

NURSING STUDENT HANDBOOK

2022-2023



NURSING PROGRAM

Christian Brothers University

CBU Traditional BSN Program 2022-2023

Table of Contents

Introduction

A Brief Overview of the CBU Traditional BSN Nursing Program	2
Nursing Program Accreditation	2
The Christian Brothers	2
Christian Brothers University Institutional Mission, Values and Goals	3
CBU Mission Statement	3
CBU Core Values	3
Lasallian Educational Principles	4
CBU Institutional Goals	4
CBU Expected Student Outcomes	4
CBU Institutional Accreditation	5
The Traditional BSN Nursing Program	5
Nursing Mission, Philosophy and Goals	6
Nursing Program Outcomes and Conceptual Framework	7
Nursing Courses 2022 – 2023	10
Select Policies and Procedures	
A. Admissions	14
B. Attendance	16
C. Examinations	17
D. Grading	22
E. Withdrawal/Leave of Absence	22
F. Progression	23
G. Compliance	24
H. ADA Policy	29
I. Graduation and Licensure	30
J. Academic Grievances/Grade Appeals	30
K. Academic Difficulties	30
L. Incident and/or Accident Report	31
M. Dress Code	31
N. Communication	33
O. Social Media	35
P. Student Rights and Responsibilities	36
Q. Professional Expectations	37
<u>APPENDIX A: Baccalaureate Essentials</u>	39
<u>APPENDIX B: QSEN Competencies</u>	41

CBU Traditional BSN Program 2022-2023

Introduction

Welcome to Christian Brothers University, to the Bachelor of Science in Nursing program, and to the Lasallian spirit expressed by the Brothers of the Christian Schools. That spirit is at the heart of our educational and co-curricular programs where students of diverse cultures and religions traditions are encouraged to grow in their faith.

This handbook is for those students enrolled in Christian Brothers University's (CBU) BSN Traditional program. It is intended to assist students in gaining an understanding of the program and other matters that affect one's status as a nursing student. This handbook is a supplement to two other documents: the CBU student handbook The Compass (https://www.cbu.edu/wp-content/uploads/2020/02/the_compass_2020.pdf) and the CBU Academic Catalog (<https://www.cbu.edu/about/administration/office-of-academics/registrar/academic-catalog/>).

Students are likely to find it necessary to consult one or all of these documents. All nursing students are encouraged to read this handbook and to become familiar with its content. The Student Handbook is reviewed every two years and an electronic copy is available to all students via the CBU Nursing Program website. Students are responsible for using The Student Handbook as a resource when questions arise and as a guide to academic/non-academic policies and procedures. Each student must sign a student handbook review verification form verifying that the student has read and understands the policies. This is kept in the student's academic record file.

Nursing Program Accreditation

The baccalaureate degree program in nursing at Christian Brothers University is accredited by the Commission on Collegiate Nursing Education: <http://www.ccnaccreditation.org>; 655 K Street NW, Suite 750, Washington, DC 2000; 202-887-6791.

The baccalaureate degree program is approved by the Tennessee State Board of Nursing.

The Christian Brothers

The Congregation of the Brothers of the Christian Schools, commonly referred to in the United States as the Christian Brothers, was founded in 1681 by French priest John Baptist de La Salle in Rheims, France. The Founder revolutionized the entire educational experience as he ensured a practical and academic education for the poor and marginalized. He instituted several contemporary policies: grading students according to ability and achievement; simultaneously

CBU Traditional BSN Program 2022-2023

teaching many students; and teaching in the students' native language, rather than the traditional Latin. The Founder was canonized as a saint in 1900 by Pope Leo XIII. In 1950, he was further proclaimed the Patron Saint of all those who work in the field of education by Pope Pius XII.

The Christian Brothers—a Roman Catholic religious congregation—are the largest group of non-clerical, religious males in the Catholic Church today, numbering more than 4,000 worldwide. They are consecrated religious men who do not aspire to become priests, but do take vows of poverty, chastity, obedience, and service to the poor through education, promising to live together in a community. F.S.C., the letters a Brother places after his name, are the abbreviation of three Latin words: FRATRES SCHOLARUM CHRISTIANARUM, which means “Brothers of the Christian Schools.” In many parts of the world, the Brothers are referred to as “The De La Salle Brothers” after the name of the founder. The Brothers are not priests, so they should not be addressed as “Father”, but rather as “Brother”.

The Brothers are engaged in all phases of education throughout the world. They can be found in 79 countries operating elementary and high schools, colleges and universities, teacher education schools, orphanages, reform schools, military institutes, and institutions dedicated to the development of professional and technical services, especially for the poor. The Brothers sponsor six institutions of higher education, 53 high schools, 19 middle schools, and three elementary schools in North America.

Through their ministry “together and by association” with Lasallian Partners, the Brothers continue to innovate in responding to the needs of the disadvantaged including offering services to troubled youth and providing scholarships, support, and specialized programs to students in need.

Christian Brothers University Institutional Mission, Values and Goals

CBU Mission Statement

Christian Brothers University is a Catholic university in the student-centered tradition of the De La Salle Christian Brothers. CBU fosters academic excellence in a range of programs to prepare students from all faiths and backgrounds for careers and lives informed by the Lasallian values of faith, service, and community.

CBU Core Values

Faith: Our belief in God permeates every facet of the University's life.

Service: We reach out to serve one another and those beyond our campus.

Community: We work to build better communities and a better society.

CBU Traditional BSN Program 2022-2023

Lasallian Educational Principles

- Respect for each individual as a unique person
- A Christian perspective
- An excellent education
- A spirit of community
- A life of service
- A quest for justice and peace

CBU Institutional Goals

Educating minds:

1. CBU will provide the resources and expertise required to nurture and sustain the intellectual and academic formation of its students.
2. CBU will offer innovative, accessible programs and resources to ensure that all students are prepared for career success.

Touching hearts:

3. CBU will offer academic and enrichment experiences in support of students' ethical formation.
4. CBU will provide opportunities for students to engage with the wider community.

Remembering the presence of God:

5. CBU will provide academic opportunities for students to investigate matters of faith and religious experience and will provide experiences in support of students' spiritual formation.
6. CBU will offer academic and enrichment experiences promoting its Catholic and Lasallian heritage.

CBU Expected Student Outcomes

CBU's expected student outcomes can be grouped into four major categories:

1. Critical thinking, quantitative reasoning, and effective communication
2. Knowledge of religion, culture, society, and self
3. Knowledge of the natural world, the scientific method, and its application
4. Moral, ethical, and aesthetic principles

CBU Traditional BSN Program 2022-2023

CBU Institutional Accreditation

Christian Brothers University is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges and Schools (SACSCOC). SACSCOC accreditation permits faculty to compete for federally funded research grants and for students to have access to federally subsidized financial aid. It also means that other institutions recognize CBU courses. <http://sacscoc.org/>

SACSCOC Address:

Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097

The Traditional BSN Nursing Program

The Christian Brothers University (CBU) Traditional BSN nursing program curriculum is developed according to the Essentials of Baccalaureate Education for Professional Nursing Practice from the American Association of Colleges of Nursing (2008) and Quality and Safety Education for Nurses (QSEN) Core Competencies. The focus is on a curriculum that reflects both the essential elements of nursing practice and the changing role of nurses in the future healthcare delivery system.

The curriculum emphasizes the core values of nursing. Included in these values is the nurse's relationship as a partner with individuals who are managing their healthcare journey, always respecting the diversity of beliefs and experience that shape the individual's response to care. In acknowledgement of the rapidly advancing technology and science of healthcare, students will learn to access and critically synthesize knowledge rather than simply committing it to memory. In addition, the program incorporates competencies and standards from other specialty organizations.

The Baccalaureate Essentials I through IX delineate the outcomes expected of graduates of baccalaureate nursing programs. Achievement of these outcomes will enable graduates to practice within complex healthcare systems and assume the roles: provider of care; designer/manager/coordinator of care; and member of a profession.

The primary goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. QSEN has defined quality and safety competencies for nursing as well as proposed targets for the knowledge, skills, and attitudes to be developed in nursing for each competency.

CBU Traditional BSN Program 2022-2023

Nursing Mission, Philosophy and Goals

CBU Nursing Program Mission Statement

The mission of the Nursing Program at CBU is to prepare the student to meet the ever-changing needs of a global community.

This mission is congruent with that of the parent institution, as the nursing program relies on the concepts of teaching as ministry and providing challenging student-centered learning and personal growth. The nursing program welcomes students of diverse cultures and religious traditions into its educational community of faith and service. The program is committed to academic excellence that allows students the opportunity to perfect their skills for the betterment of society.

The mission of the Nursing Program is consistent with the values that epitomize the caring, professional nurse, as identified in *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008, p. 27) and the competencies of the *Quality and Safety Education for Nurses* (QSEN).

Philosophy of the CBU Traditional BSN Nursing Program

The philosophy of the nursing program at Christian Brothers University is to provide pragmatic resources for advancing excellence in nursing, which honors the rich texture of diversity, fosters professionalism, and is grounded in the “essence of nursing’s metaparadigm and domains” as described in Benner’s *Novice to Expert Theory*. (Benner, 1984)

We believe that nurses guided by these values demonstrate ethical behavior in client care. Included in these values is the nurse’s relationship as a partner with individuals who are managing their healthcare journey, always respecting the diversity of beliefs and experience that shape the individual’s response to care. These professional values are listed in the *Essentials* document of the American Association of Colleges of Nursing (AACN).

- Altruism is a concern for the welfare and well-being of others. In professional practice, altruism is reflected by the nurse’s concern and advocacy for the welfare of clients, other nurses, and other healthcare providers.
- Autonomy is the right to self-determination. Professional practice reflects autonomy when the nurse respects clients’ rights to make decisions about their health care.

CBU Traditional BSN Program 2022-2023

- Human Dignity is respect for the inherent worth and uniqueness of individuals and populations. In professional practice, concern for human dignity is reflected when the nurse values and respects all clients and colleagues.
- Integrity is acting in accordance with an appropriate code of ethics and accepted standards of practice. Integrity is reflected in professional practice when the nurse is honest and provides care based on an ethical framework that is accepted within the profession.
- Social Justice is acting in accordance with fair treatment regardless of economic status, race, ethnicity, age, citizenship, disability, and/or sexual orientation.

Traditional BSN Nursing Program Goals

- To provide quality, efficient and flexible nursing education that prepares graduates for professional nursing practice
- To provide graduates with an appropriate base for master's or doctorate-level study in nursing practice, education, administration, or research
- To provide graduates with a professional practice base that is responsive to the changing needs of society

The Nursing Program goals are consistent with The Essentials of Baccalaureate Education for Professional Nursing Practice, which require a high-quality liberal education that prepares students for professional practice or further study. Students in the CBU Nursing Program learn leadership and communication skills, evidence-based practice, and professional values. They will understand the potential impact of advances in information management, patient care technology, and preventive medicine, as well as changes in health care policies and regulations.

Nursing students are expected to gain the same broad-based liberal education as other CBU undergraduates. They will be prepared to apply critical thinking, quantitative reasoning, and the scientific method in their nursing practice. Their knowledge of cultural, societal, moral, and ethical principles will guide their understanding and decision-making.

Traditional BSN Nursing Program Outcomes

The objectives of the Christian Brothers University Traditional BSN program are to:

- Develop and implement a curriculum that meets the needs of both students and employers, as measured by their response to program evaluations.
- Graduate at least 85 percent of students in each cohort within three years of entry into the program.
- Maintain a NCLEX pass rate of 85%, as outlined by the TN State Board of Nursing

CBU Traditional BSN Program 2022-2023

- Serve as a partner with healthcare facilities to meet the larger community of nurses.

Traditional BSN Nursing Program Student Outcome

The Christian Brothers University Bachelor of Science degree in Nursing prepares the graduate to:

- 1) Integrate knowledge and skills from a liberal education to provide the basis for the practice and education of nurses.
- 2) Apply a basic knowledge of organizational and systems leadership for quality care and patient safety.
- 3) Incorporate current evidence from nursing research, evidence-based practice, and other credible sources into professional nursing practice.
- 4) Integrate information management and patient-care technologies into the delivery and evaluation of high-quality, safe, patient-centered care in a variety of health-care settings.
- 5) Apply knowledge of health-care policy, finance and regulatory environments to professional nursing practice and healthcare systems.
- 6) Demonstrate effective inter- and intra-professional communication and collaboration skills in the delivery of evidence-based, patient-centered, and safe care across health-care environments.
- 7) Incorporate strategies to facilitate health promotion, disease prevention, and health restoration of individuals, families, and populations across the lifespan.
- 8) Assume accountability for professional values and behaviors and demonstrate the inherent values of altruism, autonomy, human dignity, integrity, and social justice.
- 9) Demonstrate comprehensive and respectful patient and population-centered care that reflects baccalaureate generalist nursing practice across the health-illness continuum and health-care environments.

Traditional BSN Nursing Program Conceptual Framework

The Theoretical Framework for the program is organized around the Novice to Expert Theory (Benner, 1984; 2001) and the competencies of the Quality and Safety Education for Nurses (QSEN). The domains of Novice to Expert Theory include:

CBU Traditional BSN Program 2022-2023

Helping Role: Includes creating a climate for and establishing a commitment to healing; providing comfort measures, maintaining personhood in the face of pain and severe disability/illness; promoting client self-care and engagement in their own recovery; selecting appropriate management strategies, application of caring (i.e. through touch); providing physiological and psychological support to clients and families; and steering clients through change.

Teaching- Coaching function: Includes appropriate application of timing to capture the client and/or family's willingness to learn; assisting clients to integrate the dimensions and consequences of illness and to optimize their potential for recovery; exploring and understanding the client's meaning of illness; and use of problem solving and critically thinking to explore interventions toward recovery.

Diagnostic and Patient Monitoring Function: Includes detection and documentation of significant changes in a client's health status: application of problem-solving and critical thinking in anticipating a client's change in needs or health status; awareness of a client's every changing need, and evaluating a client's potential for wellness.

Effective management of rapidly changing situation: Includes assessment of the client's life-threatening emergencies and acute changes in health status; appropriate management of identified emergencies through application of problem-solving and critical thinking; ongoing evaluation of nursing and medical interventions to optimize client wellness.

Administering and monitoring therapeutic interventions and regimes: Includes safe administration and monitoring of intravenous therapy, collaborative healthcare treatments and alternative therapies i.e. skin care and wound management, promoting client self-care measures through educational interventions.

Monitoring and ensuring the quality of healthcare practices: Includes provisions for evaluating and ensuring an environment that promotes a client's physical safety and psychological well-being in all realms of nursing and medical care, as well as a collaborative- interdisciplinary care delivery system.

Organizational and work role competencies: Includes coordinating and facilitating the needs of multiple clients, i.e. prioritizing holistic needs; engaging in the creation and facilitation of a therapeutic client and cohort milieu using management/leadership principles.

CBU Traditional BSN Program 2022-2023

Nursing Courses 2022-2023

NURS 350 Foundations of Nursing

This didactic, laboratory, and clinical course begins preparing the student to function as a provider of care. This course explores concepts, theories, and principles inherent in the roles and competencies of the professional nurse and applies this knowledge to practice. Identified basic human needs, the nursing process, and basic nursing skills are presented and used to guide professional nursing practice in simulated and clinical settings

Credits: 5 Prerequisite: Nursing major

NURS 352 Health Assessment

This introductory course focuses on health assessment across the life span. Students learn to conduct a complete health assessment with emphasis on normal findings and some abnormal pathophysiological findings as well as cultural, ethnic, and age variations. Students develop the skills of history taking, inspection, palpation, percussion, and auscultation using body systems to organize data.

Credits: 3 Prerequisite: Nursing major

NURS 353 Professional Nursing

This beginning professional course focuses on professional nursing roles, values, ethics and legal issues. It incorporates an introduction to evidence-based practice as well as emphasizing professional writing skills.

Credits: 2 Prerequisite: Nursing Major

NURS 354 Mental Health Nursing

This didactic and clinical course focuses on the nursing care of clients with acute, chronic and complex mental health problems across the life span. Students will identify mental health nursing services and apply to individuals, families, and communities with an emphasis on communication, health issues, critical thinking, ethics, and professional role development. Current trends, ethical and legal issues, political, economic and social issues that influence the health care of mental health clients and families are examined. Clinical practice is provided in a variety of settings including acute and community facilities.

Credits: 5 Prerequisite: NURS 351, 352, 356, 357, 360

CBU Traditional BSN Program 2022-2023

NURS 355 Adult Health I

This didactic and clinical course focuses on the nursing care of adults with chronic and long-term health care problems. The course explores the theoretical, scientific, and professional basis of nursing care of complex patients and their families by further obtaining knowledge in nursing and applying that knowledge and critical thinking to clinical experiences. An emphasis is on the care of groups of patients in the medical-surgical environment. Transition from student role to nurse generalist role is emphasized.

Credits: 7 Prerequisite: NURS 351, 352, 356, 357, 360

NURS 356 Pathophysiology

The purpose of this course is to provide the student with basic understanding of pathophysiology as a change from normal physiological functioning of the various systems of the human body. The course is based on illness and disease within a systems framework. Emphasis is on select illnesses most often encountered by occupational therapists, rehabilitation specialists, and other health professionals. The course focuses on critical thinking used to analyze the signs and symptoms based on the pathophysiology of these conditions.

Credits: 4

NURS 357 Pharmacology

This course focuses on the basic drug classification, concepts and principles of pharmacology with special consideration for the health care provider role in developing a comprehensive approach to the clinical application of drug therapy. Implications relative to the utilization of drug therapy are examined. Dosage calculations are evaluated for competency.

Credits: 3 Prerequisite: Nursing Major

NURS 360 Nursing Clinical Judgement

This course discusses clinical judgement and the critical thinking process used in nursing. It will incorporate practical reasoning, which complements the scientific reasoning used in the nursing process.

Corequisite: NURS 350 Foundations of Nursing

Credits: 2 Prerequisite: Nursing Major

CBU Traditional BSN Program 2022-2023

NURS 361 Nursing Informatics and Health Care Systems

This course introduces informatics and health care systems to the students. Informatics content includes integration of nursing, computer, and information systems for the support of nursing practice. It will introduce students to the effective technology and its application. Health care systems content provides an overview of how the health care and public health systems are organized and how services are delivered in the United States.

Credits: 3 Prerequisite: Nursing Major

NURS 450 Evidence Based Practice Nursing

This course is an introductory course to research methodology, critical appraisal of research literature, application of findings to nursing practice, and identification of clinical problems for study. Emphasis is on critical analysis of published research studies with regard to implications for clinical nursing practice. Ethical concepts related to research are explored.

Credits: 3 Prerequisite: Nursing major

NURS 451 Adult Health II

This didactic and clinical course builds on the theoretical and clinical learning experiences of Adult Health I and focuses on the nursing care of adults with complex and acute health care problems. Clinical experiences provide students with opportunities to understand and apply the role of the nurse generalist on the learner's developing role of provider and manager of care in acute settings.

Credits: 7 Prerequisite: NURS 354, 355

NURS 452 Family Health Nursing

This course provides theoretical and clinical basis for professional nursing practice with childbearing families, children, and their families. Emphasis is placed on health patterns occurring during pregnancy, birth, the newborn period, pediatrics, and adolescents. Chronic and acute pediatric diseases will be explored. Clinical learning experiences occur in a variety of settings including acute and ambulatory settings

Credits: 8 Prerequisite: NURS 354, 355

CBU Traditional BSN Program 2022-2023

NURS 453 Nursing Leadership and Management

This course focuses on preparing students to acquire skills in nursing management. Leadership and management principles will be examined within a variety of healthcare environments.

Credits: 3 Prerequisite: NURS 451, 452

NURS 454 Population Health Nursing

Explores public health practice with individuals, families, groups, and communities in selected settings. Global trends for health promotion and disease prevention are examined. Students analyze healthcare policy issues and paradigmatic cases of ethical dilemmas in world health. Emphasis is on collaboration with others to advocate for improvement in the health of vulnerable populations and elimination of health disparities.

Credits: 5 Prerequisite: NURS 354, 355

NURS 455 Nursing BSN Capstone

This course focuses on refinement of the student's clinical and leadership skills for practice as a nurse generalist. An emphasis is placed on clinical reasoning and decision-making.

Credits: 5 Prerequisite: NURS 451, 452

NURS 456 Nursing BSN Seminar

This course prepares students to take the NCLEX-RN examination by reviewing knowledge and skills presented in previous courses. An emphasis of this course is the application of critical thinking for effective test taking to enhance performance on the NCLEX-RN.

Credits: 2 Prerequisite: NURS 451, 452

CBU Traditional BSN Program 2022-2023

Selected Policies and Procedures

A. Admissions

- Be admitted to CBU as a degree-seeking undergraduate student.
- Minimum cumulative college GPA of 2.5
- ACT 22 or higher or SAT 1020 or higher or TEAS Score 65th Percentile or higher or TEAS Remediation
- Prerequisite Courses must be completed at the time of enrollment. Students with incomplete prerequisites at the time of application should list these courses in their application, including anticipated dates of completion:
- A minimum grade of “C” is required in all prerequisite and general education courses.
- Minimum of 2.75 cumulative GPA is required for prerequisite **science** courses.
 - Two (2) of the three (3) prerequisite science courses must be completed (not in-progress) at the time of application; all three (3) must be completed prior to enrollment in the program.
 - One (1) science prerequisite course may be repeated only once. If repeated, an average earned grade of the initial and repeated course will be used in the science GPA calculation
 - Applicants are required to complete prerequisite science courses within eight (8) years of admission.
- A maximum of only two (2) general education courses outstanding (6 hours) at the time of enrollment.
- Students who are transferring from another Nursing program must submit a letter of good standing from the Dean/Director of the previous Nursing program.
- Applicants dismissed from another Nursing program within the last 5 years are not eligible to apply. No Nursing credits will be transferable from a program in which the student was dismissed.
- Letter of Interest or a Video Interview:
 - Letter of interest: A 1-2-page letter of interest should include a discussion of the applicant's interest in nursing and a personal reflection on enrollment in the Nursing program. A list of all incomplete prerequisites with anticipated completion dates should be included in this letter.
 - Video interview: Students will complete an online video interview.
- Physical, gross and fine motor, auditory, visual, and tactile abilities sufficient to provide nursing care as outlined in the CBU Nursing Program Handbook Health and Vaccination Policy.
- Proof of vaccinations, satisfactory TB screening, and annual influenza vaccination as outlined in the CBU Nursing Program Handbook Health and Vaccination Policy.
- Current American Heart Association Basic Life Support for Health Care Providers (CPR Certification) prior to and maintained throughout enrollment
- Acceptance to the Nursing program is conditioned upon the successful completion of a criminal background check (CBC) and drug screening.

CBU Traditional BSN Program 2022-2023

- Admission to the Nursing program is a competitive process. Admissions is based on the number of applications and seats available. Meeting minimum qualifications does not guarantee admission to the program.

Early Admissions

Highly qualified high school seniors can apply for early admission during their senior year of high school.

- Minimum 3.5 high school GPA
- Minimum ACT Composite 27 or SAT Composite 1280
- Complete online Application by January 15th in Senior year of high school
- Early admission guarantees a seat in the cohort starting 2 years from time of first admission to CBU, if following requirements are met:
 - 3.0 Overall College GPA
 - All prerequisites must be completed with a B or higher
 - No prerequisites can be repeated
 - No deferments for enrollment
 - Meet all other general admissions requirements
- If requirements are not met, students can still apply for admissions via the general admission process.
- Early admission to the Nursing program is a competitive process. Early admissions are based on the number of applications and seats available. Meeting minimum qualifications does not guarantee early admission to the program.

Enrollment Requirements

Prior to the start of classes, admitted students will need to provide:

- Completed Student Health Form
- Proof of current TB surveillance if requests
- Current certification in cardio-pulmonary resuscitation-American Heart Association BLS for Healthcare Providers (CPR)
- Background check and drug screen
- Official Transcripts

International Applicants

In addition to the admission requirements above, international applicants should send the following items to the Office of Admissions:

- Official transcripts of all coursework done at the secondary level or above. Official transcripts not in English will require an official translation
- Proof of English proficiency through the successful completion of the NCLEX-RN exam
- Complete the designated Certificate of Financial Support
- Have active/current health insurance

CBU Traditional BSN Program 2022-2023

B. Attendance

Attendance is required at all scheduled classes, laboratories, conferences, seminars, clinical experiences, testing situations, and other course activities. Excessive absence will be sufficient reason to consider a student as academically deficient. Registration for a course makes the student responsible for attending class until the course is completed or until the registrar authorizes withdrawal from that course.

Class Attendance

Attendance is measured by participation in the live class sessions. A class tardy is considered when a student is five minutes, or more, late for class. Three tardies equal to one absence. Two unexcused absences will result in failure of the course. Students must be present during the entire class time to receive credit for attendance. Faculty reserve the right to not allow tardy students to enter until the next class break. Students are required to provide verification for any absence (illness, accident, death in the family). The Program Director reserves the right to verify any documentation of absence.

Clinical Attendance

Students are required to notify the clinical preceptor/faculty and the classroom faculty about any absences via email and/or phone call/text one hour prior to the clinical experience, unless there is an emergency where the student cannot reach the faculty. In the event of an emergency, the student or a representative of the student must notify the faculty and program director as soon as possible. Students are required to provide verification for any absence (illness, accident, death in the family). The Program Director reserves the right to verify any documentation of absence.

Students missing one clinical experience will be given an alternative simulation assignment that equals the time missed from the clinical experience. This assignment will be assigned by the classroom faculty and submitted by the due date assigned by the instructor.

A student missing more than one clinical experience will need to meet with the Program Director to discuss excessive absences. Student may be assessed an additional clinical fee (\$150/clinical day) to attend makeup clinical hours.

A student is considered tardy if they are not on the unit and ready for the clinical experience at the designated time. Students should notify the clinical preceptor/faculty if they anticipate being tardy to the clinical experience. Three tardies equals one clinical absence. A student receiving a clinical absence for tardies will be required to complete the alternative simulation assignment. A student receiving more than three tardies also will need to meet with the Program Director.

A student missing more than 2 clinical experiences is subject to receiving a "F" in the clinical component of the course.

CBU Traditional BSN Program 2022-2023

Students are expected to be prepared in the clinical laboratory experience in order to provide safe care. Should a student come to the clinical unit unprepared, she or he will be sent off the unit; it will be documented and placed in the student's file in the program office and the office of the associate dean for academic affairs. A grade of Unsatisfactory "U" will be assigned for any clinical day in which the student fails to meet the minimum professional expectations for the day. If the student receives two "U"s in the same clinical course, he/she will receive an F for the course.

Online Course Attendance

Students are required to complete all assignments by the due date, and to actively participate in class discussions within online courses.

Additionally, students are expected to:

- Log on at least twice a week– on different days in order to completely weekly assignments, assessments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus;
- Participate in any discussions or group assignments, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comment and questions from the instructor and/or other students;

If you find that you cannot meet the online class' minimum requirements due to such a circumstance, please contact your instructor as soon as possible. Students will not be marked present for the course in a particular week if they have not posted on the discussion forum and/or submit assignment/essay or complete assessment if administered in that week.

In addition, a faculty may request students turn cameras on during synchronous class time or during testing. Students failing to turn on cameras at the time requested may be marked absent.

C. Examinations

Classroom Testing Procedure

Prior to the exam:

- Seats will be assigned during the exam.
- Arrive 10 minutes early on exam days.
- Your computer should be fully charged, connected to Wi-Fi and Respondus Lockdown Browser has been downloaded and is working. If you have problems accomplishing this, please inform the instructor or exam proctor.
- Be prepared to begin exam on time. Late arrivals will not be allowed to enter the exam and a zero will be recorded for the exam
- All backpacks, books, purses, bags etc. will be placed in an area in the classroom designated by the professor or proctor. None of these items are allowed in the classroom

CBU Traditional BSN Program 2022-2023

during an exam. Students are welcome to stow these items safely in their locked car or in an assigned secured area.

- No coats or hoodies allowed.
- The instructor or proctor has the right to ask students to empty all pockets prior to testing
- Place cell phones, smart watches, ear pods, all electronic devices (except your laptop) in your bag.
- Be sure your cell phone is TURNED OFF, not on vibrate.
- The only items allowed on the student desk will be pen/pencil, and eyeglasses if needed.
- Instructor will provide paper, pencils, and calculators if needed.
- Use the restroom before the exam so you will not need to get up.
- Line up outside the door to the classroom prior to exam and await assigned seat.
- Once all students are seated a sign in sheet will be circulated and the student will sign their name to the number that corresponds to their seat assignment.
- Once the test has begun there will be NO entry or exit from the classroom until the exam time has ended and all test takers are finished.
- The classroom door will be closed and locked once the exam is started

During the exam and after:

- Hands must be visible during the test
- Students are allowed to login to Canvas from one device only during the test.
- All scratch paper will be turned in after the test. Do not throw it away.
- Place your assigned seat number on your scratch paper along with your name.
- Do not use scratch paper to write down questions or take extensive notes about the exam.
- Everyone must stay in their seats once they have completed the exam. Close your laptop and do not talk.
- All exams are proctored and recorded remotely.
- Students should be aware recording is in progress during exams.
- Any student found with cell phone or any electronic device other than their laptop during the exam will receive a zero for the exam and are subject to other penalties, including failure of the course or expulsion from the program.
- Time will only be added if there are technical issues with Canvas.

Missed Test Policy

Faculty have the discretion to determine the policy for missed exams in the course. Faculty are required to put their policy in the course syllabus at the beginning of the semester.

Regardless of policy, students are required to notify faculty via email prior to the exam if they are missing the exam, unless there is an emergency where the student cannot reach the faculty. In the event of an emergency, the student or a representative of the student must notify the faculty and program director as soon as possible. Students are required to provide verification for any absence (illness, accident, death in the family). We reserve the right to verify any documentation of absence.

CBU Traditional BSN Program 2022-2023

Final exams are required to be taken. In the event the student cannot take a final exam, the student must make-up the exam prior to the deadline for grade submissions. If the student cannot make up the final exam by this date, the student must apply for an incomplete in the course (see registrar webpage for Incomplete form). Documentation will be required.

For a missed ATI Content Mastery Exam, the student will arrange a makeup exam time with the faculty. Students must notify the faculty of their absence, as they would with an unit exam.

In the event the student misses 2 or more exams, the student must make an appointment with the Program Director to discuss excessive absences and determine a plan of action.

Test Review Policy

All test reviews will take place in class once all students have tested and the faculty reviews the test. Students will have the ability to review questions and ask clarification questions in class. Students will not be allowed laptops, phones, tablets, recording devices, paper, or pencils/pens during the test review. Students are not allowed to copy test questions. A student found to be copying questions or recreating tests from memory to pass to other students will be referred to the CBU Academic Counsel for misconduct. A student wishing to challenge an answer to a test question can make an appointment to speak to the faculty. Students are encouraged to bring supporting evidence to the meeting.

Online Testing Policy

Test Environment Requirements: The online testing environment should mimic the 'in class' testing environment, and must conform to the following:

Testing Area:

- Sit at a clean desk or clean table (not on a bed or couch)
- Lighting in the room must be bright enough to be considered "daylight" quality -
- Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student
- Be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. unless specifically permitted in posted guidelines for that particular examination
- Close all other programs and/or windows on the testing computer prior to logging into the lockdown browser
- Do not talk to anyone else--No communicating with others by any means
- Do not have a radio or the television playing in the background
- Use the restroom or eat prior to starting the exam.

The following should not be on your desk or used during your exam unless specifically allowed for that examination:

CBU Traditional BSN Program 2022-2023

- Excel
- Word
- PowerPoint
- Textbooks/ ebooks
- Websites
- Calculators
- Pen and/or Paper
- Cell phones

Behavior:

- Dress as if in a public setting
- You must not leave the room during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination.
- You must not take the computer into another room to finish testing (exam must be completed in the same room the “Exam Environment View/scan” is completed in)
- No use of headsets, ear plugs (or similar audio devices) are permitted
- Do not use a phone for any reason. The only exception is to contact support or your instructor in the event of a technical issue

Online Testing Guideline Violation Consequences

- If you are flagged for cheating, you will be contacted directly by the faculty and subject to penalties as articulated in the School Conduct Policy.
- Students with high alert flags from Respondus will meet with the faculty and Program Director
- High alert flags may result in a zero on the exam
- Repeat offences will be subject to review and may result in a failing grade or expulsion.

Standardized Testing Policy Traditional BSN Program

Students in the traditional program are required to take nationally-normed standardized assessment tests throughout the program. Assessment tests are used to identify gaps in knowledge-base or critical thinking skills. In the last semester of the curriculum, students are required to take a comprehensive exit exam and make a satisfactory score in order to be eligible to apply to take the licensure examination. The Nursing Program currently uses Assessment Technology Institute (ATI) testing products. Testing costs are included in student tuition/fees and cover one administration and retake of each specialty test. Students are responsible for the cost for retakes of custom exams.

CBU Traditional BSN Program 2022-2023

ATI Specialty Exams:

Students will take ATI specialty exams included in their purchased package according to the schedules attached. It is an expectation that all students will complete ATI remediation as assigned.

ATI Mid-Curricular Exam:

Students in the Traditional program are required to take the ATI Mid-Curricular Exam prior to entering Semester IV in the fall. A cut off score will be determined by the faculty. If the score is not achieved, the student will be allowed two additional testing opportunities. Students will be required to pay the cost for exam retakes. If the student does not make the minimum score after the third take, the student will be required to enroll in the elective course-Strategies for Success. This exam is designed to provide content remediation and strengthening of testing skills. Students may be allowed to progress to Semester IV according to current progression policies.

ATI/HURST Exit Exam:

The ATI/HURST Exit exam is administered to all students in the Traditional program in the last semester of the program. The exit exam is a course requirement in NURS 456 Nursing BSN Seminar. Students must pass the exit exam to successfully pass NURS 456.

NCLEX Review Courses:

The NCLEX Review course will be offered prior to the date scheduled for the ATI Exit exam. Attendance and participation in the ATI Review courses are mandatory and are a part of the NURS 456 Nursing BSN Seminar.

Skills Lab Testing

Students who do not earn a 75% or greater on laboratory skills exams are required to complete remediation. The purpose of remediation is for students to successfully complete the laboratory skill in order to ensure safe nursing practice.

The grade received on the first examination is the grade that is recorded in the course grade calculation.

Guidelines:

1. Submit a Required practice appointment request within 3 days of the failed examination to the faculty.
2. Submit a Repeat testing appointment within 3 days of the of the failed examination to the faculty.
3. Remediation must be completed
 - a. One-hour practice with the faculty or facilitator

CBU Traditional BSN Program 2022-2023

- b. Student to submit a written one-page reflection, including identifying the potential/action implications the unsuccessful performance would have on patient outcomes.

Repeat Testing:

1. After completing the required practice, a second laboratory skills exam can be scheduled with the instructor at a mutually agreed upon time.
2. Student is provided an opportunity to repeat the exam to achieve a minimum of 75% minimum grade.
3. If the student fails to achieve the required 75% on the retest, the student fails the course. Students may only repeat a skills exam one time.

D. Grading

The final grade for each course, excluding NURS 353, NURS 450, NURS 360, NURS 361, and NURS 455, will be determined by the weighted average of the unit and final exams. Unit exams and the final exam must average 75% or higher for other assignments to be included in the final score. If that score is over 75%, the grade will be adjusted to include the grade scale outlined in the course syllabus. A student must achieve a grade of 75 or higher in each course and must satisfactorily complete all requirements stated in the syllabus for each course to become eligible for progression. A grade of Incomplete is reported when the student has not fulfilled the course requirements and has petitioned for the incomplete grade. A grade of Incomplete is not an expectation but rather a privilege that is extended in unusual circumstances by the course coordinator. The course coordinator determines the time allowed for the student to remove the Incomplete grade. The Incomplete grade is converted to a grade of F if not removed by the agreed deadline. The grade F is given if the student has failed based on the evaluation of required work and course objectives. Faculty are permitted to round up to the higher decimal percentage point, one time only. (For example, a 74.5 will round to a 75%. A 74.49 will round to a 74.5). No exceptions.

The grading scale for all Traditional BSN courses is as follows:

A	92-100
B	84-91
C	75-83
D	67-74
F	<67

CBU Traditional BSN Program 2022-2023

E. Withdrawal/Leaves of Absence

Registration for a course makes the student responsible for attending class until the course is completed or until the student withdraws from the course, with the permission of the program director. Failure to comply will result in recording failing grades in all courses in which the student is registered. Approved withdrawals, if completed on or before the last day specified by the academic calendar, will not be recorded on the student's record. Please see the CBU Catalog and official university calendar for the official policy on course withdrawal.

A student withdrawing from a Nursing course must have permission from the Nursing Program director to reenroll at a later time. A student may be denied permission to reenroll in the courses.

The School of Nursing requires that all students be enrolled every semester or be on an approved Leave of Absence unless there is no course offered in the student's plan of study for the semester. Students who do not meet this requirement will be academically withdrawn. Students may be granted a leave of absence for a period of time not to exceed a total of one year for legitimate health, personal, military or other appropriate reasons. In case of a request for a medical leave of absence, the Nursing Program may obtain an independent verification. Prior enrollment in the School of Nursing is required for a student to be granted a leave of absence. Accepted students who have signed the letter of intent but who have never enrolled are not eligible for a leave of absence. Because of the intensity of the curricula, the phasing of the courses and the rapid changes in nursing knowledge, a student may be required to restart courses from the beginning upon returning from leave. Students are required to complete a Re-entry Skills Validation upon return from Leave of Absence. To be granted a leave of absence, the student must: be in good academic standing, notify the Program Director in writing of the request for leave of absence, obtain approval from the Director of the program. Students who fail to return to the academic program within the specified time will be withdrawn from the program. If the student has courses in progress at the time the leave of absence is granted, a letter grade of F may be assigned to these courses. A student on leave of absence will not be assigned any academic or clinical responsibilities. Upon return from leave of absence, the student will re-enroll and will pay all tuition and fees appropriate for the period of re-enrollment. No leave of absence will be granted without all appropriate prior approvals.

Students returning to school following illness may be required to submit verification from the health care provider permitting them to engage in clinical and class activities without limitations. Students who miss three or more consecutive days will be required to obtain a release from the treating health care provider to return to clinical and course work and submit it to the office of the Program Director. The program reserves the right to verify all documentation submitted.

F. Progression

Grades and progress of each student are reviewed by the Program Director at the end of each grading period. Students who do not meet the established criteria will be notified. Progression in

CBU Traditional BSN Program 2022-2023

the baccalaureate programs requires a minimum cumulative GPA of 2.0 in all required nursing courses. If a student makes a grade of D or F in a course, the course may be repeated once provided the overall GPA is a 2.0. Students who receive a grade of C or better in a course are not permitted to repeat the course. If a student repeats a failed nursing course and does not make a grade of C or better, the student will be dismissed from the program. Students dismissed from the program will be notified by the Director of the Nursing Program. Only one nursing course may be repeated. If a student receives a D or F in a second nursing course, the student will be dismissed from the program. A student withdrawing from any course for any reason must have permission from the Program Director to reenroll at a later time.

A grade of Unsatisfactory (U) will be assigned for any clinical day during which the student fails to meet minimum professional expectations for the day. If the student receives two unsatisfactory grades in the same clinical course, she/he will receive an F for the course. Clinical faculty reserve the right to assign a U to the student for failure to meet any portion of the required clinical expectations. A student must satisfactorily complete all requirements stated in the syllabus for each course to be eligible for progression. A grade of Incomplete is reported when the student has not fulfilled the course requirements, including Satisfactory/Unsatisfactory assignments.

Students must complete the Nursing Program within 5 semesters (Fall/Spring), unless approval by the Director is given.

G. Compliance

CBU Nursing Students are required to be fully compliant with all listed compliance checks. It is the responsibility of the student to ensure their compliance is up to date.

Background Checks

Tennessee law requires all health-care workers, including students, to have completed criminal history background checks. All Nursing students will be required to successfully complete a criminal history background check, prior to final acceptance into the program. A felony conviction may affect a graduate's eligibility to be licensed or certified.

Professional Liability Insurance

Professional liability insurance is required for all students. Students are required to have student liability insurance in place during all clinical, practicum, and residency experiences. Professional liability insurance is provided by CBU.

Drug Testing

It is the policy of the CBU Nursing Program to comply with federal and state laws and regulations dealing with the usage and detection of drugs. This policy is subject to change at the sole discretion of CBU and is meant to supplement other relevant University policies. This policy is in addition to any drug and alcohol testing policies and procedures at the clinical sites, and while students are engaging in clinical activities at hospitals, clinics, nursing homes, or other

CBU Traditional BSN Program 2022-2023

facilities on behalf of CBU, the drug and alcohol testing policies and procedures of the hospital, clinic, nursing home, or facility will govern.

CBU Nursing Program prohibits the unauthorized use, possession, sale, conveyance, distribution, and manufacture of controlled substances, as well as being under the influence of legally prescribed drugs that prevent an individual from performing the essential functions of his or her job or where the individual poses a direct threat while using those drugs. Clinical agencies affiliated with CBU Nursing also have drug and alcohol policies and are requiring that nursing students comply with their drug testing policies in a similar manner to their employees. Safety in the delivery of care to patient/client populations is the basis for drug testing. Clinical sites have the right to refuse any student for clinical placement based on concerns about that student's ability to deliver safe practice.

CPR Certification

Students are required to hold CPR certification at all times while in the program. CBU only accepts American Heart Association Basic Life Support for Health Care Provider Certification.

Tuberculosis Screening

Some clinical affiliates require Tuberculosis screening within the past 12 months. If required, students may be asked to submit documentation. If a student cannot undergo a Mantoux Skin Test, the student will be asked to undergo additional screening or testing.

Health and Vaccination Policy

Title II of the ADA prohibits discrimination against a "qualified individual with a disability." This term is defined as an individual with a disability who can perform the "essential functions" of a position, with or without reasonable accommodation.

In order for a student with a disability to be admitted to any nursing program at CBU, the student must:

1. Meet the prerequisite admission standards.
2. Perform the essential functions for participation in the nursing program with or without reasonable accommodation.

Generally, the term essential functions include those fundamental duties that the individual who holds the position must be able to perform, either unaided or with the assistance of a reasonable accommodation.

A reasonable accommodation is "any change in the student environment or in the way this are customarily done that enables an individual with a disability to enjoy equal opportunities." In order to be considered for appropriate accommodations, the student must make a request with the Office of Student Disability Services. Since the ADA expressly prohibits inquiries regarding

CBU Traditional BSN Program 2022-2023

disabilities, the responsibility of disclosure is borne by the individual having the disability. The reasonableness of an accommodation is determined on a case by case basis. The Accommodation offered does not have to be the “best available” but needs to be sufficient to meet the needs of the individual being accommodated.

The nursing faculty has determined that to successfully complete the classroom and clinical components of the nursing programs, the student must be able to perform defined essential functions. These essential functions include, but are not limited to the following:

Essential Mental Abilities:

1. Maintain reality orientation accompanied by short and long-term memory.
2. Adapt to school and clinical environment.
3. Follow rules and instructions.
4. Assimilate and apply knowledge acquired through lectures, discussions, demonstrations, and readings.
5. Comprehend and apply basic mathematical skills.
6. Demonstrate safe nursing practice within the defined clinical time period.
7. Demonstrate critical thinking skills by the comprehension and application of abstract concepts.

Essential Communication Skills:

1. Speak clearly in order to communicate with clients, families, health care team members, peers, and faculty.
2. Interact appropriately and communicate effectively with individuals, families, and groups from a variety of social, cultural, and intellectual backgrounds.
3. Communicate and organize thoughts in order to prepare written documents.
4. Prepare written documents that are correct in style, grammar, and mechanics.

Essential Physical Abilities:

1. Stand and walk for 8 to 12 hours/day.
2. Walk for prolonged periods from one area to another over a 10-hour period.
3. Bend, squat, and kneel.
4. Assist in lifting or moving clients of all age groups and weights.
5. Perform CPR, i.e., move above client to compress chest and manually ventilate client.
6. Work with arms fully extended overhead.
7. Use hands for grasping, pushing, pulling, and fine manipulation.
8. Demonstrate eye/hand coordination for manipulation of equipment, i.e., syringes, procedures, etc.

Essential Sensory Abilities:

CBU Traditional BSN Program 2022-2023

1. Possess tactile ability to differentiate changes in sensation.
2. Possess tactile ability sufficient for physical assessment.
3. Possess auditory acuity to note slight changes in the client's condition, i.e., lung sounds, etc.
4. Possess auditory acuity to hear client calls for assistance without facing the client.
5. Possess auditory acuity to interpret various equipment signals and use the telephone.
6. Possess visual acuity to read and distinguish colors, to read handwritten orders, and other handwritten and printed data.
7. Possess visual acuity to clearly view monitors and scales in order to correctly interpret data.
8. Possess olfactory ability sufficient to detect differences in odor.

Some clinical affiliates require students be cleared for clinicals by a provider within the last 12 months. If the requirement is made, students will be required to have a clinical clearance form completed and signed. It is the responsibility of the student to have this compliance completed. Health physicals may be scheduled with Student Health Services on campus, pending availability.

Vaccinations

This list provides a summary of the Nursing program requirements, and acceptable documentation for each item. Students are encouraged to begin collecting documentation and obtain needed immunizations or lab tests as soon as possible after admission. Students are responsible for submitting all documentation.

Vaccination waivers are only granted for valid medical contraindications approved by a licensed healthcare provider (MD, NP, PA only). Religious or conscientious exemptions will not be approved, and students will not be allowed in clinical sites without appropriate vaccinations or approved waivers.

Documentation is required for each item, which you must submit all documentation to the Nursing Administrative Coordinator. This checklist helps you keep track as you obtain your health records. You can use these tips for locating them. You will also find detailed instructions for meeting each required item in your CB account.

1. Childhood Immunizations- A primary childhood or adult DTaP/DTP/DT/Td series is required. Students are expected to have received the childhood polio series. An adult IPV booster is an acceptable alternative. Childhood (or adult) vaccine records will be submitted to prove completion. If health records aren't available, proof of immunization via titer is required
2. Influenza Vaccine- Submit documentation of seasonal influenza vaccine between August and October each year. Waivers are given for valid medical contraindications. An

CBU Traditional BSN Program 2022-2023

influenza waiver request form (available from the Nursing program) must be signed by a licensed health care provider (MD, DO, NP, or PA), then returned to CBU for review. School compliance staff and clinical sites are notified of approved waivers. Students with approved waivers may be asked to wear additional personal protective equipment by a clinical site.

3. TB Screening - An initial (entry year) two-step TB skin test (PPD) or IGRA blood test (QuantIFERON-TB Gold) may be required, unless you have documentation of a previous positive PPD or TB vaccination. Documentation must include name, dates placed, dates read, and results in mm. Results obtained by “self-read” are not accepted. Test during month(s) suggested by program to ensure your documentation is accepted.
4. Tetanus-Diphtheria-Pertussis- One dose of Tdap is required. If given more than 10 years ago, an additional dose of Td-containing vaccine. Titers are not accepted in lieu of Td/Tdap vaccine. Documentation of adult Tdap vaccine since 2005 (when adult vaccine became available) AND Td OR Tdap in the past 10 years, not expiring during the school year. May be same vaccine dose as above.
5. MMR: Measles (Rubeola), Mumps, and Rubella- Two doses of MMR 3-component vaccine (other vaccine types not accepted) given on or after 12 months of age and at least one month apart, OR positive Measles, Mumps, and Rubella antibody titers. Two doses of MMR 3-component vaccine dated 1/71 or later. Doses given within a month after another live virus vaccine are not accepted (same day is acceptable). May submit reports showing positive antibody titer results for: measles (rubeola), mumps, and rubella (NOTE: IgM titers are NOT acceptable)
6. Varicella- Two doses of varicella-containing vaccine given on or after 12 months of age and at least one month apart, or positive Varicella antibody titer. History of disease is not accepted. Only vaccine or titer. Two doses of varicella vaccine dated 3/95 or later. Doses given within a month after another live virus vaccine are not accepted (same day is acceptable). May submit report showing positive varicella antibody titer result (NOTE: IgM titer is NOT acceptable)
7. Hepatitis B- Three vaccine doses spaced appropriately per CDC standards or a positive quantitative Hepatitis B surface antibody titer meets the requirement. The lab report result must include numeric reference ranges; the usual standard for a positive titer is 10 mIU/mL or higher. Titers submitted without numeric results/ranges are not accepted. Three or more documented doses of vaccine and a positive HBSAB-QUAN/CONC/Index titer OR Hep B series in process. Titer due 4-6 weeks after last dose. For past/resolved hepatitis B infection: Submit lab reports for QN HBsAb, HBcAb, and HBsAg to HSIP to CBU Program Coordinator and await further instructions. For Hepatitis B carriers: Contact the Nursing Program Coordinator to request a letter for the provider. Submit completed letter with lab report of positive HBsAg for review. For Hepatitis B non-responders: Contact the Nursing Program Coordinator to obtain a letter for the provider. Submit completed letter and documentation of two 3-dose Hep B series, lab report(s) of negative HBsAg and appropriately timed negative HBsAb.

CBU Traditional BSN Program 2022-2023

8. Covid Vaccination- The Nursing Program follows the Covid Vaccination Policy set forth by the University. In addition, the Nursing Program must follow vaccination requirements set forth by our clinical affiliates. All health facilities that accept federal funds must comply with federal rules on Covid Vaccines. Currently, no CBU clinical affiliate accepts waiver requests from students. As a result, students must be vaccinated in order to complete clinical requirements. Students must follow CDC Vaccination Requirements for Health Care Workers.

H. ADA Policy

Americans with Disabilities Act Policy Requests for Academic and Clinical Accommodations
The purpose of this policy is to assist CBU in complying with the Americans with Disabilities Act (ADA) of 1990. Disability is defined in the ADA as a person with: (a) physical or mental impairment that substantially limits one or more of the major life activities of such individual; (b) a record of such impairment; or (c) being regarded as having such impairment.

The Southern Regional Education Board (SREB) Council and the Collegiate Education for Nursing (CCNE) developed guidelines for nursing education programs to use in complying with the ADA and defined nursing as a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements.

Selection of qualified individuals for admission to and progression through programs at CBU is the responsibility of the faculty who act through the Undergraduate Admissions Committee. The Technical Standards for Admission, Progression and Graduation (Technical Standards) are an integral component of the School of Nursing and identify core professional competencies in eight specific domains – critical thinking/cognitive competencies, professional relationships, communication, mobility, motor skills, hearing and visual skills, observation and tactile senses. Nursing students must meet all the requirements of the Technical Standards, with or without reasonable accommodations, in order to successfully progress through and graduate from their respective curricula. The faculty of CBU have established technical standards for students in the school's educational programs. The list is adapted from the SREB Sample Core Professional Standards as developed by the SREB Council on Collegiate Education for Nursing Education.

If accommodations are approved, the student will receive a letter from the Office of Academic Support. This letter will serve as verification of the specific accommodations granted. The student is responsible for notifying the course coordinator in each course of his/her desire to receive accommodations and must show the course coordinator the letter of verification received from the Office of Academic Support.

It is imperative that students contact the course coordinator regarding the approved accommodation(s) within a reasonable time frame so faculty can make the necessary arrangements, if reasonable, to satisfy the approved accommodation(s). A minimum of three (3) business days is required to allow for academic accommodation(s) for testing and examinations. Please note that academic accommodation(s) are NOT retroactive (cannot be applied to work

CBU Traditional BSN Program 2022-2023

prior to the approval of accommodations request) nor are they automatically applied to all current/future courses. Students must show the copy of the approved accommodation(s) letter from the Office of Student Support to the course coordinator for each course in which the student chooses to employ the accommodation.

I. Graduation and Licensure

Diploma applications are due in the Office of the Registrar by the due dates listed on the academic calendar to allow ample time for ordering in time for student graduation. CBU reserves the right to withhold a degree of any student deemed unsuitable for the practice of nursing.

CBU Students are eligible to take the RN Licensure examination after they have graduated from the BSN program. The NCLEX-RN® is computerized and offered at sites throughout the United States. For further information, visit the NCSBN website. As the process for application by examination varies by each state, CBU will work with each student to apply for licensure at the appropriate agency. CBU reserves the right to withhold a degree from any student deemed unsuitable for the practice of nursing. CBU does not guarantee licensure upon graduation.

J. Academic Grievance/Grade Appeal

The academic grievance policy and process can be assessed by the CBU Compass and Catalog.

K. Academic Difficulty

The faculty of the Nursing Program expects that all undergraduate students will satisfactorily progress in the program. There are times, however, when a student may experience academic difficulty. Academic difficulty is defined as a course grade average less than 75% and/or unsatisfactory clinical performance. If a student is in academic difficulty at mid-term, the following procedure is implemented.

Course Faculty Responsibility

When a student is experiencing academic difficulty in a course at mid-term, the course faculty will: 1. Notify the student, in writing, of the grade average that is less than 75% and recommend that the student seek assistance from his/her academic advisor. 2. Notify the program director and the student's academic advisor that the student is in academic difficulty. 3. Collaborate with the student, the student's academic advisor and course faculty, if needed, to develop strategies to overcome the academic difficulty. Mid-term for clinical in clinical courses is defined as the interim evaluation date.

Student Responsibility

When a student is experiencing academic difficulty in a course at mid-term, the student will: 1. Make an appointment with his/her academic advisor to discuss strategies to overcome the academic difficulty. 2. In conjunction with academic advisor/course faculty, develop strategies to

CBU Traditional BSN Program 2022-2023

overcome the academic difficulty. 3. Follow-up with resources that are recommended by the academic advisor/course faculty. 4. Continue to consult with the academic advisor to discuss progress in academic performance.

Academic Advisor Responsibility

When a student is experiencing academic difficulty in a course at mid-term, the academic advisor will: 1. Meet with the student to develop strategies to overcome the academic difficulty. 2. In collaboration with the course faculty and/or course faculty, provide the student with a list of resources to assist with the areas identified as contributing to the academic difficulty. 3. Schedule a follow-up appointment to evaluate the student's progress toward improving academic status. 4. Document all advising sessions, provide a copy to the student, and forward a copy for the student file to the academic program's office.

L. Incident and/or Accident Report

In the event of an incident/accident involving a student: 1. The student will complete the appropriate form supplied by the agency/Nursing Program. The clinical facilitator and/or clinical faculty will co-sign the report with the student. 2. If the agency will not allow a copy to be made, the student completes an anecdotal record for the Nursing Program. The student provides the same information found on the incident report, including details of the incident and health care provider involvement. The faculty member includes measures taken to avoid further incidents, such as teaching of clients, counseling and teaching of students, or other appropriate measures. Both the involved facilitator and/or faculty and the student sign the anecdotal record. 3. The anecdotal record or agency form is submitted to the Program Director for inclusion in the student's file. 4. The copy of the agency form or the anecdotal record remains in the student's file until the student graduates. The Program Director will develop an individualized remediation program for the student. Completion is required.

M. Dress Code

The following guidelines were developed for CBU using faculty and student input, as well as adapting policies of several health-care organizations and other professional schools on campus. It is not intended to stifle individuality or be restrictive; rather, it is an attempt to help students make the transition to a health care professional. It is important that students present themselves and be perceived as conscientious professionals. The personal taste of a professional should reflect concern for his/her patients/clients and colleagues. Students are asked to dress in good taste and present themselves with proper decorum as they represent themselves, their academic institution and their profession in the community.

Uniform Policy

CBU Traditional BSN Program 2022-2023

The CBU official uniform must be worn during all clinical and lab experiences including clinical skills lab/simulation, hospital, clinic, and community clinical experiences. The uniform and lab coat must be purchased prior to the beginning of the first semester of the program.

Shoes must be solid white or solid black, closed toed and heeled, must be clean and in good condition and impermeable (no mesh or canvas). The CBU ID badge should be worn at all times in the clinical settings. The CBU ID badge must be worn on the left side of the upper torso. The student name must be fully visible, unless permission has been given by the faculty to cover. If the student is representing CBU, the ID badge must be worn (i.e., community screening events). Uniforms with the official school patch are to be worn only during clinical and school functions. Uniforms are not to be loaned to anyone outside of the School of Nursing.

Faculty approved, full-zipped, water-resistant jacket may be worn with the uniform. Fleece jackets are not allowed on the clinical unit. Fleece jackets are not part of the CBU uniform attire.

When in the clinical areas for educational purposes such as conferences, pre-conferences, community assessment, etc. and not in uniform, students must be in professional attire and must wear the approved school lab coat with the official school patch on the upper left sleeve.

When in the clinical area providing nursing care, students must wear the approved CBU Nursing uniform. Uniforms should be neat, clean and non-wrinkled. Dress uniforms must be hemmed at or below the knee/pants must not touch the floor. Flesh-colored or white hose must be worn with dresses.

Wedding bands, watches, and school or professional pins, may be worn. Engagement rings may be worn, but the student must use professional judgment to determine when to remove the ring(s) (i.e., during skills/simulation due to potential damage that could occur when using simulators, during certain clinical procedures where gloves may be required, etc.). Professional judgement should be used regarding the presence of multiple earrings and ear posts (no helix, tragus, industrial, conch, etc.). No other areas of piercing are accepted (i.e., nose, eyebrow, or any areas of the face, head and neck that are visible). No other jewelry will be worn.

Cleanliness is expected at all times. This includes the person, uniform, shoes, shoestrings, etc.

Finger nails length shall not exceed $\frac{1}{4}$ inch of free edge (i.e.-white portion of the nail). No artificial nails, gels, shellacs, extenders, or gems may be used. Only clear nail polish is allowed.

For all laboratory and clinical experiences, hair must be secured off the shoulders and away from the face, using conservative hair securement devices. Sideburns, beard and mustache must be neatly trimmed. Makeup should be conservatively applied. Perfume and/or fragrances are not allowed due to the potential allergic reaction from patients or others. No artificial eye lashes allowed.

Professional clothing and accessories should be chosen with consideration given to the sense of security and safety provided to external and internal customers, mobility in accomplishing tasks,

CBU Traditional BSN Program 2022-2023

and role of appearance in inspiring confidence in oneself and the health-care workforce. All clothing will be neat, clean, and pressed.

Dress code for school-related activities, or presentations not requiring a uniform, (this includes going to the hospital for clinical assignments), should be at a more professional level than classroom attire. Therefore, in addition to classroom attire, the following applies: 1. Dress slacks and/or skirts appropriately hemmed (i.e. slacks no longer than footwear) (Jeans are not acceptable attire as this violates hospital policies.) 2. Shoes should provide safe, secure footing and offer reasonable protection from hazards. Shoes should be clean, conservative and in good repair. No flip-flops or sandals. Additionally, no open toe shoes are allowed on the clinical unit. 3. Official lab coat with identification badge and school patch. 4. Clean, well-groomed hair. 5. Jewelry should be limited to one conservative earring per earlobe, wedding and engagement ring, watch, school or professional pins.

If a student fails to follow the Dress Code Policy, then the following actions will occur: 1st offense—student will be sent to the program director and will be sent home with unexcused absence. 2nd offense (or greater) – student will be sent to the appropriate program director. A formal letter of reprimand will be placed in the student file, and the student will be sent home with an unexcused absence. Additionally, the student will have a meeting scheduled with the program director to discuss continued disregard to school policy.

Identification Badges

Clinical partnership policy requires that all employees and students wear their CBU identification badges at all times while the student is engaged in clinical experience. The badge should be worn with the name and photo clearly visible on the front, upper torso affixed to a collar, pocket, lapel, or displayed on a short break-away neck strap close to the face. Only professional pins, department logo pins or service pins may be placed on the badge. However, they should not obscure the name, photo, title or ID number. Students who come to the clinical area without their identification badge will be relieved of duty and asked to return home to get it. Students who lose their ID badge should report the loss immediately to Campus Safety. A new badge will be issued for a nominal charge. Students also may be given and instructed to wear a badge from the clinical affiliate. If directed, students must wear this badge in addition to the CBU badge. The student is responsible for turning in the badge at the requested time.

N. Communication

The CBU Nursing Program believes that accurate and prompt communication between students, faculty and administration is the key to a student's success. Therefore, a number of methods are in place to communicate vital information.

Email is the official source of information between faculty, students and peers. All students are issued a CBU email address upon admission to the school. This is the only email address that can be used for school purposes. Students should not use their CBU email account for personal emails.

CBU Traditional BSN Program 2022-2023

Information about the Nursing Program is located on the school's website. This website includes information regarding administration, faculty and staff, admissions, recruitment, course syllabi and calendars.

Students may utilize the Banner portal for registration and to monitor financial aid and student accounting information.

Communication Chain

It is important to follow the appropriate chain of communication. If a student has a classroom issue, the student should first communicate with the faculty of that course. If the situation is not resolved, the student should then communicate with the Director of the Nursing Program. If the situation is not resolved, the student can then speak with the Dean of the School of Sciences followed by the VP of Academic Affairs. Students not following this chain of communication will be referred back to the correct order.

If a student is seeking an issue outside of the classroom, the student should first speak with their assigned academic advisor, followed by the Nursing Program Director, Dean of Students or Dean of School of Sciences. In emergency situations, the students should contact the school directly, and the staff will guide the student to the appropriate channels.

Student Ombudsmen

If the students would like to speak about an issue anonymously, the students may contact the Nursing Student Ombudsmen:

Ian Boyd
iboyd@cbu.edu
901-321-4442

If anonymity is requested, the student ombudsmen will take all concerns anonymously to the Director of the Nursing Program. In the event of a change in student ombudsmen, students will be notified via email.

Canvas

CBU uses the Canvas Learning Management System (LMS) to deliver course content. Once you are enrolled in a course, you will be able to retrieve course material. You will receive an email notifying you of enrollment in a course using Canvas. Additionally, we use Microsoft Teams for live, virtual sessions. A headset with a microphone or a webcam with an integrated microphone is recommended for courses utilizing online virtual class sessions.

CBU Traditional BSN Program 2022-2023

CBU's Student Handbook: The Compass

All students are referred to The Compass, which is CBU's official student handbook. All official CBU policies and procedures apply to nursing students.

This handbook has been titled **The Compass** because it is hoped that the information contained in it will help to give you direction during your collegiate experience. **The Compass** is meant to assist you in understanding student rights and responsibilities in this faith community and to acquaint you with the numerous resources available.

Changes to Policy

Any changes to policy or official announcements will be made via CBU email. It is the responsibility of the student to check the CBU email for updates. Faculty reserve the right to ask students to sign an acknowledgement they received the new policy.

O. Social Media

CBU recognizes that social networking websites are popular means of communication. Students who use these websites must be aware that posting certain information is illegal. Violations of existing statutes and administrative regulations may expose the offender to criminal and civil liability and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions up to and including dismissal. Please be advised that the following actions are forbidden:

You may not present the personal information of other individuals. Removal of an individual's name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation or types of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual.

You may not report private (protected) academic information of another student or trainee.

You may not present yourself as an official representative or spokesperson for the institution. Make it clear that you are speaking for yourself and not on behalf of CBU- you may consider adding a disclaimer such as "The views expressed on this (blog, website, etc.) are my own and do not reflect the views of CBU."

You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions listed above and below.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines are considered unprofessional behavior and may be the basis for disciplinary action:

CBU Traditional BSN Program 2022-2023

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity or sexual orientation
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse or sexual promiscuity
- Posting of potentially inflammatory or unflattering material on another individual's website
- Posting private or identifiable information about an individual with malicious intent
- Students may not take pictures in the classroom or lab without instructor permission

Individuals should make every effort to present themselves in a mature, responsible and professional manner. Discourse should always be civil and respectful. Please be aware that no privatization measure is perfect and that undesigned persons may still gain access to your networking site. Future employers often review these network sites when considering potential candidates for employment. Finally, although once-posted information can be removed from the original social networking site, exported information cannot be recovered. Any digital exposure can "live on" beyond its removal from the original website and continue to circulate in other venues. Therefore, think carefully before you post any information on a website or application. Always be modest, respectful and professional in your actions. This policy shall not be construed to impair any constitutionally protected activity, including speech, protest or assembly.

P. Student Rights and Responsibilities

It is the responsibility of the student to follow institutional regulations, policies and established guidelines as stated in this handbook and CBU Student Handbook. Students are accountable for their behavior at all times. Consequences of accountability for their behavior are outlined in this Student Handbook.

Students are responsible for knowing and using appropriate channels of communication. Students have the right to freedom from discrimination on the basis of race, color, religion, gender, sexual orientation, age, handicap, veteran status, marital status or national origin. Students have protection from arbitrary or capricious academic evaluation. Students have the right to be informed, in writing, of the expected behaviors and standards by which they will be evaluated prior to participating in clinical and classroom activities. Students have the right to academic evaluations which are neither prejudiced nor capricious and which are based on stated course requirements.

As constituents of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues of institutional policy, curriculum and on matters of general interest to the student body without fear of reprisal.

Students have the responsibility to evaluate an instructor's performance and courses through the established mechanisms. Students have the responsibility for attending student body/class

CBU Traditional BSN Program 2022-2023

meetings and participating in student body activities. Students have the responsibility for serving on faculty/student committees when asked to do so or to volunteer service when needed.

While under the direct supervision of an instructor, students have the right to adequate safety precautions provided by CBU. Students also have the right to negotiate participation in clinical situations which they feel are threatening to personal health or life.

Students have the right to expect objectivity in constructive criticism from faculty and the responsibility for rendering the same. Students, individually or collectively, have the right to expect, within a reasonable length of time, feedback concerning all student related issues presented to the faculty. Students have the right to due process. The following policies, established by the faculty, are subject to change as laws and conditions may require. These policies should not be considered final or irrevocable.

Q. Professional Expectations

A student enrolled in the Nursing Program is expected to: 1. Appear and conduct oneself in a professionally acceptable manner; 2. Be cognizant of and adhere to the channels of authority; 3. Refrain from any academic or professional dishonesty, for example, cheating and plagiarism in academic assignments; 4. Show respect for and be mutually supportive of fellow students, faculty and staff; 5. Accept responsibility for reporting to the proper person all errors, omissions in care and incidents of misconduct; 6. Regard as strictly confidential all information concerning each client and refrain from discussing this information with any unauthorized individual; 7. Show respect and consideration for the client, regardless of race, age, marital status, veteran status, religion, gender, handicap, nationality, or economic status; 8. Be guided at all times by concern for the welfare of clients entrusted to one's care; 9. Be guided at all times by moral and ethical behaviors inherent in the profession.

Failure to meet a professional expectation may result in disciplinary action up to and including dismissal from the program.

Professionalism Expectations for Clinical

The student will participate in designated course/clinical experiences dressed in adherence to dress code set by the CBU Nursing Student Handbook. In order to complete clinical requirements, the student is expected to:

- Display safe, ethical and professional behavior. Professional behavior is regarded as:
 - Have a respectful manner in speech, body language with each person you come in contact with in all personal exchanges with patients, staff, faculty, visitors or any person on or off campus during your enrollment in the nursing program.
- Be clinically prepared in both knowledge and skills.
- Display understanding of the patient's diagnosis, lab tests, medications, nursing care requirements and nursing skills required for that clinical experience.
- Complete your clinical assignment using high professional standards as expected.

CBU Traditional BSN Program 2022-2023

- Display a positive attitude in speech and demeanor.
- Be willing to embrace new knowledge and experiences.
- Display safe clinical practice and skills.

Clinical nursing practice and skills are carried out according to the clinical agency's protocols and those learned in the nursing skills laboratory under the guidance of a clinical instructor in the appointed clinical agency.

Personal Behavior

We believe that personal behaviors are those actions that fall outside the realm of professional or academic behavior that may be considered a reflection on the school or the profession of nursing. As students of the CBU Nursing program, it is our responsibility to achieve and maintain an optimal level of individual integrity and personal morality as set forth by the standards of behavior outlined in this code.

Examples of behaviors inconsistent with the standards of personal behavior:

- Breaking guidelines set forth in the Nursing Program Student Handbook, CBU Catalog, CBU Compass
- Failure to address a violation of the ethical code
- Lawlessness
- Slander
- Taking medications not prescribed to you
- Recreational drug use
- Behaviors intended to inflict psychological or physical harm to others or yourself
- Inappropriate behavior while representing CBU on or off campus
- Lying to faculty or providing false documentation

APPENDIX A: Baccalaureate Essentials

The Nine Essentials are:

- **Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice**
A solid base in liberal education provides the cornerstone for the practice and education of nurses
- **Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety**
Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.
- **Essential III: Scholarship for Evidence Based Practice**
Professional nursing practice is grounded in the translation of current evidence into practice.
- **Essential IV: Information Management and Application of Patient Care Technology**
Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.
- **Essential V: Healthcare Policy, Finance, and Regulatory Environments**
Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice
- **Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes**
Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care
- **Essential VII: Clinical Prevention and Population Health**
Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

CBU Traditional BSN Program 2022-2023

- **Essential VIII: Professionalism and Professional Values**

Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to nursing.

- **Essential IX: Baccalaureate Generalist Nursing Practice**

The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.

The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients (AACN, 2008).

APPENDIX B: QSEN Competencies

(from: http://qsen.org/competencies/pre-licensure-ksas#patient-centered_care)

The Quality and Safety Education for Nursing Competencies include the following. Click on each of the competencies below for additional information about the knowledge, skills and attitudes associated with each competency. For more information about QSEN visit the website above.

- **Patient-Centered Care** - **Definition:** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
- **Teamwork and Collaboration** - **Definition:** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- **Evidence-based Practice (EBP)** - **Definition:** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- **Quality Improvement (QI)** - **Definition:** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- **Safety** - **Definition:** Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
- **Informatics** - **Definition:** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.