaning used instruments.
3. Disposing of used needles and other sharp instruments.

Georgia College & State University
 College of Health Sciences
 School of Nursing Policies & Procedures

Policy/Procedure Title: Student Accident/Injury Policy			
Policy # 1004	Related policies:		
Applies to	<input checked="" type="checkbox"/> BSN <input checked="" type="checkbox"/> RNBSN <input checked="" type="checkbox"/> MSN <input checked="" type="checkbox"/> DNP <input type="checkbox"/> Faculty		
NFO Initial Approval Date:	Policy Committee Review Dates (every 3 years): 3/1/2019 NFO Approved Revision Dates: Fall 2011; 3 15 2019		

Policy Statement:

In the case of a student injury or exposure to blood or body fluids during a nursing clinical experience, the safety and well-being of the student is the first priority. When injury or exposure occurs, the procedures outlined in this policy will be followed.

Procedures:

The student must **IMMEDIATELY** notify the faculty member or clinical preceptor responsible for the clinical learning experience. If the student is working with a preceptor, the clinical instructor will be notified as soon as possible.

The policies of the clinical institution will be followed. The student should receive the same kind of assessment and care that an employee of the agency would under the circumstances. If the student has sustained a serious injury or has been exposed to blood, body fluids, or hazardous materials, then time is of the utmost importance and the student should receive prompt evaluation from a qualified health care provider (for example, an emergency department or health department). Students exposed to blood or body fluids should be evaluated as soon as possible. **All students are required to carry personal health and medical insurance to cover the cost of treatment. The student is responsible for the cost of treatment.**

A GCSU School of Nursing Incident/Injury report is to be completed by the student and faculty member as soon as possible after the incident. The faculty member will notify the Assistant Director of the School of Nursing as soon as possible. The clinical agency may request that an incident report be completed there as well.

The College of Health Sciences assumes no responsibility for the risks of exposure.

Additional Procedures for Blood Borne Pathogen Exposure:

Needle sticks, blood splashes and sharps injuries require immediate attention. If you have an injury which may have exposed you to blood or body fluids, take the following steps:

1. Immediately wash the area with soap and water. In case of splash into eyes, remove contact lens (if worn) and flush with copious amount of water.
2. Notify clinical instructor or preceptor immediately (reporting exposure will not negatively influence clinical evaluation or course grade).
3. Identify source patient and initiate injury -reporting system in agency.
4. Report to health department, emergency department or other unit designated by agency for post-exposure assessment and care. Follow the policy of the clinical agency.
5. Document exposure and care in detail. Notify the Assistant Director of the SON within 24 hours.
6. Submit the GCSU injury/accident report to the Assistant Director of Nursing's office with two (2) days after incident. This report is required even if an incident report was completed by the clinical agency.
7. Make an appointment for free counseling in Student Health Services as desired to help in dealing with concerns of exposure.

**GCSU School of Nursing
Incident/Injury Report**

Complete the following information and return this to the Assistant Director of the School of Nursing. This form is to be completed by the student and/or faculty member as soon as possible after an injury. **Do not use patient name on this form.**

Student Name: _____

Date of Incident: _____ Time of incident: _____

Clinical Agency: _____

Location of Agency: _____

Instructor/Preceptor: _____

Course: _____

Involved Agency Personnel/Witness:

Name: _____ Work Address: _____

Telephone #: _____

Check the type of incident: _____ Needle stick injury* _____ Exposure to blood/body fluid*
_____ Other

Note: For a needle stick injury or exposure to blood or body fluids, the faculty is to notify the Director's office of the incident within 24 hours.

Narrative Description of Incident: (Facts only. Omit opinions).

Description of Action Taken:

Date: _____ Time Treated _____ Attending Physician: _____

Summary of Treatment Measures: _____

*Prophylactic meds given within 2 hours: _____

Baseline lab work done: _____

Referral for follow-up: _____

Patient's HIV status known: ڤ seY ڤ No

Patient's Hepatitis B status known: ڤ seY ڤ No

Agency incident report completed : ڤ seY ڤ No

An oral report of injury was given to: _____

Date Time

Student Signature Date

Faculty Signature Date

Georgia College & State University
 College of Health Sciences
 School of Nursing Policies & Procedures

Policy/Procedure Title: Substance Abuse- Nursing Students			
Policy # 1005	Related policies:		
Applies to	<input type="checkbox"/> _x_BSN <input type="checkbox"/> _x_MSN <input checked="" type="checkbox"/> _x_DNP <input type="checkbox"/> _x_Faculty		
NFO Initial Approval Date: Historical pre 2016	Policy Committee Review Dates (every 3 years): 2018;2019 NFO Approved Revision Dates:		

Policy Statement:

Students are expected to be present for all class, lab and clinical activities in a physical and mental state which is free of impairment due to drugs and/or alcohol.

Purpose:

To assure students are free of impairment from drugs and/or alcohol to allow for an effective learning and provision of safe effective patient/client patient care.

Procedures:

1. A student who reports to class, lab or clinical and is suspected to be under the influence of drugs/alcohol will not be allowed to remain in the setting.
2. An abuse substance screen may be required at the expense of the student at the request of the clinical instructor or the student.
3. The student will be directed to meet with his/her advisor.
4. The incident should be referred to SON Administration for further evaluation and action.

Related Policies:

The University has a policy on substance abuse in the GCSU “Bobcat” Student Handbook. In accordance with this policy, the Nursing Program has adopted the above policy for nursing students.

Georgia College & State University
College of Health Sciences
School of Nursing Policies & Procedures

Policy/Procedure Title: SON Approval Process for Special Projects	
Policy # 1006	Related policies:
Applies to	xBSN xMSN xDNP xFaculty
NFO Initial Approval Date: 10/2016	Policy Committee Review Dates (every 3 years): 2/26/16, 10/19/16,3/6/2020 NFO Approved Revision Dates:

Policy Statement:

Projects that require any form of printing using Georgia College & State University name and/or logo(s) which are undertaken by either faculty group(s) or students group(s) must be approved by the School of Nursing Director and University Communications.

Procedure:

Any project undertaken by either faculty groups or students groups that will involve use of the Georgia College & State University name and/or logo(s) should complete the following steps prior to beginning the project.

1. Complete the request form and submit to the School of Nursing Director. The following information will be provided:
 - a. Brief description of the project.
 - i. What is the purpose of the project?
 - ii. Will money be collected in association with this project? If money is collected, who will collect the money?
 - iii. Is there a special funds account set up to handle the money?
 - b. Attach the artwork for the project for review by the SON Director and Communications.
2. Once approval from both SON Director and Communications is received, the project can be implemented.

Georgia College & State University
College of Health Sciences
School of Nursing Policies & Procedures

Policy/Procedure Title: BSN Student Orientation & Onboarding Process	
Policy #1101	Related policies:
Applies to	_x_BSN _MSN _DNP _Faculty
NFO Initial Approval Date: 11/18/2016	Policy Committee Review Dates (every 3 years): 4/4/2020 NFO Approved Revision Dates: 4/17/2020

Policy Statement:

The purpose of this policy is to guide the onboarding process and identify onboarding requirements for undergraduate BSN students.

Policy:

All students accepted into the School of Nursing BSN program are required to complete the orientation and onboarding process for the program as described in this policy.

Procedure:

- I. Newly accepted students
 - A. Accepted students will receive an invitation to Cohort Orientation with their program acceptance. Orientation is required. Students unable to attend orientation must contact the nursing administrative assistant in writing to arrange a make-up session. Online sessions are available for students who are not in close proximity to campus.
 - B. Orientation will include:
 1. Clinical requirements and orientation to Nightingale BSN site
 2. Discussion of equipment, uniforms, textbooks and resources
 3. Location of Student Handbook and Student Handbook Receipt
 4. GCSU forms to include:
 - a. Release of Medical Records for facilities
 - b. Student Applied Learning Experience Agreement
 - c. HESI Confidentiality Agreement
 - d. Core Performance Standards (see section II)

- C. Clinical requirements include:
1. Annual Physical Exam
 2. Immunization Requirements
 3. T-SPOT®
 4. Annual Flu Vaccination
 5. Background and Urine Drug Screening
 6. Basic Life Support for Health Care Providers (CPR training) through the American Heart Association
 7. Specific Facility Educational Requirements for orientation
- D. At orientation, students will be given a due date for clinical requirements. Completion of these requirements by the due date is a condition of acceptance. Students who do not complete these requirements by the due date may lose their acceptance to the program.
- E. Clinical documents are available at the Nightingale BSN site in GaView. The clinical document checklist and printed forms must be delivered in person by the due date to the **Clinical Coordinator for Undergraduate Programs**. The Clinical Coordinator will verify documents in the presence of the student and notify the student of missing requirements. All orientation exams included in the Nightingale BSN Orientation module must be completed with a score of 100 by the due date for clinical documents.

II. Core Performance Standards

Students are required to meet and sign core performance standards verification after acceptance to the program. Students who are unable to meet core performance standards should contact disability services and seek accommodations. Students that do not receive accommodations and cannot meet the core performance standards may not be successful in the program. Core performance standards are found at <https://www.sreb.org/publication/americans-disabilities-act>.

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	Identification of cause/effect relationships in clinical situations Use of the scientific method in the development of patient care plans Evaluation of the effectiveness of nursing interventions
Professional	Interpersonal skills	Establishment of rapport with

Relationships	sufficient for professional interactions with a diverse population of individuals, families and groups	patients/clients and colleagues Capacity to engage in successful conflict resolution Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about patient's room, work spaces and treatment areas Administration of rescue procedures-cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibration and use of equipment Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to hear monitoring device alarm and other emergency signals Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in-patient care	Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpitate in physical examinations and various therapeutic interventions

III. Returning Students

- A. Returning students will use the Nightingale BSN site in GaView to update their requirements. Instructions can be found at the content module titled, "Renewal of Clinical Requirements"
- B. Completion of these requirements by the due date is a condition of continuing in the nursing program.
- C. These clinical requirements must be updated:
 1. Checklist for Returning Students

2. Annual Physical Exam for Returning Students
3. Updates to any expired immunizations (for example, tetanus)
4. PPD (single step)
5. Flu vaccine

D. Repeat the annual PreCheck urine drug screen. Must be within 30 days of the start of classes, and must be completed by the Wednesday before the first day of the semester.

E. Verify American Heart Associate CPR Training will be current throughout the completion of the program.

F. Specific Facility Educational Requirements for orientation (repeated annually).

G. Clinical documents are available at the Nightingale BSN site in GaView. The clinical document checklist and printed forms must be delivered in person by the due date to the **Administrative Assistant for Undergraduate Programs**. The Administrative Assistant will verify documents in the presence of the student and notify the student of missing requirements. All orientation exams included in the Nightingale BSN Orientation module must be completed with a score of 100 by the due date for clinical documents.

Georgia College & State University
 College of Health Sciences
 School of Nursing Policies & Procedures

Policy/Procedure Title: Course Guidelines	
Policy # 1102	This policy also references #1000 Testing Policy & #1104 Clinical Attendance & Absences
Applies to	x BSN MSN DNP Faculty
NFO Initial Approval Date: historical; replacement of policy #009 Course/Clinical Information Policy	Policy Committee Review Dates (every 3 years): 4/4/2020 NFO Approved Revision Dates: 4/25/18; 1/3/2019; 4/17/2020

Policy Statement:

The purpose of this policy is to provide general guidelines for students and faculty related to course and clinical experiences. This policy complements other SON policies that address related areas.

Policy:

This School of Nursing policy will provide guidelines for the following:

- I. course syllabi and learning management system,
- II. evaluation of student attainment of course outcomes,
- III. course absence,
- IV. clinical absence (reference policy #1104)
- V. technology use

Procedures:

I. Course Syllabi and Learning Management System

A. Syllabi

In accordance with Board of Regents' policy, students will be provided a syllabus on the first day of class for each course in which they are enrolled. This syllabus will include specifics of course requirements including:

- Title of course, credits, etc.
- Faculty
- Course and Program Outcomes
- Grading criteria for classroom and clinical
- Required and recommended texts
- GCSU Undergraduate Syllabus Required Statements, available at this link:
<http://www.gcsu.edu/registrar/required-syllabus-statements>

B. Learning Management System

Students are required to access course materials online through GaView. Course calendars, clinical schedules when applicable, and course information will be available at this site.

II. Evaluation of Student Attainment of Course Outcomes

Evaluation of student attainment of course outcomes will be accomplished using a variety of methods specified in course syllabi.

A. Classroom Evaluation

1. Criteria for grade calculation are included in the syllabus for each course. The grading scale adopted by the School of Nursing assigns letter grades for numerical scores as follows:

A	=	90 - 100
B	=	80- 89
C	=	75 - 79
D	=	66 - 74
F	=	65 and below

For additional information, refer also to **Testing Policy #1000**.

2. A course average of 75 is required to pass all nursing courses. There will be no rounding of grades. In addition, students in clinical courses must earn a weighted exam average of 75 in order to pass the course. The weighted exam average will be the weighted average of all HESI exams, final exams and unit exams. Students with a weighted exam average less than 75 will receive the exam average as their final grade. The course syllabus will assign specific weights (percentages) for each graded course component.

B. Clinical Evaluation

Clinical performance is evaluated using a Satisfactory/Unsatisfactory system. The student must earn a satisfactory grade for clinical experiences in order to pass the course. Students who do not earn a satisfactory rating for the clinical experience will receive an "F" for the course.

Note: Receiving 2 clinical unsatisfactory ratings will result in failure of the course.

Evaluation conferences will be held at the end of the semester, and may be conducted at any time deemed necessary by the student and/or faculty to discuss progress or problems in meeting course expectations.

Course Specific Clinical Evaluation

Each clinical nursing course identifies specific core competencies for satisfactory clinical performance. These expectations are indicated in course materials, and may include guidelines, checklists, or other forms which describe the course specific requirements for satisfactory clinical performance. Each course also describes the method by which clinical evaluation will be conducted, which may include, but is not limited to observation of performance by faculty and/or others supervising the student, written assignments, journals, or self-evaluation.

III. Course Attendance

It is the student's responsibility to check the class schedules and arrive promptly to the assigned class. Students have responsibility for their class learning experience. They should prepare for each class and communicate their learning needs to their instructors.

- In the event of class tardiness or absence students should communicate to their instructors as directed by the course syllabus. **Refer to #1000 Testing Policy for missed exams.**
- As part of class experience students will be required to attend selected lectures, conferences, and workshops which enhance their professional development. Students will be notified of these events in advance so that schedules can be planned accordingly.
- Electronic Devices - All electronic devices should be on mute, silent, or off during class. Usage in class activities will be determined by the instructor.
- In case of extreme weather, students should monitor the GCSU webpage, Bobcats, and GaView email in the event of class or clinical cancellations.

IV. Clinical Attendance

It is the student's responsibility to check the clinical rotation schedules and arrive promptly to the assigned clinical site in appropriate attire. Students have responsibility for their clinical learning experience. They should prepare for each clinical experience and communicate their learning needs to their instructors. Travel to off campus sites is required and is the responsibility of the student. **Refer to #1104 Clinical Attendance & Absences**

V. Technology Use

Nursing courses use numerous software and online programs to support student learning. These programs include, but are not limited to: GaView, Elsevier/HESI® products, ExamSoft®, EValue®, and Office 365®.

Refer to this site for Information Technology specifications:

<http://www.gcsu.edu/technology/studentinfo>

GC Serve Help Desk can be contacted at 478 445-7378 or by email at serve@gcsu.edu.

Georgia College & State University
College of Health Sciences
School of Nursing Policies & Procedures

Policy/Procedure Title: Student Signatures for Charting	
Policy # 1103	
Applies to	<input checked="" type="checkbox"/> BSN <input type="checkbox"/> MSN <input type="checkbox"/> DNP <input type="checkbox"/> Faculty
NFO Initial Approval Date:	Policy Committee Review Dates (every 3 years):
3/2017	NFO Approved Revision Dates:

Policy Statement:

The purpose of this policy is to provide guidelines for pre-licensure students when signing clinical documents in health care facilities.

Policy:

Undergraduate students will follow the guidelines in this policy for signing their names on clinical documents in health care facilities.

Procedure:

- A. When charting during clinical experiences, students should sign their first and last name with each entry. In addition, students are to identify themselves using the following letters to signify their affiliation with Georgia College & State University:

Junior Students - GCSU, SN I

Senior Students - GCSU, SN II

Unlicensed students should present any documents they sign to the licensed person supervising the care they are providing.

- B. Students may only use the GCSU student nurse signature when engaged in clinical experiences for a designated undergraduate BSN course.

Georgia College & State University
College of Health Sciences
School of Nursing Policies & Procedures

Policy/Procedure Title: Clinical Attendance & Absences	
Policy #1104	Related policies: 1102 Course & Clinical Guidelines
Applies to	<input checked="" type="checkbox"/> BSN <input type="checkbox"/> MSN <input type="checkbox"/> DNP <input type="checkbox"/> Faculty
NFO Initial Approval Date:	Policy Committee Review Dates (every 3 years):
4/17/2020	NFO Approved Revision Dates:

Policy Statement: This policy provides guidelines for student clinical attendance and absences.

I. Clinical Attendance

- A. It is expected that each student will attend all scheduled clinical experiences, arrive on time, and not leave the skills, simulation, or clinical site until completion of the scheduled time for the clinical experience or dismissal by the faculty or preceptor. The specific number of required attendance hours will be designated in the course syllabus.
- B. In the event of absence, students are expected to notify their clinical faculty prior to the clinical experience if at all possible. Instructions for faculty notification will be in the course syllabus.
- C. Students who experience a health event such as surgery or injury must have a clearance form from an approved health care provider before returning to the clinical setting. Clearance must indicate the student can practice in the clinical setting without restrictions.
- D. In order to achieve competency in the practice of nursing and achieve course outcomes, students are required to complete 100% of the clinical hours for each course. Both excused and unexcused absences must be made-up. Absences include both tardiness and missed clinical days.

II. Determination of excused versus unexcused absences

- A. When a student is late to a clinical experience (defined as one or more minutes late) or is absent for an entire clinical day, the student must submit documentation in order for the absence to be excused. For a clinical absence/tardiness to be excused, the student must submit the completed form “Clinical Absence/Tardiness/Missed Exam” (Appendix A) within 72 hours of the absence to the course lead. Course faculty will review the form and determine if the absence is excused.
- B. An excused medical absence may be taken for the following reasons (adapted from the Family Medical Leave Act provisions at Georgia College –terms and definitions available) as documented by a health care provider:

1. The student's own serious health condition or disease which causes the student to be unable to perform the functions of a nursing student.
2. The emergent care or demise of a student's immediate family member (spouse, son, daughter, or parent [not in-laws]).
3. The birth of a student's son or daughter.
4. Or, a spouse, son, daughter, or parent being deployed to active duty to the Armed Forces on the date that clinical is scheduled. The immediate family member's official orders will serve as sufficient documentation. Please note that non-active duty military activities (basic training is not considered active-duty time), previously scheduled vacations/travel reservations, and documents that do not include that actual date of clinical are not considered viable excuses for tardiness or absence.

III. Tardiness

- A. In order to prevent the disruption of clinical experiences by students arriving late, clinical faculty may dismiss students who are late, even if the absence is excused. In this case, the entire clinical day must be made-up.
- B. Requirements for unexcused tardiness:
 1. 1st Tardy: Student must complete a clinical plan for success addressing the avoidance of future clinical tardiness and submit to clinical leader for the course within 72 hours. Failure to create a clinical plan for success will result in a 1% reduction to the final course grade.
 2. 2nd Tardy: Student must make an appointment with the clinical leader for the course within 72 hours to discuss the pattern of tardiness. Student will receive a clinical contract and an unsatisfactory clinical grade ("U"). Failure to make and keep the appointment will result in an additional 2% reduction to the final course grade.
 3. 3rd Tardy: Student will receive a 10% deduction to the final course grade.
 4. Any subsequent unexcused tardiness will result in a second unsatisfactory clinical grade ("U") resulting in a course failure.

IV. Unexcused clinical absences

- A. Students with unexcused clinical absences will receive an unsatisfactory clinical grade ("U") and a clinical contract. The student will be responsible for submitting a clinical plan for success within 72 hours of the unexcused absence.
- B. Absences due to clinical dismissal (i.e. violation of dress code, unprofessional conduct) are considered unexcused clinical absences.
- C. The student will be responsible for scheduling an appointment with the clinical leader for the course to discuss the unexcused absence within 72 hours of the unexcused absence.
- D. The student will work with the clinical leader for the course to schedule make-up of clinical absence (see section IV below).
- E. Students will receive a 1 percent reduction of the FINAL course grade for each hour of unexcused absence.

- V. Making up clinical absences and tardiness
 - A. It is the responsibility of the student to contact the clinical leader for the course within 72 hours of absence/tardiness to discuss making up the clinical absence.
 - B. Students missing more than 15% of total clinical hours for a course:
 - 1. Excused Absences: Make-up clinical hours for greater than 15% of the course clinical hours may not be feasible during a semester, if the opportunity is not available, the student will receive an incomplete grade for the course and return, if approved, during the next semester the clinical course is offered, to complete the hours. Students may be delayed in program progression due to an incomplete grade.
 - 2. Unexcused Absences: Students missing more than 15% of total clinical hours for a course will receive a clinical failure for the semester. A clinical failure results in a grade of “F” for the course, regardless of course average.

**Georgia College School of Nursing
Clinical Absence/Tardiness/Missed Exam**

Request for excused absence/tardiness must be submitted to the course lead within 72 hours of the missed activity. Faculty will review the form and determine if the absence/tardiness is excused. Refer to policy #1000 Testing Policy and # 1104 Clinical Absence/Tardiness Policy.

Student's Name: _____

Date of Incident/Illness: _____

Course Name: _____

Description of the Incident/illness:

Name of Responsible Professional (medical provider, judge, etc.)

Signature of Responsible Professional*

Date

*If signature is unavailable, attach official document (police report, provider's statement, etc.)

Georgia College & State University
 College of Health Sciences
 School of Nursing Policies & Procedures

Policy/Procedure Title: BSN Admission, Progression & Dismissal	
Policy # 1107	Related policies: Testing #1000 ; BSN Student Orientation and Onboarding Process #1101
Applies to	<input checked="" type="checkbox"/> BSN <input type="checkbox"/> RNBSN <input type="checkbox"/> MSN <input type="checkbox"/> DNP <input type="checkbox"/> Faculty
NFO Initial Approval Date: 4/29/2017	Policy Committee Review Dates (every 3 years): NFO Approved Revision Dates: 4/29/2017; 3/15/2019; 5/20/2019

Policy Statement:

The School of Nursing (SON) will adhere to a standard process for admission, progression and dismissal from the BSN Program of Georgia College & State University (hereafter “GC”).

Procedure:

- I. Advisement

Students who are accepted to GC as “Undecided: Nursing Track” majors will be advised by the pre-nursing advisors in the Academic Advising Center.
- II. Application
 - A. Students should consult with advisors to ensure all necessary requirements to apply to the BSN Program are met. It is the students’ responsibility to ensure that all requirements published on the official website and catalog are met.
 - B. Students who have taken nursing courses at another institution must meet with the Assistant Director of the School of Nursing, Undergraduate Programs, to determine eligibility to apply to the program. Students must submit a letter from the previous Dean/Director indicating they are in good standing and eligible to return to the previous program. Students who have failed more than one nursing course at another institution will not be considered for admission.
 - C. Application dates are published on the official website for the BSN Program at <http://www.gcsu.edu/health/nursing/nursing-bsn>. The online application is available only during the designated application period. Late applications will not be accepted.
 - D. Only students who submit a completed application including a plan for meeting all core and history and constitution (U.S. and Georgia) legislative requirements by the published deadline will be considered for admission.
 - E. Not all qualified applicants will be admitted due to space limitations in the cohort.

- F. In order to apply, students must complete the following by the deadline for applications:
1. Obtain acceptance to GC.
 2. Submit a completed online application.
 3. Complete a minimum of two required science courses and provide proof of current enrollment in one additional science course.
 4. If a grade of “D” or “F” has been earned in the following courses the grade must be replaced with a “C” or better prior to application: ENGL 1101; MATH 2600; NRSNG 2780; Area D Science Sequence; all Area F courses.
 5. Submit a plan (included on application) for completing core requirements before the first day of class in the BSN Program.
 6. Submit scores for the ATI TEAS (latest edition). This exam may not be repeated more than twice in a two year period.
 7. Ensure SAT or ACT scores have been submitted to GC.

III. Admission

- A. Admission decisions are made by the GC School of Nursing (hereafter “SON”) Admission, Progression and Recognition (hereafter “APR”) Committee based on criteria approved by the nursing faculty.
- B. Students will be notified of acceptance decisions within 4-6 weeks of the application deadline.
- C. Accepted students must meet the requirements specified in their acceptance letter in order to secure their placement in the BSN Program.
- D. Once accepted, students must:
 1. Complete all core requirements and meet all history and constitution (U.S. and Georgia) legislative requirements prior to the first day of class in the BSN Program. Students planning to take an exam in order to satisfy history and legislative requirements must do by May 31st for the fall cohort and July 31st for the spring cohort.
 2. Satisfy program orientation and onboarding requirements addressed in *SON Policy #1101 BSN Student Orientation and Onboarding Process*.
Student participation in clinical experiences is contingent upon acceptance by the clinical facilities. Students who are not accepted by the clinical facilities may not be able to meet course and program requirements. These students will be advised to withdraw from the program to avoid course failure.

IV. Progression

- A. Grade requirements for progression in the BSN program:
 1. A grade of 75 (“C”) or higher in each nursing course in the program, and a “satisfactory” clinical rating in each clinical course is required to progress. Grades of “D” and “F” are course failures.
 - a. If a student earns a final “unsatisfactory” clinical rating in any clinical course, a grade of “F” will be assigned as the course grade.
 - b. Drug calculation examinations are required in most nursing courses. Refer to *SON Policy #1000 Testing*.

B. Re-Entry after Withdrawal or One Failure

1. Students who fail or withdraw from a course must petition for readmission into the BSN Program. There is no guarantee of readmission to the program.
2. Students may repeat only one course within the BSN Program. A student may reenter the program (if approved) only one time.
3. Procedure for re-entry to the BSN Program following a withdrawal or failure:
 - a. A nursing student who fails or withdraws from a nursing course and desires to continue to pursue a BSN degree at GC should initiate contact with his/her academic advisor to complete a SON petition for readmission. The petition should include the following: (a) insight into what circumstances contributed to unsuccessful completion of the course; (b) what steps have been (or will be) taken to promote success; and (c) an alternate program of study co-developed with the advisor. The petition should be submitted between the first and last days of finals for the semester (per academic calendar) in which the failing grade was earned.
 - b. The APR Committee will make a decision regarding approval of the SON petition no later than the first full day of class of the next semester. The final approval of the petition, and the student's eligibility to re-enter the program is at the discretion of the Director of the GC SON. When petition for re-entry is supported by the APR Committee and the Director, re-entry remains contingent on space availability in courses identified in the student's revised program of study.
 - c. Remediation is required of all students reentering the nursing program. The APR Committee will include remediation requirements in student petition responses.
 - d. A student who withdraws (whether voluntary or failure) from the BSN Program re-enters under the most current catalog and SON policies.
 - e. Nursing credit earned prior to readmission may or may not count toward progression, at the discretion of the faculty.
 - f. GC nursing students are admitted into and progress as a cohort (group). A cohort is admitted to a four-semester program of study each fall and spring semester. Transferring between fall and spring cohorts will only be considered on an individual basis through the SON petition process.

C. Exit Exam Policy

Following GC Policy, students receiving a BSN degree must pass the Exit Exam. The GC Exit Exam Policy may be found under Academic Policies (Senior Exit Requirements) in the Undergraduate Catalog.

V. Disciplinary Action and Dismissal from the BSN Program

A. Unprofessional Conduct

Nurses and student nurses are expected to conduct themselves in a professional manner. Failing to meet the minimal standards of professional behavior in the

clinical setting will result in an “F” in the course and/or possibly dismissal from the BSN Program. The Georgia Board of Nursing defines unprofessional conduct for nurses in the Nurse Practice Act as described on their website: <http://sos.ga.gov/PLB/acrobat/Forms/38%20Reference%20-%20Nurse%20Practice%20Act.pdf>.

B. Academic Code of Conduct

Nursing students are expected to comply with all aspects of the GC Student Honor Code (hereafter “Honor Code”) found in the GC Undergraduate Catalog. Students who fail to comply with the Honor Code will be subject to disciplinary action, which may include an “F” for the course(s) in which the Honor Code violation occurred and possibly dismissal from the BSN Program.

C. Compliance with Georgia Law Governing Nursing

Nursing students are to comply with the Georgia Registered Professional Nurse Practice Act. Specific aspects of this law will be discussed in the first nursing course taken by all students and then threaded throughout the curriculum.

D. Licensure after Graduation

1. Previous Arrest or Legal Conviction

The Georgia Board of Nursing determines if an applicant with a previous legal conviction may become licensed as an RN by the state. Any history of arrest may affect the applicant’s ability to obtain licensure. General guidance on previous legal convictions and effects on potential nursing license can be accessed on the State of Georgia website at: <http://sos.ga.gov/index.php/licensing/plb/45>.

2. US Citizenship

The application for licensure as a RN in Georgia requires disclosure of United States citizenship. Non-US-citizens must complete a form to determine qualified alien status. This form is part of the Georgia RN licensure application.