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INTRODUCTION and PURPOSE of STUDENT HANDBOOK

This booklet is designed to offer a framework of the intended environment of learning provided by the faculty and staff of the University, especially of the School of Nursing. It is also to inform you of your rights as a student, and equally important, your obligations and responsibilities as a student in nursing. This handbook presents the School as it is at the time of publication, but it is not guaranteed that the School will not need to make changes. Indeed, the faculty is sure that professional nursing students desire that the School of Nursing continue efforts to strengthen and improve its programs. Changes always are made with that intent. However, adequate and reasonable notice will be given to students affected by any changes. This handbook is not worded in contractual terms and does not constitute a contract between the student and the School.

General information about the University may be found in the Bulletin or the general student handbook. This includes information on financial aid, parking cars on campus and other student rights and responsibilities.

Regulations of student conduct and other standards of the University are detailed in the Austin Peay State University Student Handbook. These standards apply to all students, including those of the School of Nursing.

Throughout this handbook, mention is made of students' rights and responsibilities. It is the philosophy of the faculty that learning is an independent venture, consistent with the objectives of fostering professionalism, preparing knowledgeable practitioners for meeting present and future regional needs, and developing an educational base for specialization in advanced practice. The faculty emphasizes the importance of self-direction and responsibility for self.

Questions concerning this handbook or the information contained may be addressed in the office of the School of Nursing, and thereby routed to the appropriate faculty member or Director of the School of Nursing.

MISSION STATEMENT

The baccalaureate nursing program at APSU is a four year program designed to prepare a professional nurse generalist to meet regional needs as described by the ANA Standards of Clinical Nursing Practice. The nursing student comes to the University with knowledge, skills and values that are expanded and modified through the educational process and the general education core curriculum developing a base for life-long learning and an awareness of diversity and global awareness. Faculty serve as role models, demonstrating mastery of nursing knowledge, skills, and a commitment to the profession of nursing.

PROGRAM OUTCOMES & PHILOSOPHY

PROGRAM OUTCOMES

The following outcomes will be achieved upon graduation from Austin Peay State University School of Nursing:

1. To prepare beginning professional nurse generalists as described by the ANA Standards of Nursing practice.
2. To develop an educational base for life-long learning.
3. To develop an awareness of diversity and its affect on self care.

PHILOSOPHY

The School of Nursing, as an integral part of the University, is in concert with its mission and purpose. Consistent with the overall University mission, the School of Nursing emphasizes the preparation of knowledgeable professional nurse generalists who meet present and future health care needs. The faculty believe a professional nursing curriculum is based on educational content supportive of their beliefs about individuals, environment, health, nursing and learning. The nursing curriculum is built on a foundation of general education core with natural and social sciences.

Individuals living in their unique environment have dignity, rights, and worth. Individuals have responsibility for their actions and may be held accountable for them. Each is an integrated whole composed of biophysical, psychological, spiritual, and sociocultural elements. An individual develops through life cycles and stages. They have varying abilities to meet hierarchical needs as they strive toward health, growth and self-actualization.

The environment includes all the circumstances, influences and conditions that surround and affect individuals, families, groups and communities. The environment is dynamic and shares a reciprocal relationship with integrated patterns of human behavior. These patterns interact to reflect the cultures that include common traditions, institutions, activities, interests and norms. Through continuous influence between internal and external environments the individuals, families, groups and communities strive for health.

Health is a state uniquely defined by the individual within the context of the environment. The bio-physical, psychological, spiritual and sociocultural aspects of health are inseparable. Illness is identifiable and is an imbalance from homeostasis and the well-being of the individual.

Nursing is a dynamic practice discipline whose focus is caring for individuals, families, groups and communities using a holistic approach. Education in the general education core and sciences provides the foundation for

the nurse to understand the biophysical, psychological, spiritual and sociocultural aspect of individuals, families, groups or communities. Nursing is comprised of actions and roles involving human service, interpersonal process and technology. Actions are developed through assessment, nursing diagnosis, outcome identification, planning, implementation, and evaluation. The professional nurse generalist role includes leader, manager, teacher/counselor, advocate and researcher.

The faculty believe that professional nursing education begins at the baccalaureate level and provides a foundation for advancement into graduate education. Professional nursing education originates with a foundation of general education core and sciences. This provides an introduction to the scientific process promoting application of the nursing process, development of critical thinking, communication and independent judgment. Professional nursing education encompasses the Standards of Professional performance including quality of care, performance appraisal, education, collegiality, ethics, collaboration, research, resource utilization and leadership.

Learning is a lifelong process that involves a change of behavior, attitude or thought patterns. The concepts of critical thinking, communication, and therapeutic nursing care promote the development of the emerging professional nurse. Learning is optimized through multisensory approaches and requires experiential repetition for achievement of outcomes. The education process involves the recognition of each student as a unique individual and requires open communication between student and faculty. Students have a variety of learning experiences that include supervised and structured opportunities as well as independent activities for development and validation of knowledge and skills. It is the responsibility of the student to be active in the pursuit, acquisition, internalization, and application of knowledge.

CORE PERFORMANCE STANDARDS

All Tennessee Board of Regents (TBR) nursing programs have adopted the following core performance standards proposed by the Southern Council on Collegiate Education for Nursing (1992). Admission to and progression in nursing programs is not based on these standards; instead, they will be used to assist each student in determining whether accommodations or modifications are necessary. Each of these standards is reflected in nursing course objectives and provides an objective measure for students and advisors to make informed decisions regarding whether the student is "qualified" to meet requirements. Copies of these standards will be available to every applicant and student.

If a student believes that she or he cannot meet one or more of the core performance standards without accommodations or modifications, it is appropriate for the student to take the responsibility of identifying her or his need for accommodation to the Office of Disability Services and course instructor. The needs of each self-identified student will be addressed on an individualized basis when considering necessary accommodations, and it is recognized that helping to determine successful accommodations is the responsibility of the student, as well as the faculty member.

The nursing program will cooperate with other university units to identify auxiliary aids and services which may be needed for reasonable accommodation. The Coordinator of Disability Issues will serve as a primary resource available to both the student and nursing faculty member in identifying such auxiliary aids and services. Contact with the Coordinator may be initiated by either the student or faculty member by mail at P. O. Box 8365, Austin Peay State University, Clarksville, TN 37044 or by phone (931) 221-6230, TTY phone 931) 221-6278.

Core Performance Standards for Admission and Progression

1. Critical thinking ability sufficient for clinical judgment.
2. Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
3. Communication abilities sufficient for interaction with others in verbal and written form.
4. Physical abilities sufficient to move from room to room and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to provide safe and effective nursing care.
6. Auditory abilities sufficient to monitor and assess health needs.
7. Visual ability sufficient for observation and assessment necessary in nursing care.
8. Tactile ability sufficient for physical assessment.

Grading Policy

It is the intention of the faculty of the School of Nursing to provide experiences in this curriculum which will help the student develop independence in thinking, decision-making, and learning. It is the responsibility of the individual student to ensure that expectations and meanings are mutually understood between students and faculty members responsible for each course.

The following grading scale has been adopted by the faculty of the School of Nursing:

A= 92-100
B= 84-91
C= 76-83
D= 68-75
F= Below 68

Students must obtain a 76% average in any nursing course to pass.

Non-clinical course grading policy

- An overall grade of 76% must be obtained to pass any nursing course.
- In a non-clinical course, the students final course grade will consist of the weighted average of all components of the course grade as detailed in the individual course syllabus.

Clinical course grading policy

- A non-rounded exam average of 76.00 or above must be achieved to pass any clinical course. Exam grades will be carried out to two decimal points throughout the semester. Exam average includes all exams taken during the course and the final exam.
- Should the exam average be less than a 76%, the non-rounded, calculated exam average will be the students final grade.
- Only after attaining 76.00 average on all exams will other papers/projects be added to determine the final course grade. The final grade will be rounded to a whole number.

*Final course grade rounding will occur as follows:
Grades of 0.50-0.99 will be rounded upward.*

- Guidelines for courses which include both clinical and lecture components are as follows:

1. The same grade is to be given in both clinical and lecture
2. If a student fails clinical then they fail the lecture component (even if they have passing test scores)
3. If a student fails the lecture then they fail the clinical
4. Students cannot sign up for lecture without clinical and visa versa
5. If a student withdraws they must withdraw from both courses
6. For SON policy purposes, registering for the lecture and lab would be considered one registration (SON policy states a student may begin a course two times)
7. For SON policy purposes withdrawal or failure from the lecture and lab course will be considered one failure. (Policy states students can only fail two nursing courses and they cannot return to the program)

Assignments and requirements for the clinical component will be posted on the lecture Blackboard site. (There will be no Blackboard site for the clinical component.)

General Progression in Classroom and Clinical

A student will not be permitted to progress within or to graduate from the School of Nursing with a grade less than a “C” in any nursing course. Upon the failure of either the clinical portion or the theory portion of a course, the student has failed the entire course and must repeat the entire course. The grade earned for the portion of the course failed will be recorded as the course grade on the student’s transcript. With the instructor’s permission, students who failed the clinical portion of a course may attend the theory class sessions for the remainder of the semester (on a non-credit basis). Attendance for the theory sessions of a course will enhance the student’s chances for success in the course the next time the course is available for enrollment. A student who has failed a nursing course may repeat the course one time to successfully complete the course, dependent upon the condition that the student has neither failed nor withdrawn failing from any other nursing course. Failure of the same course a second time will result in termination from the BSN program at APSU. Eligibility to re-enroll (following the first and only failure) in a repeat nursing course, will be allowed on a space availability basis.

Failure AND/OR withdrawal failing from ANY two nursing courses (a repeat course being taken for the second time OR a second different nursing course) will result in termination from the BSN program at APSU. A student who is terminated from the BSN program is not eligible for re-admission to the program.

Most Tennessee Board of Regents (TBR) nursing programs have adopted the policy that persons receiving two grades or more below a “C” in nursing courses are not eligible for admission into the nursing program of other TBR institutes. Students from another nursing program must obtain a letter from their previous Director/Chair/Dean stating that he/she is eligible to be re-admitted to that program in order to be considered for transfer to APSU Upper Division Nursing.

Upon failure or withdraw failing of a clinical nursing course the student will be required to retake the course in sequence before progressing to another clinical course. Any exception to this sequencing must be approved in advance by the Director of the School of Nursing. Students who fail a course or withdraw failing from a course should expect that the course MAY NOT be available for re-enrollment until the same semester the following year. Therefore, students who fail a course or withdraw failing from a course should expect to potentially graduate at least one year later than originally planned.

Upon any instance of failure or withdraw failing from a nursing course, the student must receive approval from the Admissions and Retention Committee to re-enroll and progress within the nursing curriculum. The process by which the student may request such approval will require the student to submit a letter to the Chairperson of the Admissions and Retention Committee within two weeks following failure or withdraw failing from a course. The letter must include:

- a request to enroll within a specific course and the target semester of enrollment
- an explanation as to why the student should be approved to return
- an explanation as to why the student thinks they were unsuccessful in the course
- an explanation as to what the student has done to remedy the cause of being initially unsuccessful

Course content in nursing education is sequential and integrative and therefore builds on material learned in previous semesters. Due to the rapid pace of nursing education, students are advised to delay no more than one semester of study if they hope to resume course work without required repetition or remediation. Students who have missed one semester or more of course work will be required to either repeat selected courses and/or re-demonstrate mastery of specific competencies. The Admissions and Retention Committee in collaboration with the Director will determine the options available to the student prior to re-enrollment of the student. The individual student's plan for progression as determined by the Admissions and Retention Committee in collaboration with the Director may include, but is not limited to, auditing courses in which a "C" or better has been previously earned. All courses failed or withdrawn failing must be completed within the APSU School of Nursing. Transfer credits will not be accepted for failing or withdrawn failing courses. Each student's re-enrollment needs will be evaluated on an individual basis, and reflective of faculty recommendations and available student capacity of the course.

Prerequisites of non-clinical courses will be the determining factor for other progression decisions. Additionally, if a student is terminated from a clinical course, the Admissions and Retention Committee in collaboration with the Director will review that student's record and make a recommendation to the faculty for action within one working week, addressing the student's continuation in concurrent and successive clinical courses.

No returning student will be guaranteed re-enrollment. Returning students will be considered on an equal basis with other students applying for entry into the program and course placement. This will be on space availability basis.

Withdrawing From a Course

Withdrawal from a course will follow University guidelines as follows (unless otherwise instructed in the specific course syllabus):

1. A student who officially drops a course or withdraws from the University no later than the last day for withdrawing from a course with an automatic “W” shall be assigned a “W” or “WD” (Developmental studies only) for the course. This period during which a student may withdraw from the University or drop a course with a “W” or “WD” will usually be five or six weeks after registration. Refer to information listed in the SCHEDULE OF CLASSES.
2. A student who drops a course after the date in (1) above and before the mandatory grade of “F” period as shown in the University Calendar will receive a “W” or “WD” or a grade of “F,” or “FA,” or “FN” should be given when the student is failing at the time of withdrawal.
3. Students who officially or unofficially drop courses or withdraw after the mandatory dates for grade of “F” shall be given the grade of “F,” “FA (Failure, Absence Related),” or “FN (Failure, Never Attended).” Very limited exceptions to this rule may be made when the student, who is not failing the course at the time of the drop, or withdrawal, presents to the Dean of the College in which the course is offered, acceptable reasons that establish the existence of unavoidable circumstances for the drop or withdrawal. The Dean will determine if such circumstances exist, and, if so, will then report the findings to the instructor who will make the decision of awarding a “W,” “WD,” “F,” “FA,” or “FN.”
4. Withdrawal during the automatic W period may not be used in more than two (2) semesters for the length of the program. A student may not enroll in a single course more than two times under any circumstance.
5. If life circumstances require the student to withdraw from all courses in one semester, it will be counted as one withdrawal.

Medical Withdrawal Policy

The following is an official response from our registrar, Telania Wrigley, about APSU’s official policy on medical withdrawal. As the policy points out, you need to contact Dean Denton regarding a medical withdrawal and provide him with your official medical documentation. He will then notify faculty and Dr. Farrar of his decision.

“If we are in the mandatory F period and a student withdraws online, an F is automatically signed. The Registrar’s Office then notifies instructors when a student has withdrawn and the grade they received. This is done for both the online and paper withdrawal. Below is the policy which is located on page 56 of the bulletin. This is the policy for any extenuating circumstance (including medical). “ (TW)

A grade of “F” or “FA” is awarded during the mandatory “F” period. Very limited exceptions are made and require that the student present to the Dean of the College of the student’s major documented acceptable reasons that establish the existence of extenuating circumstances. Undeclared students must be approved by the Dean of Enrollment Management and Academic Support Services. The dean’s decision is communicated to the instructor.

Clinical Performance Policy

(Clinical can be at other agencies or at the APSU campus, which is often referred to as lab.)

Professionalism in nursing practice requires accountability and responsibility from the student in all aspects of clinical. Required clinical expectations are delineated in each course syllabus and clinical performance evaluation tool. The clinical probation process may be utilized at any time in which the student fails to meet delineated clinical expectations, such as but not limited to exhibiting inappropriate, unprofessional, or unsafe clinical behavior. It must be noted that potentially harmful or life threatening actions by a student may result in immediate action including academic probation, clinical failure, or termination from the School of Nursing without implementation of the following progressive steps within the probation process:

1. Unsatisfactory practice will be discussed with the student in an appropriate timeframe, and followed by a scheduled meeting between the student and faculty in which written documentation will be developed and a copy provided to the student within 72 hours (excluding weekends and holidays). A copy signed by both the student and faculty will be maintained in the student's clinical file. It is possible to receive more than one unsatisfactory within any given day of clinical. Examples of student behaviors which may result in receiving a clinical unsatisfactory(ies) include but are not limited to:

- a) Failure to demonstrate adequate preparation prior to the initiation or implementation of care of a client(s);
- b) Unexcused tardiness to or within the clinical context;
- c) Failure to demonstrate appropriate professional behavior within the clinical context (including preparatory activities);
- d) Failure to demonstrate appropriate professional appearance within the clinical context (including preparatory activities);
- e) Failure to demonstrate appropriate professional communication within or related to the clinical context;
- f) Failure to demonstrate appropriate ethical behavior within or related to the clinical context;
- g) Failure to demonstrate appropriate implementation of client care within the clinical context;
- h) Failure to demonstrate appropriate completion of client care within the clinical context;
- i) Failure to function as a collaborative member of the health care team;
- j) Failure to demonstrate an awareness of the need for quality oriented/cost effect use of resources.

2. With the second clinical unsatisfactory, the student will be placed on clinical probation. Documentation of the probation will be developed by the faculty and discussed with the student. A copy signed by both the student and faculty will be maintained in the student's clinical file. After being placed on probation, should the student incur ANY additional clinical unsatisfactory, the student will be evaluated as having failed the clinical. Failure of the clinical will result in failure of the entire course.

3. Students who fail clinically will be required to meet with the clinical faculty for an overall clinical performance evaluation. This evaluation will be documented on the appropriate clinical evaluation tool, signed by both the student and faculty, and placed in the student's clinical file.

4. Design of nursing courses may vary; therefore, if a theory grade average is less than 76% (unrounded), the student may be considered ineligible to participate in clinical experiences. Availability of make-up clinical experiences is not guaranteed. Refer to individual course syllabi for course specific information relating to clinical eligibility.

Austin Peay State University
School of Nursing

CLINICAL UNSATISFACTORY DOCUMENTATION FORM

Upon receipt of this form the conditions of the unsatisfactory begins immediately and lasts as designated below.

BRIEF EXPLANATION OF CRITERIA NOT MET :

REQUIREMENTS FOR CONTINUING THE CLINICAL PORTION OF NURSING:

- 1.
- 2.
- 3.
- 4.

THIS UNSATISFACTORY ENDS/CONTINUES _____

Instructor

Student

Austin Peay State University
School of Nursing

CLINICAL PROBATION DOCUMENTATION FORM

Upon receipt of this form your probation begins immediately and lasts as designated below.

BRIEF EXPLANATION OF CRITERIA NOT MET :

REQUIREMENTS FOR REMOVING THE PROBATION AND PASSING THE CLINICAL PORTION OF NURSING:

- 1.
- 2.
- 3.
- 4.

This Probation Ends: _____

Instructor

Student

Instructor

Date

NOTIFICATION OF ACADEMIC CONCERN DOCUMENTATION FORM

Name _____ Date _____

Your current exam average is _____ in Nursing.

The School of Nursing's policy on page _____ in the Student Handbook states that a exam/course average of 76 or above must be achieved to pass any nursing course.

Your exam average must be raised to meet the above requirement to continue to attend any assigned clinical, as failure to do so may indicate a lack of knowledge application to practice safely.

Please be advised to see the Course Coordinator with the next five (5) days.

Time: _____

Date: _____

Comments:

Faculty Signature

Date

Student Signature

Date

PROGRESSION TO SENIOR YEAR

Prior to the beginning of the senior year, students must submit a transcript documenting completion of any remaining non-nursing courses required for graduation. Students who have not completed any remaining non-nursing courses prior to initiation of senior level nursing courses will NOT be eligible to continue in the nursing program.

GRADUATION POLICY

It is the student's responsibility to determine eligibility for graduation with the assistance of the Director. The student is responsible for filing a graduation review audit with the records office by the date indicated in APSU bulletin each year. If substitutions are needed, the student is to give the audit form completed by the records office to the School of Nursing, accompanied by course descriptions and a written request indicating which courses are to be considered for substitution. A final graduation audit is done in the final semester of the senior year and the form turned into the School of Nursing for graduation approval. Students must successfully complete all required pre-nursing and nursing courses prior to graduation. Upon graduation, it is the student's responsibility to be sure that his/her file is complete, including an updated address, phone number, and vitae. In order for information to be shared upon request with future employers or schools, students about to graduate should sign a release of information form for this purpose. It is suggested that recommendation forms be filed in Career Services office.

HONOR CODE

Because of the high degree of trustworthiness that is required of professional nurses, Austin Peay State University's School of Nursing has adopted the university policy regarding dishonesty:

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. Academic misconduct includes, but is not limited to: unauthorized access or possession of exams or exam questions, unauthorized taking of written or taped notes during exam review sessions, or plagiarism. Plagiarism is interpreted as quoting or paraphrasing another individual's work (published or unpublished) without proper citation of credit. (For further information refer to APA Handbook, 5th ed.).

In addition to other possible disciplinary sanctions which may be imposed through the regular University procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a zero (0) for the exercise or examination, or to assign an "F" in the course.

COMMUNICATION

Professional communication between students, faculty, and administration is essential in facilitating academic success of the student and effectively meeting the desired outcomes of the School of Nursing. Just as within professional nursing practice, nursing students are expected to follow appropriate lines of communication. Concerns between students and students, or students and faculty are expected to be appropriately addressed between the individuals involved. If unresolved or a third party is needed to facilitate communication, the lines of communication to follow are:

1. A meeting with the student or faculty member with which you have the concern;
2. Then if needed, the course coordinator of the course within which you have the concern;
3. Then if needed, the Director of the School of Nursing;
4. And lastly if needed, the Dean of the College.

Please refer to the Grievance Policy within the School of Nursing Student Handbook and the APSU Student Handbook for formal resolving of a grievance concern.

CONFIDENTIALITY

Nursing is a profession which attempts to care for the whole person in states of sickness and health. Because of this austere charge, the nurse must become very well acquainted with the patient/client, and sometimes may be the person who knows the most about the patient/client in almost every way. This privileged relationship is based on trust, empathy and rapport. Therefore, it is imperative that information given the nurse in the nurse-patient relationship, or in the nurse's collegial relationships with other professionals, be held in the strictest confidence. This is not something that just automatically happens because the nurse or the nursing student is a nice, honest person. It is developed through conscientious commitment and becomes a hard and fast habit. The integrity of the profession is dependent on this habit.

In nursing schools, nursing students are required to integrate this habit immediately and begin in the first clinical course to respect the patient/client as an individual with rights, one of which is confidentiality. Faculty expects professional behavior at the student level. The faculty cannot offer effective learning situations if the student cannot be trusted to respect the confidentiality and humanity of the patient/client. A student who violates the rights of the patient/client in any way, and particularly and most noticeably in the area of confidentiality, is in danger of failing the course and being dismissed from the program.

(It is necessary that all students sign a confidentiality form and have this form placed on file in the School of Nursing by the first clinical of the first semester each year of the nursing major.)

ATTENDANCE POLICIES

Students are expected to attend class, clinical and scheduled exam dates. As part of the professional role, students are expected to arrive at all learning experiences on time. There will be a reasonable attempt to notify students of any cancellations of class or laboratory experience. Students should not assume that class or a laboratory experience is canceled due to adverse weather conditions unless notified by the instructor or a representative of the instructor.

It is appropriate for any student admitted to the nursing program who has a need for test taking or note taking accommodation, to contact the Office of Disability Services and the instructor of the course to discuss individual needs. If questions arise about this policy, the student is to contact the Director of the School of Nursing.

1. Exam attendance

Unless otherwise specified by the individual course coordinator, it is the policy of the School of Nursing that students shall directly via phone, verbally notify individual course instructors prior to missing a scheduled exam to discuss student eligibility for a makeup exam. Failure to do this could result in the student not being eligible for makeup of an exam. The student is responsible for arranging all makeup examinations within the specified timeframe with the involved instructor. Refer to individual course syllabus.

2. Final Exams

All students are required to take the course final at the time scheduled by the faculty during finals week.

3. Class Attendance Policy

Classroom attendance is extremely important to success in nursing school. Faculty members will inform students of policies applicable to their class in the syllabus. A student's poor class attendance may result in insufficient academic and/or clinical experience, and lowering of course grade.

4. Clinical Attendance

Attendance at clinical is required. Consistent with an emphasis on professional integrity, the student has a responsibility to inform lab instructors before missing a clinical lab session. Please call the clinical facility before time to report for the clinical experience. Leave the message for the instructor unless the instructor requests another form of notification. Failure to inform the instructor before missing lab can result in failure of the course or a lowered clinical grade. Laboratory sessions missed will be made up, in a format and timeframe at the discretion of the instructor and may require a special fee if times outside of normal hours are required.

INJURY OCCURRENCE POLICY

In the case of a student injury during a School of Nursing clinical or class, the safety and well-being of the student is the first priority. The student must IMMEDIATELY notify the faculty member responsible for the class or clinical. If the faculty member is unavailable, then the nurse preceptor must be notified. The policies of the occupational or employee health department of the institution will be followed. If the student has sustained a serious injury or has been exposed to blood, body fluids, or hazardous materials, then time is of the utmost importance and the student should receive prompt treatment through the qualified health care provider of their choice or the emergency department of their choice. All students are required to carry personal health and medical insurance.

A School of Nursing incident/injury report is to be completed by the student and faculty member as soon as possible after the incident. The faculty member will notify the Office of the Director of the School of Nursing as soon as possible.

For Faculty/or witness of incident:

If this occurred to a student, describe the incident, the actions taken and the list of instructions given to the student to prevent similar incident reoccurrence.

Faculty Signature

Date Completed

Witness Signature

Student Signature

BLOOD BORNE PATHOGENS AND HAZARDOUS MATERIALS

It is the intention of the School of Nursing to maintain the protection of the faculty/student/staff during clinical/laboratory experiences. By adopting and using the recommended guidelines from the Center for Disease Control, the School of Nursing will control exposure to Blood borne Pathogens and Hazardous Materials:

Blood borne Pathogens

Standard and Transmission-Based Precautions are intended to prevent parenteral, mucous membrane, and non-intact skin exposures of health-care workers to blood borne pathogens. In addition, immunization with HBV vaccine is recommended as an important adjunct to precautions for health-care workers who have exposure to blood.

Standard and Transmission-Based Precautions apply to blood and to other body fluids containing visible blood. Occupational transmission of HIV and HBV to health-care workers by blood is documented. Blood is the single most important source of HIV, HBC, and other blood borne pathogens in the Standard and Transmission-Based Precautions also apply to semen and vaginal secretions. Although both of these fluids have been implicated in the sexual transmission of HIV and HBV, they have not been implicated in occupational transmission from patient to health-care worker.

Standard and Transmission-Based Precautions also apply to tissues and to the following fluids: cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. The risk of transmission of HIV and HBV from these fluids is unknown; epidemiologic studies in the health-care and community setting are currently inadequate to assess the potential risk to health-care workers from occupational exposures to them.

Standard Precautions do not apply to feces, saliva, nasal secretions, sputum, sweat, tears, urine, and vomitus unless they contain visible blood. The risk of transmission of HIV and HBV from these fluids and materials is extremely low or nonexistent.

Human breast milk has been implicated in perinatal transmission of HIV, and HbsAG has been found in the milk of mothers infected with HBV, however, occupational exposure to human breast milk has not been implicated in the transmission of HIV or HBV.

Use of Protective Barriers

Protective barriers reduce the risk of exposure of the health-care worker's skin or mucous membranes to potentially infective materials. For standard and transmission-based precautions, protective barriers reduce the risk of exposure to blood, body fluids containing visible blood, and other fluids to which they apply. Examples of protective barriers include gloves, gowns, masks, and protective eyewear. Gloves should reduce the incidence of contamination of hands, but they cannot prevent penetrating injuries due to needles or other sharp instruments.

Standard and Transmission-Based Precautions are intended to supplement rather than replace recommendations for routine infection control such as handwashing and using gloves to prevent gross microbial contamination of hands. Because specifying types of barriers needed for every possible clinical situation is impractical, some judgment must be exercised. The risk of nosocomial transmission of HIV, HBV, and other blood borne pathogens can be minimized if health-care workers use the following general guidelines:

1. Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. DO NOT recap used needles by hand; do not remove used needles from disposable syringes by hand; and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in puncture-resistant containers for disposal. Locate the puncture-resistant containers as close to the use area as is practical.
2. Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which Standard and Transmission-Based Precautions apply. The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.
3. Immediately and thoroughly wash hands and other skins surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which Standard and Transmission-Based Precautions apply.
4. Use gloves for performing phlebotomy when the health-care worker has cuts, scratches, or other breaks in the skin.
5. Use gloves in situations where the health-care worker judges that hand contamination with blood may occur, for example, when performing phlebotomy on an uncooperative client.
6. Use gloves for performing finger and/or heel sticks on infants and children.
7. Use sterile gloves for procedures involving contact with normally sterile areas of the body.
8. Use examination gloves for procedures involving contact with mucous membranes, unless otherwise indicated, and for other client care or diagnostic procedures that do not require the use of sterile gloves.
9. Change gloves between client contacts
10. Do not wash or disinfect surgical or examination gloves for reuse.

CLINICAL INSURANCE/TRANSPORTATION RESPONSIBILITIES

Each student is required to carry professional liability insurance. The premium for that insurance and other information regarding obtaining these policies can be obtained in the Office of the School of Nursing.

Students are required to purchase their own stethoscopes and safety goggles. These and other supplies may be purchased in the University Book and Supply Store.

Students are responsible for furnishing their own transportation to and from clinical sites for lab experiences or other home or agency visits. Clinical facilities in Montgomery County, as well as outlying areas as far as Hopkinsville and Nashville may be utilized. Car pooling may be arranged among students. Arrangement for this is the student's responsibility.

LATEX SENSITIVITY POLICY AND PROCEDURE

Latex sensitivity in the workplace can result in potentially serious health problems for workers, who are often unaware of the risk of latex exposure. Health problems can be minimized or prevented by following the recommendations outlined in this policy and procedure.

Policy

1. It is the student's responsibility to inform faculty if they have a known allergy to latex. The student also has a responsibility to inform faculty if they suspect symptoms of latex sensitivity. (Symptoms may include, but are not limited to the following: runny nose, itching eyes, asthma, eczema, contact dermatitis, and 'rarely' shock.)
2. In the event of a known latex allergy, continued enrollment in the SON will be dependent upon the recommendations of an appropriate medical care provider and the student's responsibility to meet core standard requirements.

Procedure

1. In order to decrease the chances of developing a latex sensitivity the following precautions should be observed:
 - a. Use non-latex gloves for activities that are not likely to involve contact with infectious materials.
 - b. If you choose latex gloves, use powder-free gloves with reduced protein content.
 - c. Use appropriate work practices to reduce the chance of reaction to latex:
 - (1) do not use oil-based hand cream or lotion unless they have been shown to reduce latex related problems and maintain glove barrier protection.
 - (2) after removing latex gloves, wash hands with a mild soap and dry thoroughly
 - d. Take advantage of all latex allergy education and training provided by school of nursing or clinical setting.
2. If you suspect that you are having symptoms of latex sensitivity, immediately report those symptoms to faculty and avoid direct contact with latex gloves. Avoid all other latex containing products until you can see a physician experienced in treating latex allergy.
3. If there is a known allergy to latex (documentation may be required), the following procedure should be followed:
 - a. Avoid contact with latex gloves and other latex-containing products.
 - b. Avoid areas where you might inhale the powder from latex gloves worn by other workers.
 - c. Carefully follow your physician's instructions for dealing with allergic reactions to latex.

DRESS CODE

Classroom

There is no established dress code for regular classroom attendance of courses in the School of Nursing. Students are advised to consult the Austin Peay State University Student Handbook for information for any University Policies of Conduct.

Clinical

Each student represents the professional standards of the School of Nursing. Therefore, general uniform standards must be followed in each clinical area, and specific codes must be followed to accommodate different institutional preferences.

CLINICAL DRESS CODE POLICY

1. Clinical uniforms/scrubs are to be purchased *only* from the APSU bookstore. These uniforms are unisex and may require some tailoring if too long, for example. Students are responsible for making sure the uniforms/scrubs are the correct fit. Pant legs dragging the floor are unacceptable. Please ensure the tops are a correct fit. These are designed to be loose/comfortable in fit, therefore no tight fitting tops.
2. Clean white shoes, white hose/socks and APSU badge on left shoulder. If tennis/jogging shoes are worn, they must be white (a non- white/colored label is acceptable if of minimal size).
Rationale: Professional appearance and aesthetic value to patients and colleagues as well as freedom from bacteria.
3. Hair should not be worn longer than collar length unless secured in an “up fashion” or tied in a Paul Revere style. Only small hair adornments are acceptable. This can be individually stipulated for unique clinical settings.
Rationale: Hair can be a fomite for bacteria and can contaminate food and procedures as well as be offensive to the patient.
4. Earring posts or small unobtrusive earrings may be worn (one earring per ear). No other visible body piercing.
Rationale: Large or inappropriately dressy earrings can be offensive as well as hazardous.
5. Nails must be short and clean. Artificial nails or nail tips are not acceptable. Rationale: Long fingernails can injure the patient and artificial nails harbor bacteria.
6. No strong perfumes or colognes can be worn. No offensive body odor.
Rationale: Strong and varied odors can be offensive to patients and co-workers. Some people are allergic to scents.

7. Moderate make-up allowed. Discretion should be employed.
Rationale: Non-professional appearance may be offensive in a multicultural society.
8. If a lab coat is worn, it must be white, clean and pressed with an appropriate APSU badge and name tag visible at all times.
9. Rings should be kept to a minimum. Rationale: Rings can harbor bacteria, can injure patients, and can be misplaced or lost.
10. Some courses or clinical experiences necessitate the students be advised by individual faculty regarding appropriate dress. Generally lab coats with name tag, school badge and professional dress are required.
11. Name tags should always be visible in any clinical setting. Name tags are red with white writing. It should include at least:
First initial and
Last name
APSU Nursing
Student

Note: Above dress code must be adhered to, each course may specify specific requirements in the course syllabus.

CLINICAL/LAB DRESS CODE

Campus clinical experiences are to stimulate real life patient experiences. Therefore, the dress for these experiences is to be professional including:

Most on-campus clinical labs will require the student to wear the uniforms/scrubs as described above.

In addition:

1. White lab coat with APSU patch
2. Name pin
3. If uniforms/scrubs are not required by the instructor, please dress neatly and professionally (no halter tops, short shorts, short skirts, no low-rise, torn or ragged jeans or shirts, and no visible undergarments. Jeans, if worn, must be neat and intact).

Denial of Application for Nursing Licensure

Students are required to review and signature acknowledgement of the TCA Rule 1000-1-13 pertaining to the Board of Nursing Administration Procedures Act regarding denial of nursing licensure. The signed acknowledgment should be filed in the School of Nursing Office during the 1st month of upper division of junior year.

TBN - Nurse Practice Act

Authority: T.C.A. §§4-5-202, 4-5-204, 63-7-117, 63-7-118, 63-7-119, and 63-7-207.

Rule 1000-1-.13 is amended by adding a new subsection as follows:

- (2) The Board of Nursing is concerned about the number of individuals with criminal conviction histories who apply for licensure as registered nurses. The Board's concern stems from the fact that nurses care for clients and families in a variety of settings where there may be no direct supervision. Individuals to whom care is given are often vulnerable, both physically and emotionally. The nurse has access to personal information about the patient and/or his/her family, has access to the client's property and provides intimate care to the client. The Board believes that persons who receive nursing care in Tennessee should be able to have confidence that an individual licensed by the Board does not have a history of mistreatment, neglect, violence, cheating, defrauding the public, or otherwise taking advantage of another person. The Board will deny an application for initial licensure, temporary permit, or renewal following the provisions of the Administrative Procedures Act to persons who have been convicted as an adult or adjudicated as a juvenile of the following crimes within ten (10) years preceding said application or renewal:
 - (a) Aggravated Assault, as in T.C.A. §9-13-102;
 - (b) First Degree Murder, as in T.C.A. §39-13-202;
 - (c) Second Degree Murder, as in T.C.A. §39-13-207;
 - (d) Voluntary Manslaughter, as in T.C.A. §39-13-211;
 - (e) False Imprisonment, as in T.C.A. §39-13-302;
 - (f) Kidnapping, as in T.C.A. §39-13-303;
 - (g) Aggravated Kidnapping, as in T.C.A. §39-13-304;
 - (h) Especially Aggravated Kidnapping, as in T.C.A. §39-13-305;
 - (i) Robbery, as in T.C.A. §39-13-401;

- (j) Aggravated Robbery, as in T.C.A. §39-13-402;
- (k) Especially Aggravated Robbery, as in T.C.A. §39-13-403;
- (l) Aggravated Rape, as in T.C.A. §39-13-502;
- (m) Rape, as in T.C.A. §39-13-503;
- (n) Aggravated Sexual Battery, as in T.C.A. §39-13-504;
- (o) Sexual Battery, as in T.C.A. §39-13-505;
- (p) Statutory Rape, as in T.C.A. §39-15-506;
- (q) Theft of Property, as in T.C.A. §39-14-103 or of services, as in T.C.A. §39-14-104;
- (r) Forgery, as in T.C.A. §39-14-114;
- (s) Falsifying of Educational and Academic Records, as in T.C.A. §39-14-136;
- (t) Arson, as in T.C.A. §39-14-301;
- (u) Aggravated Arson, as in T.C.A. §39-14-302;
- (v) Burglary, as in T.C.A. §39-14-402;
- (w) Aggravated Burglary, as in T.C.A. §39-14-404;
- (x) Incest, as in T.C.A. §39-15-302;
- (y) Aggravated Child Abuse, as in T.C.A. §39-15-402;
- (z) Sexual Exploitation of a Minor, as in T.C.A. §39-17-1003;
- (aa) Aggravated Sexual Exploitation of a Minor, as in T.C.A. §39-17-1004;
- (bb) Especially Aggravated Sexual Exploitation of a Minor, as in T.C.A. §39-17-1005;

(cc) Assisted Suicide, as in T.C.A. §39-13-216;

(dd) Rape of a child, as in T.C.A. §39-13-522.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-7-115, and 63-7-207.

Rule 1000-1-.13 is amended by adding a new subsection as follows:

- (3) Any individual who applies for initial licensure, temporary permit, or licensure renewal and supplies false or incomplete information to the Board on an application for licensure regarding the individual's criminal conviction record will be denied said initial licensure, temporary permit, or renewal.

Authority: T.C.A. §4-5-202, 4-5-204, 63-7-114, 63-7-115, and 63-7-207.

Rule 1000-1-.13 is amended by adding a new subsection as follows:

- (4) The Board considers any criminal conviction, whether or not listed in Rule 1000-1-.13(2) above, to be a violation of T.C.A. 63-7-115(a)(1)(B). If an applicant or a registered nurse already licensed by the Board is convicted of any crime, it is grounds for denial of licensure or disciplinary action by the Board.

Authority: T.C.A. §4-5-202, 4-5-204, 63-7-114, 63-7-115, and 63-7-207.

PROFESSIONAL DEVELOPMENT POLICIES

Academic Advisement

It is the student's responsibility to see their advisor each semester in preparation for the following semester to discuss academic requirements and course scheduling. Individual appointments with an advisor in the School of Nursing should be initiated by the student and completed prior to pre-registration if at all possible. Each student must meet with a faculty advisor for academic counseling each semester in order to obtain an alternate PIN, which enables the student to register.

Self Care

The faculty of the School of Nursing believes that strong habits of self care are important for a professional nurse. Therefore, an awareness of self and one's needs is both a requirement and goal of the faculty. The faculty consider themselves obligated to be aware of student's needs for mental health counseling and to make suggestions for such interventions if the need is perceived. Such a suggestion may be a requirement for entering or continuing a course.

Class Presentations/Materials

Students are to consider the lecture material as an important source of learning in addition to reading and viewing materials assigned and/or suggested. Lecture materials are presented by faculty members responsible for the course, or by guest lecturers appointed by course faculty members. Students are not to assume the privilege of taping presentations of either guest lecturers or faculty members in the BSN Program. Permission from the faculty member responsible for or presenting the materials must be obtained before recording any presentation of the School of Nursing.

Policy on Professional Integrity

Each student, as a future candidate for a professional degree, should demonstrate personal and academic integrity in all areas of classroom and laboratory performance; including tests, written work preparation, practice of skills, safe clinical performance and recognition of strengths and weaknesses. Issues regarding skills, clinical performance and responsibility for self appraisal will be included in clinical evaluations to be scheduled by the course instructor and student at the end of each course. Criteria for such evaluations will be established by each instructor and made available to the student at the beginning of each course.

Because of our preeminent concern with the health and safety of the public, substance abuse shall be considered grounds for immediate dismissal. Other matters regarding professional integrity and conduct shall be dealt with at the discretion of the course instructor, as stated in the "Standards of Conduct" of Austin Peay State University. These standards are listed and explicated in the [Austin Peay State University Student Handbook](#), which is available during registration each Fall Semester. All standards of conduct, rights and responsibilities stated within the University Student Handbook are applicable to the student of the School of Nursing.

If a student believes an instructor has been unfair in a decision regarding professional conduct or academic performance, the student has the right to enter the appeal process of the School of Nursing as listed in that section of this handbook entitled "Grievance Policy."

Facilities

School of Nursing classroom or clinical lab use outside of regularly scheduled class time must be arranged through the Office of the School of Nursing.

Equipment

1. Must be formally checked out by faculty and/or students if the equipment is to be used outside of the School of Nursing. The equipment must be signed out in the Office of the School of Nursing.
2. Equipment maintenance problems must be reported to the Office of the School of Nursing ASAP.

REQUIRED FORMS AND TESTS

All junior, senior, and RN students are required to take selected comprehensive diagnostic exams across the nursing curriculum and before exiting the nursing program. Failure to pass the prescribed exams will require the student to successfully complete a School of Nursing specified program of individual remediation BEFORE the student will be allowed to progress to the next step of education progression and /or eventual endorsement for writing of the RN NCLEX.

All Students are required to sign the “Assurance of Student Awareness of Evaluation Methods” for each course.

All students are required to sign the “Acknowledgement of Board Policy related to Denial of Nursing Licensure” during the 1st month of enrollment in the nursing program

Each academic year, all students must have a signed copy of the “Student Agreement to Assure Confidentiality” in their record by the 1st month of the first semester of enrollment in the nursing program.

Each academic year, all students must have a signed copy of “Student Agreement for Reading the Student Handbook.” This agreement must be renewed each year and kept on file.

All students must have a current completed health assessment form, an immunization record and TB screening, current CPR certification, and validation of malpractice and health insurance on file. If there are any anticipated difficulties with compliance, the student is responsible for contacting the School of Nursing Director prior to the designated deadline for an individual assessment. Students who have not completed the required documentation by the designated deadline may be dis-enrolled from all nursing courses and considered in-eligible to continue within the nursing program.

Student Responsibilities include:

- a. Submission of a health assessment form completed by an appropriate health care provider.
- b. Completion of immunization requirements and TB screening for the School of Nursing prior to the designated deadline.
- c. Provision of all documentation of immunization requirements to the APSU School of Nursing per designated deadlines.
- d. Provision of proof of health insurance, malpractice insurance, and CPR certification to the School of Nursing per designated deadlines.
- e. Inform their clinical instructor of any medications that impair (as presented in professional pharmacological documentation) the ability to perform safe nursing care. Medications that are mood altering, sedating and/or impair physical abilities or gross and fine motor abilities have the potential to contribute to the inability to meet core performance standards. Failure to report medications may result in the student being

unable to attend clinical and receive a clinical unsatisfactory.

REQUIRED HEALTH SCREENING, IMMUNIZATIONS, AND INSURANCE

The student is responsible for obtaining required immunizations, titers, and/or proof of immunity. If any titer is negative (individual shows no immunity) immunizations are required. All titers and immunizations may be completed through Student Health Services or by a personal health care provider. The student must submit written documentation of titer results and/or immunizations from provider to the School of Nursing office by the designated date each year. Copies will be made prior to submission to School of Nursing office.

Requirements

1. Health Assessment...Students must submit a health assessment form completed by a personal health care provider prior to the designated deadline.
2. TB...Written evidence of a two-step TB skin test (PPD) within the one (1) month prior to beginning the nursing program. Each subsequent academic year a single TB screening test will be the minimum required,(some facilities with vulnerable populations may require more frequent screenings) If there is a history of a positive TB skin test a chest x-ray result demonstrating no evidence of active TB dated within the past year will be required. The Chest X-ray result will be valid for a period of 2 years, then a repeat film will be required. Each of these must be submitted prior to the designated deadline.
3. Rubeola... written documentation of laboratory evidence of immunity to rubeola; date and result. If the result is negative (non-immune) you will be required to have a MMR Booster. If your Rubeola titer was non-immune you will be required to follow-up with a Rubeola re-titer showing immunity or 2nd MMR. Each of these must be submitted prior to the designated deadline.
4. Varicella...Written documentation of laboratory evidence of a positive varicella (chicken pox) titer; date and result. If titer is negative, written documentation of two (2) varicella vaccines given no less than four to eight weeks apart. Each of these must be submitted prior to the designated deadline.
5. Hepatitis B... Written documentation of laboratory evidence of positive surface antibodies to Hepatitis B, or documentation of informed refusal of the vaccine. If an informed refusal is submitted the student must immediately make an appointment with the Director of the School of Nursing. If the titer is negative, written documentation of a completed series of three (3) Hepatitis-B vaccine is required. Each of these must be submitted prior to the designated deadline.
6. Rubella... Written documentation of laboratory evidence of immunity to rubella (German measles) date and result within the last five (5) years. If the result is negative (non-immune) you will be required to have a Rubella (or MMR) Booster. If your Rubella titer was non-immune you will be required to follow-up with a Rubella

re-titer showing immunity or 2nd Rubella (or MMR). Each of these must be submitted prior to the designated deadline.

7. Tetanus/diphtheria... Documented evidence of a tetanus/diphtheria (Td) booster within 10 years, must remain current throughout the program.
8. Health Insurance and Liability Insurance. Evidence of liability insurance and personal health insurance during the academic year as a student nurse must be provided each year prior to the designated deadline. (A military or military dependent card is acceptable for health insurance.)
9. CPR... Evidence of current CPR (Health Care Provider) certification must be submitted at the beginning of each academic year (or admission semester)

STUDENT SURVEYS

Student Graduate Surveys

Students will be expected to complete surveys to aid in program evaluation and curriculum revision. Information requested is necessary for ongoing program improvement and for program approval and accreditation purposes.

1. All graduating seniors will complete an Exit Survey approximately two weeks before graduation during a nursing class.
2. Each year's graduating class will be asked to complete a Graduate Survey one year post graduation. Graduates need to inform the School of Nursing Office of any address change to facilitate this process.

The same group of randomly selected students will be asked to complete a Graduate Survey three years after graduation. Graduates need to inform the School of Nursing Office of any address changes to facilitate this process.

REQUIRED EVALUATION FORMS

Students will evaluate faculty performance as per University policy. The Director of the School of Nursing has responsibility for the time of administration and completion of these forms.

Students will evaluate each course at the end of each semester:

1. Evaluations must include classroom and clinical components.
2. The forms will be completed during regular class time at the end of each semester and held in confidence until the final grades have been submitted.
3. After the final grades are published, the forms will be reviewed and filed by the course coordinator and/or individual faculty.

STUDENT ORGANIZATIONS

The Austin Peay Student Nurse's Association (APSNA) of the Tennessee Association of Student Nurses, is a non-profit organization...to aid in the development of the individual student of nursing as future health professionals, and to be aware of and to contribute to improving the health of all people. A faculty member from the School of Nursing is selected each year to act as advisor and faculty representative.

Student members of the SNA are introduced to the professional role in political activism in nursing. Membership in the APSNA is optional but highly recommended as an integral part of the preparation of the professional nurse. Information on membership can be obtained in the Office of the School of Nursing. Application forms can be obtained in the School of Nursing along with the names of the student officers and faculty advisor. The purpose of this organization shall be to aid in the development of the individual student of nursing as a future health professional and to be aware of and to contribute to improving the health of all people. The functions of APSNA shall include the following:

- A. Promote professional and social unity among the student nurses of this organization.
- B. Stimulate interest between APSNA and community activities on and off campus.

Members of the APSNA shall be enrolled in the Austin Peay State University School of Nursing. Honorary members shall consist of all students enrolled in Austin Peay State University who are pre-nursing majors.

APSU Student Nurses Association

The Austin Peay Student Nurse's Association (APSNA) of the Tennessee Association of Student Nurses, is a non-profit organization...to aid in the development of the individual student of nursing as future health professionals, and to be aware of and to contribute to improving the health of all people.

Representation provided by participation in the APSU Student Nurses Association will allow students input into program decisions. A strong working relationship between the student body and the faculty can facilitate a more meaningful experience for all students of the curriculum. The Board of Director officers or Class Representatives shall in no way replace individual student accountability for personally communicating academic or personal concerns related to a specific course or clinical to the appropriate individual faculty member/course coordinator.

MEMBERSHIP

All APSU Nursing and Pre-Nursing students are invited to be present and participate in regular meetings of the APSU Student Nurses Association. In order to be an officer or to cast a vote in the Annual election, the student must be either an Active or an Associate (paying) member. All full time nursing students, at any level of membership, may hold a Representative position or vote for the Representatives. Students wishing to become Active or Associate members of the Student Nurses Association must officially join and pay membership dues to the organization. According to financial availability, the organization may offer assistance with membership payments to those students wishing to hold an office who demonstrate financial need.

Students may join the Student Nurses Association as either an Active, Associate, or General member.

A. Active members (Paying membership)

1. Students enrolled in Nursing Classes. These students shall be enrolled full time (greater than 12 hours) at APSU.
2. Registered nurses enrolled in the APSU School of Nursing RN-BSN program.
3. Active members shall have all the privileges of membership (voting privileges and ability to hold any office).

B. Associate members (Paying membership):

1. Pre-nursing students or Nursing students enrolled part time.
2. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at local, state, and national levels.

B. General members (Non-paying membership)

1. Nursing Students or Pre-Nursing students who choose to attend and participate in membership.
2. These students may not cast a vote in officer elections or hold an officer position.
3. General members who are enrolled in nursing courses may be elected as a cohort representative and participate in voting for cohort representatives.

Membership Fees (subject to change at the national or state level)
First-time members= \$30 (12 months) or \$70 (24 months)
Renewal membership= \$40 (12 months)
You may pay your membership and join at www.nsna.org

ELECTIONS

Elections for the Board of Directors and Cohort Representatives will take place at the annual Election meeting (held in April of each Academic Year). Elected officers and Representatives will serve for a twelve month term. All SNA officers as well as Cohort Representatives shall be members of the SNA Board of Directors.

Board of Directors

The Student Nurses Association Board of Directors will consist of the SNA Officers (President, Vice- President, Secretary, Treasurer, Projects Chairperson, & Public Relations Chairperson), the Five Cohort Representatives and the RN-BSN Representative.

The Board of Directors shall be responsible for:

1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
2. Filling vacancies in any office by two-thirds majority vote of Board of Directors except the office of President.
3. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.
4. Quorum. A quorum for the board meetings shall be the president, vice president, three other board members and one faculty advisor.
5. Attendance. Members of the Board of Directors who miss more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a plurality vote. Due to the nature of the RN-BSN program being online, this representative may be excused from the attendance policy.
6. Selection of a representative for a weekly meeting with Life and Leadership at APSU.

Duties of the SNA Officers shall consist of:

A. President

1. Shall preside at all meetings of this association, appoint special committee as needed, perform all other duties pertaining to the office and represent this association in all matters to the local state nurses association, the local league for nursing, state nursing student association, National Student Nurses' Association, and other professional and student organizations.
2. Shall serve as chairperson of the Board of Directors

B. Vice President

1. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.

2. Shall preside at meetings in the absence of the President.
3. Shall assist the President as delegated and act as advisor to the President.

C. Secretary

1. Shall record and distribute the minutes of all meetings of this association as directed by the President.
2. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
3. Forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.

D. Treasurer

1. Shall serve as chairperson of the budget committee.
2. Submit financial reports to the membership as directed by President.
3. Prepare financial reports submitted at the monthly Board of Directors Meeting.
4. Organize Fundraising Opportunities for the organization.

E. Projects Chairperson

1. Serves as chairperson of Projects committee.
2. Attend student activities council meetings.
3. Be accountable to the membership for notification of pending student activities.
4. Organize Community Health Projects.

F. Public Relations Chairperson

1. Submit articles to Tennessee Student Nurses Association Newsletter.
2. Submit articles to NSNA News according to publication deadline.
3. Keep bulletin board up-to-date quarterly.
5. Prepare a school newsletter (email) as directed by the Board of Directors.
6. Communicate with the APSU Newspaper and other organizations to promote the activities of the APSU Student Nurses Association

Duties of the SNA Cohort Representatives shall consist of:

A. Cohort Representatives (One from each of the current cohorts as well as the RN-BSN students)

1. Act as a liaison between the SNA Board of Directors and the given Nursing Cohort.
2. Attend regular SNA meetings as well as Board of Director meetings.

Faculty Committee Representation

The following is a list of faculty committees. An SNA member at any level of membership may be elected as a faculty committee representative (i.e. may be paying or non-paying member). Pre-Nursing students are not eligible to hold these positions.

- Academic Policy Committee (this committee also serves as the student grievance committee) (One Nursing student elected)
- Curriculum Committee (Two nursing students elected)
- Program Evaluation Committee (One Nursing student elected)
- Resources Committee (One Nursing student elected)
- Faculty Organization (Each Cohort Representative will attend the Faculty 5Meetings)

Faculty Sponsorship

A faculty member from the School of Nursing shall act as the advisor and faculty representative to the APSU Student Nurses Association. As is required by the NSNA Bylaws, this advisor shall be present at the regular meetings and serve as a member of the APSNA Board of Directors. There will be no assigned Cohort Advisors.

APSU BSN Faculty Organization

The functions of the organization shall be to:

1. facilitate the development, implementation and evaluation of the philosophy and objectives of the School of Nursing.
2. foster the development of the curriculum, its implementation and evaluation.
3. develop policies, procedures and criteria consistent with the philosophy and objectives of the program.
4. encourage student input and development both within and outside of the curriculum requirements.
5. participate in planning for the program, the organization of the department and the budgetary allocations necessary for implementing the plans.
6. assist in allocation of resources and budgeted funds.
7. promote faculty development and clinical expertise.

Academic Policies Committee

1. to collaborate with the Admissions and Retention Committee to formulate, review, evaluate and revise policies for admission, advanced standing and re-admission;
2. to review the School of Nursing Student Handbook annually and revise as needed making sure that policies are congruent with university policies;
3. to review the School of Nursing Faculty Handbook annually and revise as needed making sure that policies are congruent with university policies;
4. to develop means for effectively advising students for admission to the program;
5. to evaluate students for scholarship needs and suggest names for scholarships (no student will participate because of confidentiality of financial information of students);
6. to function as the School of Nursing Grievance Committee.

Admission and Retention Committee

1. to review and evaluate applicants' credentials for admission and/or retention to the nursing program;
2. to grant admission to the nursing program to eligible students taking into consideration the availability of space as determined by student teacher ratio and clinical facilities available;
3. to notify those students granted admission or placed on a waiting list;
4. to review enrollment trends;
5. to formulate policies for advanced standing;
6. to formulate, review, evaluate and revise policies for re-admission or re-enrollment;
7. to publicize policies for admission;
8. to provide specific guidelines to the University admission officer;
9. to formulate, review, evaluate and revise admission policies for the School of Nursing.

Faculty Development Committee

1. to comply with the established criteria of the granting agency in awarding CEU's in nursing;
2. to maintain a working relationship with the APSU Department of Extended Education;
3. to assist in planning continuing education offerings sponsored by the School of Nursing;

4. to review and revise School of Nursing Faculty By-laws;
5. to review and revise Faculty Orientation Plan (including adjunct faculty);
6. to coordinate workshops to update faculty on university technology.

The Curriculum Committee

1. to develop, implement, and evaluate the philosophy, purposes, objectives, curriculum courses and teaching for the School of Nursing;
2. to develop, analyze and evaluate learning experiences necessary for fulfilling the purposes of the School of Nursing;
3. to propose policies and tools needed to efficiently administer the curriculum of the School of Nursing;
4. to make revisions in the program based on evaluation, recommendations, professional and societal needs;
5. to review and summarize faculty evaluation of clinical agencies and actions taken.

Program Evaluation Committee

1. to develop evaluation plans for all phases of the program administration;
2. to review, revise, and develop evaluation forms required for program evaluation;
3. to facilitate the distribution, analysis and disseminate the results of graduate surveys;
4. to validate completion of master evaluation plan.

Resources Committee

1. to provide a means for faculty and student input into recommendations for books and other publications related to nursing, to be purchased by the University Library or by the School of Baccalaureate Nursing
2. to maintain an inventory of the books and publications in the University Library that are related to Nursing;
3. to delete old titles from the Library with the assistance of the librarian;
4. to recommend equipment to be purchased by the School of Nursing;
5. to maintain an inventory of equipment, both hardware and software, which is located within the School of Nursing;
6. to find a means for repairing or replacing needed equipment

Grievance Policy

In the event a student has a grievance within any course the student should make an appointment with the coordinator of the course and any involved faculty member(s). If this meeting does not resolve the issue/complaint, the student should then make an appointment with the Director of the School of Nursing.

The Director of the School of Nursing should investigate and document the issue/complaint. If the issue/complaint remains unresolved, the Director may request an Ad Hoc committee, composed of the members of the Academic Policy Committee, to review the issue. Based on this review and recommendations from the Ad Hoc committee, the Director should render a decision to the student.

Once this procedure is complete the student may accept the Director's decision or continue on into the University Grievance System by following the policy within Austin Peay State University's student handbook which can be found online at: www.apsu.edu/student_affairs/handbook/studenthandbookpolicies.pdf

AUSTIN PEAY STATE UNIVERSITY

INVOLUNTARY WITHDRAWAL OR TEMPORARY SUSPENSION DUE TO SEVERE PSYCHOLOGICAL DISTURBANCE

(l) Involuntary Withdrawal or Temporary Suspension Due to Severe Psychological Disturbance.

(a) General Statement. When students are unable effectively to pursue their academic work, or when their behavior is disruptive to the normal educational process of the University, or is detrimental to themselves or others due to drug and/or alcohol abuse, or apparent physical and/or psychological disturbance, they may voluntarily withdraw, be temporarily withdrawn for medical reasons, or be temporarily suspended from the University.

(b) Procedures

1. The procedure for reporting such disruptive behavior as defined above will be to contact immediately the Coordinator of Counseling Services. The Coordinator will make an initial assessment to determine the nature of the disruptive behavior. The action to be taken may include an intake counseling session with the student; commencement of proceedings for involuntary medical withdrawal, voluntary withdrawal, or temporary suspension; and a follow-up report to those who initiated the referral.
2. An Involuntary Medical Withdrawal will be undertaken when the student exhibits disruptive behavior resulting from drug and/or alcohol abuse, and/or apparent physical and/or psychological disturbance which is not attributable to voluntary conduct subject to disciplinary action under the Code of Student Conduct. Such disruptive behavior shall include, but is not limited to:
 - (i) Posing a significant threat of danger and/or physical harm to himself/herself and/or other members of the University community; or
 - (ii) Interfering with the rights of other students, staff, faculty of the University, or the exercise of any activity or function of the University due to apparent physical and/or psychological disturbance.
3. Subsequent to the determination of the existence of grounds under Section 2, the following procedure shall apply where Involuntary

Medical Withdrawal is recommended:

- (i) A student may be requested in writing and/or orally (depending upon the urgency of the situation) to attend an initial conference with the Associate Dean of Students and any party he/she requests as a consultant. The request shall include:
 - (I) A statement of the reasons for the conference.
 - (II) A statement indicating that a recommendation has been made that the student be involuntarily medically withdrawn and that the student has the option to voluntarily withdraw (contingent upon the student's seeking medical and/or psychological evaluation and/or treatment) or to request a hearing before the Committee on Involuntary Medical Withdrawals or a hearing under the Tennessee Uniform Administrative Procedures Act.
 - (III) A statement indicating that the election of a hearing waives the student's right to confidentiality of medical and/or psychological records for the purpose of the hearing. All discussions of confidential medical and/or psychological records by the Committee members on Involuntary Medical Withdrawals are bound by the American Personnel and Guidance Association (APGA) and the American Psychological Association (APA) code of ethics.
 - (IV) A statement outlining the rights of the student as provided in section 3 (iii) herein, and the Family Educational Rights and Privacy Act (Buckley Amendment).
- (ii) The purpose of the initial conference is to review with the student the incident(s) leading to the initiation of this action, to provide an explanation of the reasons for the recommendation of an involuntary medical withdrawal, to review the rights of the student as outlined in section 3 (iii) herein, and to afford the student the right to choose between a hearing before the Committee on Involuntary Medical Withdrawals or a hearing under the Tennessee Uniform Administrative Procedures Act. The Associate Dean of Students shall provide an explanation of the Administrative Procedures Act and a description of the procedures available under it.
- (iii) The student shall be afforded the following rights when a

hearing is requested before the Committee on Involuntary Medical Withdrawals:

- (I) A registered letter of the time and place of the hearing at least three (3) days in advance.
 - (II) The right to be accompanied by an advisor, but the advisor's participation shall be limited to advising the student.
 - (III) The right to present witnesses and/or evidence in his/her behalf and to question witnesses or object to evidence presented against him/her.
 - (IV) The right to written statements of the Committee's findings and conclusions.
 - (V) The right to appeal the decision of the Committee to the Dean of Students within forty- eight (48) hours after notification of the decision. This review will be limited to grounds of prejudicial procedural error and/or actions which are arbitrary and capricious.
 - (iv) The decision of the student to appeal will not stay the initiation of the Involuntary Medical Withdrawal.
 - (v) If a hearing is requested before the Committee on Involuntary Withdrawals, a meeting will be arranged within five (5) class days. The Committee is appointed by the President. Hearings are conducted by panels of the Committee normally consisting of, but not limited to, the University physician or the Student Health Services Nurse Practitioner, a member of the Counseling and Testing Center, a faculty member from the Psychology Department whose professional background is in the counseling or clinical field, and one or more members of the Student Affairs staff. The Committee shall determine by substantial weight of the evidence:
 - (I) Whether the student exhibits disruptive behavior cited in Section 2 herein above.
 - (II) Whether the student should be involuntarily withdrawn for further medical and/or psychological evaluation and treatment.
 - (v) If a hearing under the Tennessee Uniform Administrative Procedures Act is requested, the Associate Dean of Students shall initiate the process.
4. The office of the Vice President of Student Affairs may deem it necessary to exclude the student from the University campus. This interim or summary

suspension shall be invoked only in cases where the presence of the student is considered to constitute a clear and present danger to the student, to University personnel, or to the operation of the University.

In such cases, an initial conference and/or hearing before the Committee on Involuntary Medical Withdrawals must be conducted within the ten (10) day period of the suspension.

5. Upon determination that the Involuntary Medical Withdrawal is necessary and is carried out, or when a student voluntarily withdraws, readmission to the University shall be dependent upon a written medical and/or psychological evaluation in addition to a favorable review by the Vice President of Student Affairs and the Coordinator of Counseling Services.
6. Disruptive Student Policy - see University Handbook

Policy of Austin Peay State University Regarding Use and/or Abuse of Drugs or Alcohol

Awareness of this policy is required of each student and is verified by signing page 64 in the appropriate section. This form must be signed at the beginning of Sophomore nursing courses and the beginning of each academic year thereafter.

TBR nursing programs must maintain a safe, efficient academic environment for students and must provide for the safe and effective care of patients while students are in a clinical setting. The presence or use of substances, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in this setting poses an unacceptable risk for patients, colleagues, the institution, and the health care agency. Therefore, the unlawful use, manufacture, possession, distribution or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or “over-the-counter” drugs, or being under the influence of such substances while engaged in any portion of the clinical nursing experience poses an unacceptable risk for patients, colleagues, the institution, and the health care agency and is strictly prohibited. For purposes of this policy, “being under the influence” is defined as meaning that the student’s judgment or motor coordination is impaired due to the presence or use of any one of the substances mentioned above.

Drug and Alcohol Testing

I. Testing Prior to the Clinical Experience

Students should be aware that agencies with which Austin Peay State University contracts may require successful completion of a drug/alcohol screen prior to commencement of participation in the clinic. Testing positive may result in denial of the student’s participation in the clinical experience. Additionally, while such screening is not required by Austin Peay State University, the student should know that under appropriate circumstances, the student may be subject to academic and/or disciplinary consequences.

II. Reasonable Suspicion Testing

Nursing students engaged in clinical activity may be requested to undergo a breath-analyzer test or blood/urine screening for drugs and alcohol if reasonable suspicion exists to believe the student is using or is under the influence of drugs or alcohol such as to interfere with the safe performance of duties. Reasonable suspicion requires some specific, objective basis that the student is then using or is under the influence of drugs or alcohol prior to requiring testing. Reasonable suspicion may include:

- X observable phenomena, such as direct observation of drug/alcohol use and/or the physical symptoms or manifestations of being under the influence of such; or
- X abnormal conduct or erratic behavior.

When a supervisor (APSU School of Nursing faculty or the agency personnel responsible for the student or client care) has basis to believe reasonable suspicion exists, that supervisor must contact another supervisor to corroborate his/her observations. At least one supervisor should have received training in recognizing signs of drug/alcohol use. In situations in which it is believed the student may endanger the safety of patients, employees or self, the student's supervisor will immediately remove the student from the clinical situation before taking further action. If reasonable suspicion is corroborated, the student would be confronted with the observations and asked to undergo screening as soon as possible. A student who refuses to undergo testing may be subject to disciplinary action.

Detailed documentation of the basis for reasonable suspicion and the subsequent steps taken should be made as soon after the event as possible. The documentation should include the date, time, behavior observed/physical observations, and persons involved, and should be signed by the supervisors involved.

Prior to testing, the student should be asked to sign a Statement of Understanding and Consent to Drug/Alcohol Screen (enclosed).

If it is determined that the student cannot safely continue assigned tasks, the student should not be allowed to return to the clinical setting that day regardless of whether reasonable suspicion is corroborated, or whether the student is tested or not.

A positive result should be substantiated by a confirmation test. If consistent with the outcome of the first test, the positive result may affect the student's status within the program, up to and including dismissal from the nursing program. If the positive result indicates a violation of the institution's social disciplinary policy, the test result should be discussed with the appropriate Student Affairs official for a determination of appropriate action. The disciplinary action for a positive test will be failure of course and/or dismissal from the program. The student will also be referred to the counseling center at the university. A report from the counseling center will be used by the Admissions and Retention Committee to help them make a decision regarding disciplinary action. If the drug test is negative, then the student's behavior which led to an instructor asking for drug testing must be investigated by the Admissions and Retention Committee. A referral to the counseling center may be appropriate for this situation.

The costs of all testing done on a reasonable suspicion basis shall be incurred by the student.

If a student is asked to be drug/alcohol tested, he/she would be referred to the Admissions and Retention Committee of the School of Nursing. The Admission and Retention committee will have the option of interviewing the student and pertinent witnesses to the event. Who may attend these meetings will be governed by the roles for meeting as set in the student grievance procedure for SON. A meeting would take place within five working days to advise the student of disciplinary action taken (if drug testing has been done the results of the testing must be back before any final decisions can be made). The student

who is asked to be tested for drugs/alcohol may not return to the clinical area till the committee has met. The Admissions and Retention Committee will make the decision as to when a student may return to the clinical setting.

Procedure for Drug/Alcohol Testing

A student may be asked to be drug/alcohol tested at the facility where the clinical experience is taking place (with or without an APSU faculty person on site). If that facility does not have the capabilities to do a test(s) then the student will be asked to provide someone else to transport them to a facility contracted by APSU to do drug/alcohol testing.

If the facility has the capabilities to test, the student will follow the testing procedure used at the facility. If an APSU supervisor is not present the facility supervisor must contact APSU School of Nursing and report the incidence at the time the behavior is observed. A written complaint must also be sent to the School of Nursing. The student will then be asked to be drug/alcohol tested. The student may refuse.

A urine and/or blood sample may be requested. Depending on the facility's policy a student may go through the emergency department or another designated department such as employee health to be tested. Substances tested for may include (but are not limited to) alcohol, opiates, amphetamines, barbiturates, cocaine, marijuana, benzodiazaphines, methaqualudes, PCP, methodane, and propoxyphene. The actual procedure will take place in a clean area by authorized personnel of the facility. The student will be treated with dignity to the extent that is possible.

If a urine screen is done, the student will be asked to remove all unnecessary outer clothing before entering the collection area. There will be direct observation of the collection of the urine. The testing of the specimens will be done by a licensed or certified lab to ensure accuracy. The collection of the specimen will be done in such a manner as to reasonably prevent contamination, substitution, or adulteration of the specimen (a chain of custody will be maintained). The student will receive a copy of the results along with the School of Nursing and other university departments which may deal with the student for disciplinary action. The student may ask for a second test (of the original specimen) to be done at the time of the first test. The student will pay for all testing.

All documentation related to the event will be sent to the Admissions and Retention Committee of the SON. The Admissions and Retention Committee will make a written report of their decision and distribute to the student, involved faculty, Director of the SON and the Dean of the College. All records relating to the event will be retained by the Admission and Retention Committee are final and may not be contested within the SON. Any student grievance related to Admission and Retention Committee decisions will be addressed through the University student grievance policy and procedure.

A student who is asked to be drug/alcohol tested will be asked to call another person to take them home. If such a person is not available the student will be asked to sit quietly in an area that will not interfere with the normal business of the facility. The student may then at the end of the clinical rotation ride home with other students. If the student is violent, the facility will be asked to follow its rules for controlling a violent visitor.

If a student (without a direct supervisor from APSU being present) is asked by a facility to leave due to what the facility supervisor deems behavior consistent with alcohol or drug use, the student will be asked to be drug/alcohol tested. The facility must contact APSU School of Nursing at the time the behavior occurs and report the incident. A written complaint will be sent to the School of Nursing also.

The student may refuse the testing. This student will also be referred to the Admissions Retention committee as outlined above. A student in this situation must be able to provide alternate transportation to take them to the facility contracted by APSU School of Nursing to perform the drug testing.

All records regarding a matter of drug/alcohol use by a student will remain on file in the School of Nursing.

Prescribed and/or Non-prescribed Medication Documentation

The School of Nursing Admissions form requests a list of prescribed and/or non-prescribed medications which the student is taking at the time that admission is requested. It is the student's responsibility to inform their clinical instructor of any medications that impair (as presented in professional pharmacological documentation) the student's ability to perform safe nursing care. Medications that are mood altering, sedating and/or impair physical abilities or gross and fine motor abilities have the potential to contribute to the student's inability to meet core performance standards. Failure to report such medications may result in the student being unable to attend clinical which results in a clinical unsatisfactory.

APA Requirements

The following topics and reference pages are designated to assist the student in preparing a formal/technical paper. The topics are not all inclusive for APA standards, however, these areas have been deemed critical for students in the APSU nursing program. Publication Manual of the American Psychological Association: 5th edition is the reference source used.

Topic	Reference
Abbreviations	103-111
Grammar	40-61
Bias in language	61-76
Punctuation	78-88
Spelling/Hyphenation	89-94
Capitalization	94-100
	101-104,
Italics	286
Headings and series	111-117
Quotations	117-121
Numbers	122-135
Reference Citation in Text	207-218
Reference List	219-281
Brochures	251
Audiovisuals	266
CD	267
Computer software	280
Data file	281

The following entry formats for online sources have been approved by faculty and should be used consistently for referencing full text material and material retrieved from databases. If you have specific questions, please address them with the appropriate course faculty.

Protocol	Host name	Path	file name
Http://	www.apa.org/	Monitor/oct00/	workplace.html

Actual entry would follow citation as:
...Retrieved January 18, 2002, from
<http://www.apa.org/monitor/oct00/workplace.html>

Database entry:
...Retrieved January 18, 2002, from Infotrac/Health and Wellness
database

(A running head may be required, check with course faculty)

A Day in the Life of a Student

Jack N. Parks

Austin Peay State University

January 31, 2003

STUDENT BILL OF RIGHTS

The following is an excerpt from a 1991 publication of the National Student Nurses' Association. The decisions made by this organization are to be a model for the student body of the School of Nursing in developing their statement of purpose and policies regarding student rights. It is expected that the policies and opinions will be updated, or at least examined and analyzed for relevancy, by each group entering in the BSN Program at Austin Peay. For further information on student rights, contact the National Student Nurse's Association, 555 West 57th St., New York, NY 10019.

These are not necessarily the opinions of the faculty of the School of Nursing, and may be shown to differ from policies defined by the faculty. These areas of discrepancy should probably be examined closely by the previously mentioned student body sub-committees to determine any needed revisions as perceived by the student body.

Statement by the NSNA Board of Director, 1991

"NSNA believes that students of nursing should take a lead in the recognition, establishment, protection and utilization of student rights to promote the rights and responsibilities of members of our own nursing programs if we expect to protect and promote the rights of our patients.

Now is the time for students to learn about the essential provision of orderly procedures that are required of an institution in order to promote individual freedom and responsibility. The Bill of Rights and Responsibilities for Students of Nursing should be used to assess whether nursing programs provide freedom and protection for students and faculty.

NSNA believes the basis of "rights" and "procedures" is a documented agreement between the nursing program and student that clearly spells out the expectations and responsibility of students, faculty and administration, and that it must include a procedure for dealing with infringements of the agreement.

Every member of a nursing school must be held accountable for his/her actions, be it an Instructor, administrator or a student. NSNA believes that every nursing program should have a written agreement between its students, faculty and administration even if no problems exists among the groups at the present time.

For many years students and faculty have endorsed the notion of student rights, responsibilities, and grievance procedures to guarantee these rights. If your nursing program does not have such a document, it is now time for the above ideas to be put into action."

NOTE: The NSNA "Guidelines for Grievance Procedures" is not included in this booklet, as the School of Nursing faculty have an updated grievance procedure which is included in this booklet. This may also be reviewed by the student body.

For information about these Guidelines, see your faculty advisor or write the NSNA at the address listed above.

THE BILL OF RIGHTS AND RESPONSIBILITIES

An NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The following updated version was adopted by the NSNA House of Delegates in San Antonio, Texas.

The following Student Bill of Rights was adopted by the NSNA House of Delegates in April, 1991.

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, sex, color, national origin, handicap, or marital status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, and political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise should be considered confidential and not released without the knowledge or consent of the student, or used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering

their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
14. As citizens and members of an academic community, students are subject to the obligations which accrue them by virtue of this membership and should enjoy the same freedoms of citizenship.
15. Students have the right to belong or refuse to belong to any organization of their choice.
16. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
17. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
18. Dress code, if present in school, should be established with student input in conjunction with the school Dean and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
19. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
20. Students should have a clear mechanism for input into the evaluation of nursing faculty.
21. Students should have a clear mechanism of input into the evaluation of nursing faculty.

APSU School of Nursing Policy and Procedures for Evolve Reach Proficiency Level Testing Policy

Evolve Reach Testing

Junior Policy:

The Fall 2008 and Spring 2009 second semester junior level students will continue to take the Evolve Reach Proficiency Examination. This test will not be used for progression

APSU School of Nursing Policy and Procedure for Pre-licensure Senior Nursing Exit Examination

Senior Policy:

The pre-licensure senior level nursing exit proficiency exam will be administered in the final semester prior to the expected graduation date. The exam will be administered to all eligible senior students enrolled in the Clinical Integration II – Nursing 4100 course. All senior students enrolled in the NURS 4100 course will take the nursing exit examination. If a student withdraws from any course the semester the student is enrolled in NURS 4100, the student must also withdraw from NURS 4100.

RN-BSN Proficiency Level Testing Policy:

All RN-BSN students must take the proficiency exam prior to graduation from the APSU School of Nursing Program. Normally they will take the Proficiency Exam the term they are enrolled in NURS 4120: Clinical Integration.

Guidelines for Senior Pinning Ceremony

The Undergraduate pinning ceremony is a School of Nursing function. All planning and decisions need to be discussed and approved by the Director of the School of Nursing. The faculty advisor(s) and nursing program secretary(ies) should be intimately involved with the entire planning and decision making process. The School of Nursing secretary will coordinate the ceremony.

Each semester a pinning committee will be selected from the graduating class to work with the faculty advisor and school secretary. Committee selection will be organized and voted upon in a general membership meeting of the Student Nurses Association.

The ceremony must be on campus. The location will be determined by the School of Nursing. All necessary reservations/orders/decisions need to be completed by the second month of the Fall or Spring Semesters. The time should be set so that the University President, Vice-President for Academic Affairs, and the Dean of the College can attend.

Dress for the ceremony is white uniforms (without APSU blue patches) and shoes that meet the clinical dress code policy. If the uniform chosen does not include long pants, white hose must be worn.

The pinning ceremony is a tradition in Schools of Nursing. It is a rite of passage bestowed upon the novice nurse by faculty. Only faculty may participate in the actual pinning of the student.

The School of Nursing secretary has all the budget, addresses, and information from prior years. Please feel free to preview them. This may help avoid mistakes from the past.

Graduate Hooding Ceremony

The Graduate Hooding ceremony is a School of Nursing function. All planning and decisions need to be discussed and approved by the Director of the School of Nursing. The MSN coordinator and nursing program secretary(ies) will determine the location and activities of the ceremony. The MSN coordinator will coordinate the ceremony.

Dress for the ceremony is street/business attire. The hooding ceremony is a tradition in Schools of Nursing. It is a rite of passage bestowed upon the new graduate nurse by faculty. Only faculty may participate in the actual hooding of the student.

HEPATITIS B VACCINE DECLINATION

(This form is **MANDATORY** if you refuse to receive the Hepatitis B vaccine.)

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

Name

Date

Witness

Date

STUDENT HANDBOOK ACKNOWLEDGEMENT

I have read the student handbook of the Baccalaureate Program of the School of Nursing of Austin Peay State University. By signing my name below, I am stating that I do understand the material contained. I am also stating with my signature that I understand that it is my responsibility to be informed of my student rights and obligations, and that being uninformed is no excuse in any situation involving the rights and responsibilities contained.

Signature _____
Date

AGREEMENT TO ASSURE CONFIDENTIALITY

I understand that all information regarding clients and client's families must be kept confidential and may only be accessed on an assigned need to know basis. I understand that the information may only be used for clinical and learning purposes within the School of Nursing, APSU. Such information must always be communicated and used in a professional manner. I am aware that violation of the requirement of confidentiality will result in failure of the clinical course or dismissal from the program. By my signature below I indicate I understand the above statements and agree to assure the confidentiality of information I receive from others or obtain from my own observation regarding clients and client's families.

Signature _____
Date

ACKNOWLEDGEMENT OF RECEIPT OF DRUG/ALCOHOL ABUSE POLICY

I hereby acknowledge receipt of Austin Peay State University's policy governing the use and/or abuse of drugs and alcohol, its intention to test for such substances, and the possible penalties for violation of that policy. I understand the purpose of the policy is to provide a safe working environment for person (patients, students, hospital staff, and school staff) and property. Accordingly, I understand that prior to participation in the clinical experience I may be required by the clinical agency to undergo drug screening of my blood or urine. I further understand that I am subject to subsequent testing based on a reasonable suspicion that I am using or am under the influence of drugs or alcohol such that it impairs my ability to perform competently the tasks required of me. I agree to be bound by this policy and understand that refusal to submit to testing or a positive result from testing under this policy may affect my ability to participate in a clinical experience and may also result in dismissal from the nursing program.

Additionally, I understand any physician, laboratory, hospital or medical profession retained by APSU to conduct such screening and provide the results thereof to APSU. I thereby release APSU from any claim or liability arising from such tests, including, but not limited to, the testing procedure, the analysis, the accuracy of the analysis or the disclosure of the results. I understand all costs of testing will be paid by me. I understand that alternate transportation must be available as needed to transport me to be tested. I also understand that I am subject to the terms of the general student social disciplinary policy of APSU and to the Drug-Free Schools and Communities Policy of APSU as well as, federal state and local laws regarding drugs and alcohol.

Signature _____
Date