GEORGIA COLLEGE

GEORGIA'S PUBLIC LIBERAL ARTS UNIVERSITY

School of Nursing

Undergraduate Nursing Student Handbook

For Junior and Senior Students admitted to the Nursing Program

2018-2019

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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 program is accredited by the Commission on Collegiate Nursing Education . The contact information for the CCNE is:

655 K Street NW Suite 750
Washington, D.C.
202 463-6930

General Information

College of Health Sciences, School of Nursing
Milledgeville Campus – (478) 445-5122 or 1076
231 W. Hancock St.
CBX 063
Milledgeville, GA 31061

Dean, College of Health Sciences: Dr. Sandra K. Gangstead • Office located at 131 Parks Memorial ; Telephone (478) 445- 4092 • Administrative Assistant: Ms. Valencia Edwards (478) 445- 4092	**Interim Associate Dean, College of Health Sciences** Dr. Sallie Coke • Office located at 131 Parks Memorial; Telephone (478) 445-2633
Director, School of Nursing Dr. Deborah MacMillan • Office located at 234 Parks Memorial Building; Telephone (478) 445-1795 • Administrative Assistant to the Director: Mrs. Tracy Fathi (478) 445-5122	**Assistant Director, School of Nursing, Undergraduate Programs** Dr. Debbie Greene • Office located at 232 Parks Memorial Building • Telephone 478 445-5152

University Office Hours
Georgia College & State University offices Monday – Friday 8:00 a.m. – 6:00 p.m.

Library/Instructional Technology Center Link
Library and Instructional Technology Center

As a nursing student, where do I find….?

Progression/Graduation Requirements	University Catalog Undergraduate Nursing Student Progression Policy (in this handbook)
Specific information about nursing	Undergraduate Nursing Student Handbook
Announcements, memos, policy updates	Official Bulletin Board, 2nd floor Parks Memorial, Bobcats email
Course materials, information, announcements, personal grades & communications	GeorgiaView, Course Faculty
Library and Instructional Technology	Library and Instructional Technology Center
Ways to communicate concerns or problems	Faculty; Advisor; Elected Student Representatives
Graduation Information, Registrar & Academic Advisor	Registrar link & Degreeworks; Advisor

School of Nursing Mission & Vision

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.

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.

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**.**
(*Nursing's Social Policy Statement, Second Edition, 2003, p. 6 & Nursing: Scope and Standards of Practice, 2004, p. 7*)

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.

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.

Conceptual Definitions for the Organizing Framework

The organizing framework provides faculty and students with a way of conceptualizing and organizing knowledge, skills, values, and beliefs (Billings & Halstead, 2009). This framework facilitates the creation of courses and the organization of the courses into a cohesive curriculum that enables students to achieve the desired learning outcomes.

In 1860 Florence Nightingale first published "*Notes on Nursing*" in the United States (Nightingale, 2008). From her writings, the concepts of person, environment, nursing, and health have been drawn. These concepts are still considered to be the cornerstones of many nursing theoretical models (Billings & Halstead, 2009). The following statements are Georgia College's own unique perspectives related to these concepts as they are reflected in our curriculum.

Person: The person is conceptualized holistically as a system, whether individual, family, group, or community. Viewing persons in a holistic manner involves appreciation of the biological, psychological, sociocultural, spiritual, and developmental dimensions that make the person unique, unprecedented, and unrepeatable.

Environment/Society: The curriculum reflects concepts revealing an interaction between persons and their environment, which has the potential to impact their health. An evolving care system has developed within the context of the socioeconomic, political, and global environment. The system constantly changes in an attempt to meet the health needs of the populations. Nursing demands a professional who is able to serve as client advocate or change agent to assure that clients have access to quality care that is satisfying and cost effective.

Nursing: The curriculum reflects selected concepts and processes to construct the meaning of professional nursing practice. At the undergraduate level, nursing is conceptualized as a profession that involves practice as a generalist while the graduate program prepares the professional nurse for practice within a prescribed nursing specialty.

The Bachelor of Science in Nursing (BSN) graduate is prepared for beginning roles caring for individual clients throughout the lifespan in a variety of settings, and for families, groups, and communities as clients and to assume a beginning leadership role in nursing. The Master of Science in Nursing (MSN) program builds on the generalist foundation of the baccalaureate nurse and extends the breadth, depth, and scope of nursing education to inform practice. MSN graduates and students completing postmaster's programs are prepared to assume leadership roles as family nurse practitioners. The Doctor of Nursing Practice (DNP) program prepares nurse leaders for evidence-based practice in both direct patient care and executive roles.

This requires competence in translating research into practice, evaluating evidence, applying research in decision-making, and implementing viable clinical and organizational innovations to change practice.

Health: In order to understand health as a dynamic multidimensional state, the curriculum explores selected concepts: holistic health, outcomes management, and global health. Holistic health as a human value occurs within the text of a diverse interconnected individual, family, group, and community. Holistic health encompasses health promotion, maintenance, and restoration, achievable through collaborative communication, empowerment, advocacy, and access to health care. The outcomes from the delivery of health care are managed to improve the quality of life and reach the maximal potential of the individual, family, and community. Global health incorporates a worldview in which humankind is interconnected and cultural diversity is appreciated.

Program Concepts

The curriculum for undergraduate and graduate programs is designed around **ten nursing-practice concepts:** 1) communication, 2) evidence-based practice, 3) leadership, 4) ethics, 5) cultural diversity, 6) health promotion & disease prevention, 7) advocacy, 8) collaboration, 9) information science/informatics, and 10) professional role.

Program Concept Definitions

Communication is a two-way process of sending and receiving meaningful information that goes beyond the simple transfer of information to the establishment of a relationship between people (Blais & Hayes, 2011).

Evidence-based practice is a the conscientious, explicit, and judicious use of current best evidence applied to improve the quality of clinical judgment in making decisions about the care of individuals moderated by patient circumstances and preferences (Blais & Hayes, 2011; Sackett, Rosenberg, Gray, Haynes, & Richardson, 1996).

Leadership shapes and shares a vision, by inspiring, enlivening, and engaging others to participate in building consensus for goal achievement (Blais & Hayes, 2011; Kelly, 2008).

Ethics is a branch of philosophy that provides an integral part of the foundation of nursing. A code of ethics makes the primary goals, values, and obligations of the profession explicit. It is an expression of nursing's own understanding of its commitment to society. (Fowler, 2008, p. 145).

Cultural Diversity is respect, understanding, and sensitivity to the needs between and within cultural groups. Individual diversity may include but is not limited to race, ethnicity, age, religion, gender, sexual orientation, primary language, disability, veteran status, national origin, geographical background and economic status. Diversity extends beyond acceptance; it is the exploration and understanding of individual's uniqueness and differences in a safe, non-judgmental, and caring environment (Blais & Hayes, 2011) (College of Health Sciences).

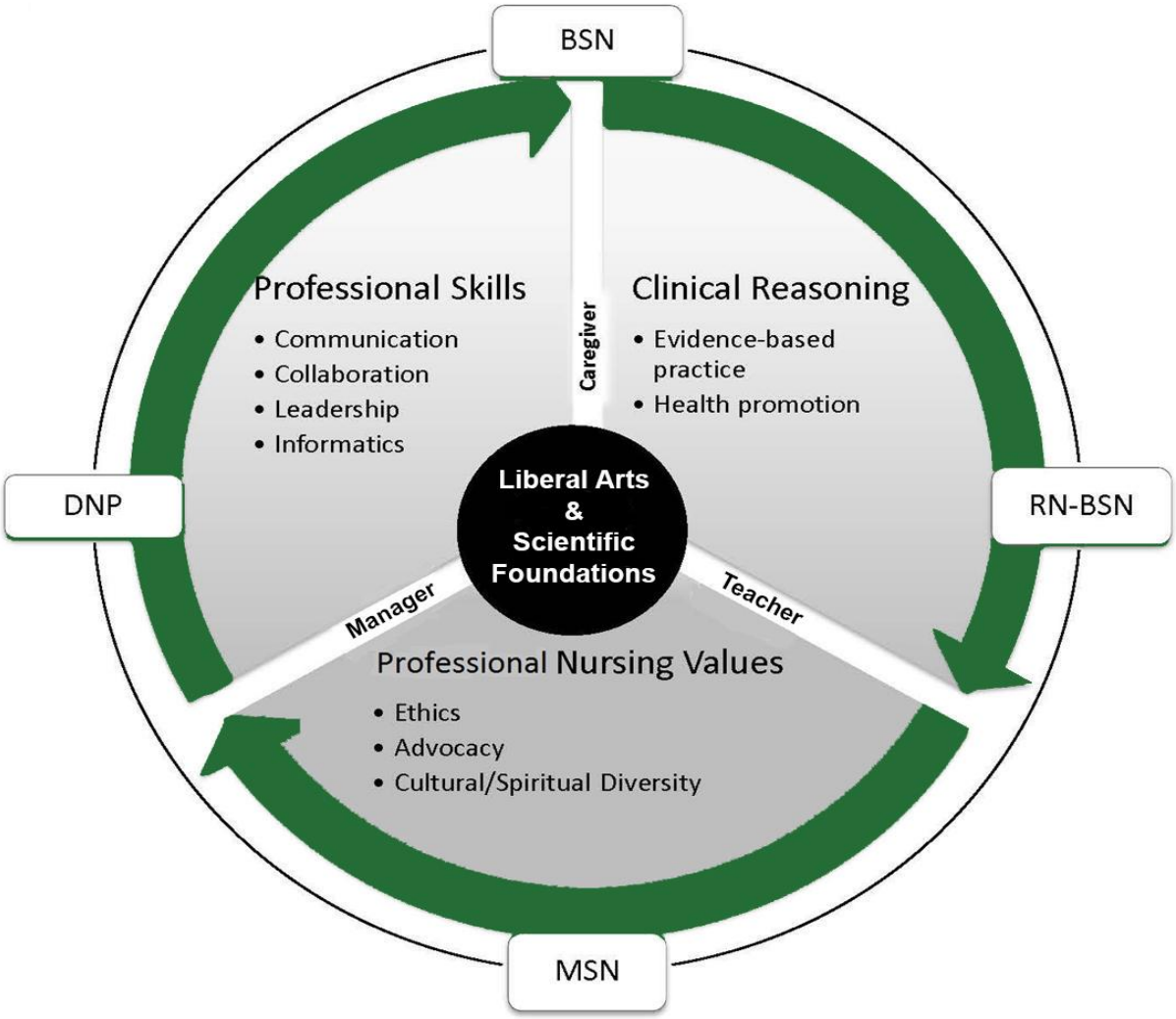
Health Promotion & Disease Prevention is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations (also ANA definition of nursing) (American Nurses Association, 2010a, p. 1).

Advocacy is a practical partnership between a professional who has expertise to offer to the client who is experiencing inherent ambiguity associated with significant health concerns (Joel, 2009, p. 263).

Collaboration is a professional healthcare partnership grounded in a reciprocal and respectful recognition and acceptance of: each partner's unique expertise, power, and sphere of influence and responsibilities; the commonality of goals; the mutual safeguarding of the legitimate interest of each party, and the advantages of such a relationship (American Nurses Association, 2010b, p. 64).

Informatics is a combination of computer, information and nursing sciences that facilitates the management and processing of nursing data, information and knowledge and supports the practice of nursing (Staggers & Thompson, 2002, p. 227).

Professional Role is the role of a nurse that uses a distinct body of knowledge, university-based education, specialized practice, standards of practice, a social contract, and an ethical code (American Nurses Association, 2010b, p. 15).



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 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 Policies and Procedures

Policy/Procedure Title: Testing Policy	
Policy #1000	Referenced policy: 1102 Course and Clinical Guidelines; SON Student Handbook Proctor Guidelines
Applies to	_x_BSN _x_RNBSN _x_MSN _x_DNP __Faculty
NFO Initial Approval Date: 3/17/2017	Policy Committee Review Dates (every 3 years): NFO Approved Revision Dates:

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:

1. **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:

1. 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.

2. Students will leave all personal items at the front of the classroom. Students will be allowed to carry pencils.

3. An instructor provided calculator or the computer calculator may be used.

4. All paper used during the exam will be turned in at the end of the exam. If other items are allowed they will be specified by the individual instructor.

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

2. Exam Scheduling

1. 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.

2. 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 course coordinator responsible for the course prior to the day of the exam. The course coordinator will consult with the course faculty and notify the student of the decision.

3. 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 may be required.

4. Missed exams:

    1. Course policies vary re: make-up exams. Consult the course syllabus for missed exam course requirements.

    2. GCSU policies regarding missed exams by student athletes will be followed.

    3. GCSU policies regarding missed exams due to religious holidays will be followed.

3. Exam Administration

1. 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.

2. Student may use one blank page of paper to use during the exam. Students must write their name on the page and submit the page to faculty/proctor upon leaving the testing room.

3. Once the exam has started, no questions are permitted. Students may record questions on blank page of paper during exam as needed.

4. Exam grades will be released in GeorgiaView within one week of the exam after faculty review and analysis of item performance.

5. 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.

6. Some courses may permit outside proctors. Refer to proctor forms specific to each program.

4. **Test Review**

1. 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.

2. 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.

3. Faculty in RN/BSN, MSN and DNP programs will determine the test review processes.

5. **Drug Calculation Exams (Pre-licensure BSN only)**

1. Drug Calculation Exams are required with many undergraduate courses. These exams may be given using paper/pencil or online.

2. In order to maintain a minimum level for competent performance, the drug calculation exam must be passed with a score of 90%.

3. Students who do not achieve the required score on the first attempt will have a second attempt to achieve the required score.

4. Students are responsible for remediating and contacting the course coordinator to schedule a retake of the exam prior to the first clinical day for the course.

5. 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 subsequent attempt will have to withdraw from the course.

6. **HESI® Examinations (Pre-licensure BSN only)**

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 NRSG 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 NRSG 4981 will constitute their second failure. **Refer to Course & Clinical Information policy #1102.**

The cost of the HESI® exams are covered through the course 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.

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

Policy Statement:

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

Policy:

1. Standard & Transmission-based Precautions: Policy #1003 will be followed at all times in the campus laboratory.

2. All students and faculty will follow the procedures established in this policy to support safety and professional practice.

Procedure:

1. Use of Needles During Campus Laboratory

    1. Students may use needles and syringes to practice administering subcutaneous and intramuscular injections on inanimate objects. Used needles are to be disposed of in the sharps disposal boxes provided in the lab.

    2. 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.

    3. Needles are not to be removed from the lab.

2. Use of Lancets During Campus Laboratory--Students are allowed to perform blood glucose testing on classmates using sterile lancets.

3. Sharps Disposal

    1. All sharps (needles, lancets, etc.) are to be disposed of in the sharps disposal boxes in the lab.

2. 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.

4. "Clean" Needle Stick—in the event of a "clean" needle stick, the lab instructor should be notified so that first aid can be provided.

5. 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.

6. Other Injury: Follow Policy #1004 Incident/Injury Report

7. Simulation

    1. The simulation experience is interactive with manikins and task trainers.

    2. All equipment is to be handled carefully.

    3. Manikins are to be treated as if they were living patients.

    4. No ball point pens, felt tip markers, or Betadine are to be used on the manikins; these will cause permanent staining.

    5. Any student who is allergic to Latex must wear Latex-free gloves while touching the manikins.

    6. 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.

8. 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.).

9. Media, Equipment, and Supplies Sign-Out and Return (Milledgeville campus lab):

    1. A "Nursing Lab Check-Out Log" is available for students and faculty to sign out items.

    2. The date, name of person, phone number, email address, and description of item(s) checked out must be entered in this log.

3. 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.

4. 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.

10. Lab Attendance (undergraduate only):

1. Students are not allowed in the lab without the presence of a faculty or staff member or Graduate Assistant.

2. Students are asked to sign the attendance log available in the Milledgeville campus lab for unscheduled visits for practice or review.

3. Regularly scheduled labs that are included in the course calendar do not require a sign-in.

11. Maintaining the Nursing Skills Lab:

1. 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. Failure to do so may result in a clinical failure for the day.

2. Eating and drinking (with the exception of water) are **not permitted** in the lab.

3. 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.

4. Used dry linen is to be folded and placed back on the linen cart. Used wet linen is to be placed in linen hampers.

5. Task trainers (IV arms without blood, NG tube trainers, pelvises, etc.) are to be placed back on wire shelves after use.

6. Faculty is responsible for enforcing lab maintenance policies.

7. Faculty is 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).

8. 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 when you leave.

5. Place trash in the trash cans.

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. 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.

10. 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.

11. Needles are not to be removed from the lab.

12. Do not attempt any injection or IV start on a human being in the lab or with lab supplies taken from the lab.

13. Do not use ballpoint pens near the manikins. The stain that the pens leave is permanent.

14. Mrs. Raatz is unfortunately not available for check-offs. She is trying to catch up on other responsibilities while in her office.

15. Ask before you throw supplies away.

16. Act professional on clinical days in the lab.

17. Sign in and out of the lab truthfully.

18. Do not use lab hours to study. These hours are for practicing skills.

19. Place backpacks out of the way of traffic. Do not place backpacks up against any door – including the cabinets in the teaching area. Access to offices, cabinets, and closets must remain available at all times.

Policy/Procedure Title: Dress Code			
Policy # 1002			
Applies to	[Symbol]BSN [Symbol]RNBSN [Symbol]MSN [Symbol]DNP __Faculty		
NFO Initial Approval Date: pre-2016	Policy Committee Review Dates (every 3 years): NFO Approved Revision Dates: 8/10/2016		

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, except the RN-BSN program.

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 pants

- Navy scrub top with GC SON logo
- 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 photo identification nametag in clinical/research settings. Name tags and any agency specific ID badges must be visible at all times. 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 with a low heel to complement suit; 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 agency when the agency has more restrictions. Students will be asked to leave the clinical site if faculty or agency personnel have determined the attire is not appropriate.

6. 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.
- Necklaces should not be visible.

- One watch with second hand is required.

- No other visible body jewelry.
- No tattoos should be visible.
- Avoid all heavily scented products, e.g. soaps, perfumes, after shaves, deodorants, hair grooming items, laundry products, etc.

7. 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. Hair should be natural hair color. Headbands if worn should match the navy uniform.

- Nails should be clean and neatly trimmed. No nail polish is permitted. (see CDC Guidelines)
- Artificial nails 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 agency policies.

8. Other

- A short 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 agency 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. 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.

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 proper 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 agency 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 may be purchased at Bobcat office.

Policy/Procedure Title: Standard & Transmission-Based Precautions			
Policy #	**1003**		
Applies to	_x_BSN _x_RNBSN _x_MSN _x_DNP _x_Faculty		
NFO Initial Approval Date: 11/18/2016	Policy Committee Review Dates (every 3 years): 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:

1. **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).

2. **Standard Precautions:**

    1. 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".**

    2. Standard precautions are meant to reduce the risk of transmission of blood borne and other pathogens from both recognized and unrecognized sources of infection.

    3. 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).

    4. The CDC recommends **Standard Precautions** for the care of all patients, regardless of their diagnosis or presumed infection status.

5. 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.

6. 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)

7. 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

8. 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.

3. **Transmission Based Precautions:**

    1. 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.

    2. Transmission-Based Precautions are recommended to provide additional protection beyond Standard Precautions to interrupt transmission of pathogens in hospitals.

    3. 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.

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

    1. 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.

    2. 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/

1. Right-To-Know Basic Awareness

2. Bloodborne Pathogens

1. Students will submit the "Certificates of Training Completion" for these USG training modules to the assignment box in the Fundamentals Principles & Skills 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.

5. **Guidelines for Pathogen Exposure**:

1. 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:

1. 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

2. PEPline – National Clinicians' Post-exposure Prophylaxis Hotline at 1-888-HIV-4911

3. 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).

https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html Retrieved 8/31/16.

CDC 2016. Needlesticks, sharps, and injuries.
https://www.osha.gov/SLTC/etools/hospital/hazards/sharps/sharps.html Retrieved 8/31/16.

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).

https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html Retrieved 8/31/16.

OSHA Universal Precautions & Blood Borne Pathogens, 2016
https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html. 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 http://www.who.int/gpsc/5may/Glove_Use_Information_Leaflet.pdf Retrieved 8/31/16

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.

1. Use of blood and body fluid precautions for <u>all patients</u>, 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!**

    1. 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.

    2. 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.

    3. Use resuscitation devices, when available, instead of direct mouth to mouth resuscitation

    4. 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.

2. **Hand Hygiene Guidelines:**

    1. Perform hand hygiene by means of hand rubbing or hand washing.

    2. 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.

    3. Ensure availability of hand-washing facilities with clean running water.

4. 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.

5. 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.

6. 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.

3. **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.

4. **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.

5. **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.

6. **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.

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

1. Place acute febrile respiratory symptomatic patients at least 1 meter (3 feet) away from others in common waiting areas, if possible.

2. Post visual alerts at the entrance to health-care facilities instructing persons with respiratory symptoms to practice respiratory hygiene/cough etiquette.

3. Consider making hand hygiene resources, tissues and masks available in common areas and areas used for the evaluation of patients with respiratory illnesses.

4. Use adequate procedures for the routine cleaning and disinfection of environmental and other frequently touched surfaces.

5. 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.

6. 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.

7. 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.

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

1. 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.

Policy/Procedure Title: Student Accident/Injury Policy			
Policy # 1004	Related policies:		
Applies to	_x_BSN _x_RNBSN _x_MSN _x_DNP _x_Faculty		
NFO Initial Approval Date:	Policy Committee Review Dates (every 3 years): NFO Approved Revision Dates: Fall 2011		

Policy Statement:

In the case of a student injury during a nursing clinical, the safety and well-being of the student is the first priority.

Procedures:

The student must **IMMEDIATELY** notify the faculty member or clinical preceptor responsible for the clinical learning experience. If the student is injured or experiences a high-risk exposure while under the supervision of a clinical preceptor, the Course Coordinator should be notified as soon as safely possible.

The policies of the occupational or employee health department of the 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 treatment through the qualified health care provider or the emergency department of his/her choice. Students exposed to blood or body fluids should receive treatment within 2 hours**. All students are required to carry personal health and medical insurance.**

A COHS 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.

Georgia College & State University

College of Health Sciences – School of Nursing

Incident/Injury Policy

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 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 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.

*If an exposure occurs during a precepted clinical experience, notify the clinical instructor as soon as possible without delaying treatment.

**Students are required to have health insurance coverage for such follow-ups as neither the clinical agency nor the university or its personnel are liable for the student's health care costs.

Other Injury: **

1. Notify clinical instructor or preceptor immediately.*
2. Initiate injury- reporting system in agency.
3. Report to emergency department or other unit designated by agency for assessment and care.

4. Complete GCSU Incident/Injury Report (Undergraduate Nursing Student Handbook) and forward to the Office of the Assistant Director with two (2) days after incident. This report is required even if an incident report was completed by the clinical agency.

5. Follow-up may be accessible in GCSU Student Health Services, depending on the type of injury sustained.

*If an injury occurs during a precepted clinical experience, notify the clinical instructor as soon as possible without delaying treatment.

**Students are required to have health insurance coverage for such care as neither the clinical agency nor the university or its personnel are liable for the student's health care costs.

GEORGIA COLLEGE & STATE UNIVERSITY - COLLEGE OF HEALTH SCIENCES

SCHOOL OF NURSING

Accident/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, describe

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: Yes ف ف No
Patient's Hepatitis B status known: Yes ف ف No
Agency incident report completed : Yes ف ف No

An oral report of injury was given to:_____ Date Time

Student Signature Date
Faculty Signature Date

BSN Admission Progression and Dismissal

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	_x_BSN __RNBSN __MSN __DNP __Faculty
NFO Initial Approval Date: 4/29/2017	Policy Committee Review Dates (every 3 years): NFO Approved Revision Dates: 4/29/2017

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. 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.
C. 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.
D. Not all qualified applicants will be admitted due to space limitations in the cohort.
E. 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; NRSG 2790; 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.
   2. If a student earns a final "unsatisfactory" clinical rating in any clinical course, a grade of "F" will be assigned as the course grade.
   3. Drug calculation examinations are required in most nursing courses. Refer to *SON Policy #1000 Testing*.
   4. Two course failures within the BSN Program will result in dismissal from the BSN Program.
B. 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.
C. Re-Entry after Withdrawal or One Failure
   1. Students who fail or withdraw from a course must petition for readmission into the BSN Program.
   2. Withdrawal from any course in the BSN Program will be considered a course failure unless extenuating circumstances exist.
   3. Students may repeat only one course within the BSN Program. Any student failing two courses will be denied continued enrollment in the BSN Program.

4. 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 no later than the last day of final exams 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. A student who withdraws (whether voluntary or failure) from the BSN Program re-enters under the most current catalog and SON policies.
    d. Nursing credit earned prior to readmission may or may not count toward progression, at the discretion of the faculty.
    e. 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.

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.

A. 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.

B. 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.

C. 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.

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	__BSN __RNBSN __MSN __DNP __Faculty		
NFO Initial Approval Date:	Policy Committee Review Dates (every 3 years): 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: Student Signatures for Charting	
Policy # 1103	
Applies to	_x_BSN __RNBSN __MSN __DNP __Faculty
NFO Initial Approval Date: 3/2017	Policy Committee Review Dates (every 3 years): 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: BSN Student Orientation & Onboarding Process	
Policy #1101	Related policies:
Applies to	_x_BSN __RNBSN __MSN __DNP __Faculty
NFO Initial Approval Date: 11/18/2016	Policy Committee Review Dates (every 3 years): NFO Approved Revision Dates:

Policy Statement:
The purpose of this policy is to guide the onboarding process for new 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. Technical Requirements

C. Clinical requirements include:
1. Annual Physical Exam
2. Immunization Requirements
3. Two Step PPD followed by Annual PPD
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 **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.

II. 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: SON Approval Process for Special Projects	
Policy # **1006**	Related policies:
Applies to	✔ BSN ✔ RNBSN ✔ MSN ✔ DNP ✔ Faculty
NFO Initial Approval Date: 10/2016	Policy Committee Review Dates (every 3 years): 2/26/16, 10/19/16 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.