

SCHREINER UNIVERSITY

**BACHELOR OF SCIENCE IN NURSING
STUDENT HANDBOOK**

TRADITIONAL PROGRAM



FALL 2019

Welcome

Dear Schreiner University Nursing Student:

I would like to take this opportunity to personally *welcome* you to the Bachelor of Science in Nursing (BSN) program.

What a great time to be advancing your nursing career. There are many exciting and fulfilling initiatives taking place in healthcare. As a premier online nursing program, the faculty and staff are here to support and work with you to achieve a quality education, fostering growth, and preparing nurses for continued success.

As the program director, I look forward to meeting and working with you. You are a member of our scholarly community, and it is our endeavor to assure all students a successful rewarding academic experience at Schreiner University.

This Handbook is to be utilized in conjunction with the Schreiner University Student Handbook and the Schreiner University Catalog.

Course feedback is vital. Please remember to complete all course/program surveys. We absolutely value your input and utilize both individual and statistical data to continuously improve the quality of the nursing program.

On behalf of the Nursing Program, we thank you for choosing Schreiner University to meet your career goals.

Sincerely,

Wanda R. Sparks, PhD, RN
Director of Nursing
Schreiner University
2100 Memorial Blvd.
Trull Science Building
223-D CMB 6241
Kerrville, TX 78028
830-792-7323 (office)
830-792-7439 (fax)
wsparks@schreiner.edu
<http://schreiner.edu>

TABLE OF CONTENTS

1. The Schreiner University Nursing Programs

History.....	6
Accreditation.....	6
Mission of the BSN Program.....	6
Major Concepts of the BSN Program.....	7
Vision of the BSN Program.....	7
Philosophy of the BSN Program.....	7
BSN Program Outcomes.....	10
Code of Ethics.....	11
BSN Program of Study.....	12
Diversity of Students.....	13

2. Admission to the BSN Program

Requirements.....	14
Nursing CAS Application Form.....	14
Prerequisite Coursework.....	14
ATI TEAS V Test.....	15
Health Requirements.....	15
Essential Functions.....	17
Timeline.....	17

3. Post Acceptance Student Responsibilities

Checklist.....	17
Criminal Background Screening.....	19
Drug Screening.....	21
CPR Training.....	22
Nursing Student Orientation.....	22

4. Becoming a BSN Nurse

Clock and Credit Allocation for Classroom and Clinical Experiences.....	22
Requirements for Passing Nursing Courses.....	22
Student Employment.....	23
Liability and Health Insurance.....	23
Communication.....	24
Classroom Etiquette.....	33
Examination Guidelines and Procedures.....	34
Assignments.....	37
Email and Chat Room Assignments.....	37
Late Assignments.....	37
Written Assignments.....	37
Grades.....	38
Grade Appellate Procedure.....	38
Clinical Practicum.....	38
Clinical Education Center (CEC).....	38
Clinical Attendance Requirements.....	39
Clinical Assignments and Hours.....	39
Clinical Practicum Protocol.....	39
Medication Errors.....	42
Uniform Dress Code.....	42
Clinical Paperwork and Daily Clinical Protocols.....	44
Accidental Needle-Stick and Bodily Fluid Exposure Protocol.....	45
Policy on Student or Patient Injury in Clinical Setting.....	45

5. Evaluations

Student Evaluations.....	45
Course Evaluations.....	45
ATI Testing and Remediation.....	

7. Academic Policies

Academic Dishonesty.....46
Suspension from BSN Program.....47
Repetition of a Failed Course.....47
Reinstatement to BSN Program.....48
Termination from BSN Program.....48
Special Accommodations Testing Policy.....48

8. Becoming a Registered Nurse

Eligibility for Licensure.....49
Board Rule 213.27 Good Professional Character.....49
Board Rule 213.28 Licensure of Persons with Criminal Records.....49
Board Rule 213.30 Declaratory Order for Eligibility for Licensure.....49

9. Organizations and Events

Student Representatives.....49
SU BSN Honor Society.....50
Student Nurses Association.....50

10. Events

Graduation.....50
Nursing Ceremonies.....51

11. Miscellaneous

Student Code of Conduct.....	51
Content Subject to Change.....	51
Academic Calendar.....	51
References.....	52

Appendices

APPENDIX A: Essential Functions.....	53
APPENDIX B: Certification Form.....	55
APPENDIX C: NCLEX Guidelines.....	57
APPENDIX D: Writing Guidelines for Written Paper Assignments.....	58
APPENDIX E: Student Action Plan.....	59
APPENDIX F: ATI Policy.....	60

Section 1

ABOUT THE SCHREINER UNIVERSITY NURSING PROGRAM

History

In 2009, the faculty and Board of Trustees of Schreiner University (SU) voted to establish a BSN program in order to meet the needs of Kerrville and the surrounding area for more baccalaureate nurses. In 2010; the faculty approved the degree plan. The first class of 23 students graduated in 2013. In 2014, a track for RN's to earn a BSN degree was initiated. This intense track is totally online and can be completed in as little as one year. In addition to increasing the number of baccalaureate-prepared nurses in the area, students in remote areas can earn their degree. The first RN to BSN students graduated in 2015.

Accreditation

Schreiner University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award masters, baccalaureate, and associate degrees. In addition, the university is recognized as a member in good standing by The University American Council on Education, the Association of Presbyterian Colleges and Universities, the National Association of Independent Colleges and Universities, the Association of Texas Colleges and Universities, and the Independent Colleges and Universities of Texas

The BSN Program is in the submission and approval stages by the Texas Board of Nursing as a baccalaureate program of study. The baccalaureate degree in nursing at Schreiner University is accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu/ccne-accreditation>).

Mission and Philosophy

Mission

Consistent with Schreiner University's (SU) mission and vision statements, SU's BSN program is committed to producing quality graduates who function as members and leaders of the interdisciplinary health care team in the Hill Country and who are prepared for meaningful work and purposeful lives in a changing global society. As nurse leaders and life-long learners, graduates are dedicated to providing ethical leadership in clinical practice, education and scholarship.

The SU BSN program embraces the mission of the university. Our faculty believe that individuals are holistic beings with inherent worth and that the goal of nursing is to provide safe patient-centered collaborative care with the purpose of promoting health, preventing illness, and caring for the ill, disabled, and dying client. The nursing process occurs at the interconnection of the nurse with the client and the environment, each of which interacts with and influences the other. Other roles of the nurse include that of patient advocate, nursing leader in healthcare systems, developer and promoter of health policy, and researcher.

A liberal education foundation and preparation in the sciences prepares the student to develop the critical thinking, communication, technical skills, and knowledge necessary for success in nursing education and practice when combined with student motivation and the development of a professional persona.

Major concepts of the SU BSN program include:

- Safety
- Client/Patient
- Nursing
- Health
- Environment
- Holistic care
- Collaboration

Vision

In accordance with the Schreiner University Vision Statement, the Schreiner University BSN program holds student success as its first priority and pledges to nurture and equip students to achieve, excel, and lead. The School of Nursing is committed to the design, implementation, and evaluation of all matters related to the BSN curriculum and aspires to serve as a standard to other programs. A rigorous nursing curriculum prepares future leaders of nursing to be lifelong learners and meet the ever-changing needs of the profession, society, and the environments in which we live.

Philosophy

The curriculum is based on the principles of Jean Watson's theory, The Caring Science. Inherent in this curriculum model is a commitment to and a compassion for care of the whole person. Caring involves learning about and understanding human needs and human responses in varying states of health. It also involves understanding and valuing human individuality and diversity. By extending a human presence, nurses promote human dignity, reinforce self-esteem, enhance spirituality, nurture strengths, and facilitate healing. The Watson theory also recognizes that both the person cared for and the caregiver are affected by every interaction; therefore, it is imperative that nurses take care of themselves in order to effectively care for others. Caring concepts are included in the program's conceptual framework, basic standards for safe nursing practice, educational outcomes, and teaching strategies.

The faculty believes that the generation and transmission of nursing knowledge is best accomplished through the teaching-learning process. This process is the responsibility of both faculty and student. Mutually the faculty and students create learning experiences that encompass self-care, colleague care, client/family care and community care. Faculty function as nursing experts, as facilitators of learning and as nurturers of students. We promote the development of lifelong, self-directed learning that fosters leadership in education, practice, and service. Our efforts are directed toward achieving higher levels of education for all nurses and transforming healthcare for our local population and community at large. At Schreiner University, the nursing curriculum supports the tenets of the National League of Nursing (NLN) competency statements (2010), as well as Texas Board of Nursing administrative code 215,

initiatives of the Quality and Safety to Educate Nursing (QSEN) institute and the Institute of Medicine (IOM).

The Schreiner University nursing faculty identify defining principles and integrating concepts that are foundational to nursing practice and nursing education and form the organizing framework that guides the education outcomes and organizing framework of the curriculum. The defining principles include the four major dimensions of nursing theory plus nursing education.

Human Being

Human being is a holistic being with bio-psycho-social, spiritual, and cultural dimensions and have the capacity for growth, fulfillment, and change. Human being is defined as an individual, family, community, population, or society. The uniqueness of each person results from the interrelationships of these dimensions. People share common characteristics, processes, and basic needs. All people change and adapt as they move through the life cycle in continuous interaction with internal and external environments. Each human being is viewed as greater than and different from the sum of his/her parts. Human beings are to be cared for, nurtured, respected, understood, and assisted (Watson, 2008).

Environment

A caring environment accepts a person as he or she is and looks to what he or she may become. Environment is defined as all aspects of internal (physical, genetic, psychosocial, cultural, developmental, and spiritual) and external (economic, social, geographic, global, and health care access) surroundings, as well as the interactions of those influences. These multiple determinants of health and changing tensions in the environmental system stimulate adaptive and integrative responses of the client that influence health outcomes (Healthy People Objectives 2020, 2012). According to Watson (2008), a caring attitude is transmitted by the culture of the profession as a unique way of coping with its environment. Graduates are prepared to meet the challenge of safe, caring, reflective, and professional nursing in diverse environments.

Health

Health is a dynamic state of physical, emotional, physiological, mental, psychosocial, cultural, developmental, and spiritual well-being. Health status continually changes and is influenced by multiple interactions with the environment. Health is defined by the client values and beliefs. The client's sense of optimal health and measurable health indicators signifies a state of balance and achievement of positive health outcomes (Watson, 2008).

Nursing

The practice of nursing is an art and a science that involves a caring, authentic presence and holistic support among diverse clients in a variety of health care settings. Watson defines nursing as "a human science of persons and human health-illness experiences that are mediated by professional, personal, scientific, esthetic and ethical human transactions" (Watson, 2008) It is concerned with promoting health, preventing illness, caring for the sick and restoring health. Holistic health care is central to the practice of caring in nursing. Nurses work with clients that come from diverse backgrounds and must consider that "cultural skill involves the ability to

collect relevant cultural data and perform culturally sensitive assessments and care” (<http://culturallycompetentnurse.info/culturalcompetency.html>, Watson, 2012).

Nursing Education

Integrating caring into the curriculum is especially important in today’s healthcare environment, where high patient acuity and technological advances threaten the sacredness of the nurse patient relationship (Watson, 2009). The personal relationship applied to the client and nurse is also applied to student teacher interactions (Sawatzky, et. al., 2009). Sawatzky, et al. (2009) also suggests that the nurse educator with a strong caring ethic should serve as a role model for the student. In a clinical setting, students observe caring interactions and learn from experiencing faculty interactions with patients (Cook & Cullen, 2003). The teacher serves as the facilitator of learning, rather than adopting an authoritarian position (Billings & Halstead, 2009). The relationship between the teacher and student could be described as a partnership. Learning occurs primarily within the student and the teacher’s goal is to assist the student on the journey where learning can occur. The student serves as the agent of change, and the teacher supports the student in maximizing their potential. The relationship between student and teacher is more egalitarian and collaborative in nature. The following integrating concepts also help to guide the educational outcomes.

Caring

Caring is the essence of nursing practice. A caring presence reflects the basic concern for human dignity and the recognition of the unique worth of each person. Caring takes place with every nursing interaction. Caring consists of carative factors. Watson's 10 carative factors are: forming humanistic-altruistic value systems, instilling faith-hope, cultivating a sensitivity to self and others, developing a helping-trust relationship, promoting an expression of feelings, using problem-solving for decision-making, promoting teaching-learning, promoting a supportive environment, assisting with gratification of human needs, and allowing for existential-phenomenological forces. “Caring was the most common theme identified by nurses as the essence or core of their nursing practice...”

(<http://nursing.ucla.edu/workfiles/CAIIRE/Articles/essence%20of%20NA%20nursing.pdf>).

Professional Identity

Professional identity “involves the internalization of core values and perspectives recognized as integral to the art and science of nursing” (NLN, 2010) and represents the framework which shapes ethical standards of practice. It encompasses caring, respect for diversity, autonomy, truth, justice, and dignity. Upholding caring values in our daily practice supports nurse’s professional identity and helps transcend the nurse from a state where nursing is perceived as “just a job,” to that of a gratifying profession. Promoting and applying these caring values in our practice is not only essential to our own health, as nurses, but its significance is also fundamentally tributary to finding meaning in our work. Nurses also embrace other fundamental values such as accountability, reflective practice and commitment to life-long learning and promote the ideals of the nursing profession (Benner, et al., 2010).

Baccalaureate Program Outcomes

Upon completion of the course of study, the student will have demonstrated the ability, through personal exploration and classroom didactic learning combined with skills laboratory demonstrations and clinical practicums to:

- Integrate knowledge and concepts based in an appreciation of the liberal arts from the humanities and the natural and social sciences that provide a better understanding of self and others as a cornerstone for nursing education and practice
- Assume professional and personal accountability for one's own and delegated nursing care.
- Practice nursing that emphasizes the inherent values of altruism, autonomy, human dignity, integrity, and social justice as fundamental to the discipline of nursing.
- Utilize knowledge, critical thinking, decision-making, intuition, and other analytic skills during the assessment, diagnosis, planning and evaluation of nursing interventions
- Utilize information and patient care technologies to assist in the coordination and delivery of quality nursing care that provides safe, patient centered, competent and holistic nursing care in a variety of healthcare and environmental settings to individuals, families, groups, diverse cultures and communities that is based on nursing theory, evidence-based practice and other ways of knowing.
- Utilize effective oral and written communication to facilitate information sharing, care giving, professional relationships, and collaboration with patients, families and the interdisciplinary healthcare team.
- Promote and utilize evidence-based standards of practice to manage and coordinate nursing care that utilizes cost effective measures to encourage healthy lifestyles and maximizes individual function, quality of life, and disease prevention from birth to death.
- Design and practice patient-centered nursing care that reflects moral, culturally sensitive, ethical, legal, and political principles according to the standards of the *Nursing Practice Act of the State of Texas*, the ANA Code of Ethics for Nurses and the baccalaureate level competencies from *The Essentials of Baccalaureate Education for Professional Nursing*.

- Support human dignity and diversity through ethical, holistic, caring, and compassionate care that is rooted in the heritage of Schreiner University, the Presbyterian Church, and the Synod of the Sun.
- Hold sacred the Christian convictions that each patient, family, group and culture is valuable and unique.
- Practice in partnership with the patient and the interdisciplinary health care team to plan, coordinate, provide and evaluate safe, caring and effective patient-centered nursing care.
- Engage in continued professional and personal development as leaders of nursing through life-long learning, self-care, and active participation in nursing and community organizations, and leadership.

CODE OF ETHICS

Schreiner University's Nursing program subscribes to the American Nurses Association code of ethics. This document serves as a clear, concise statement of the ethical obligations and duties of every individual who enters the nursing profession. It is a nonnegotiable ethical standard that provides an expression of nursing's own understanding of its commitment to society.

It states the following:

- Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities.
- Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary goals, values, and obligations of the profession. (<http://www.nursingworld.org/codeofethics>).

ORGANIZATION AND COURSE SEQUENCING CHART

Course #	Course Title	Hours Class/Clin	CEC (LAB)	Facility Clinicals	Lab *see below
First Semester FALL SEMESTER					
3304	Foundations	3 (Didactic)	NA		
3204	Foundations Clinical	2 (Clinical)	15 at 2hr ea X2instr.	4x7 hr=28	30 hr lab (per group)+ 24 hr orientation
3405	Adult Hlth I	4 (Didactic)	NA		
3205	Adult Hlth I Clinical	2 (Clinical)	13x2=26 (facility orient. 16 hr)	6x7 hr=42	26 hr lab (per group)
3306	Pharm Patho	3	0		
Second Semester					
SPRING SEMESTER					
4204	Maternal Child	2			
4205	Maternal Child Clinical	2	6hr	12 x 7 hr= 84	
3408	Adult Hlth II	4 (Didactic)	NA	NA	
3208	Adult Hlth II Clinical	2 (Clinical)	Simulations 12 hours	78 hours (11 days)	12 hrs (per group)
3305	Nursing Theory and Research	3	0		
Third Semester Fall					
4202	Population Hlth	2			
4203	Population Hlth Clinical	2	NA	90 hr	NA
3206	Pediatric Health	2 (Didactic)	0		
3207	Pediatric Hlth Clinical	2 (Clinical)	NA	90 hours	
4306	Behavioral Hlth	3			
4206	Behavioral Hlth Clinical	2	NA	90 hrs	

Fourth Semester Spring					
4303	Leadership & Management	3	NA		
4103	Leadership Clinical	1	NA	45 hr	NA
4308	Transitions	3			
4407	Adult Hlt III	4	NA		
4207	Adult Hlth III Clinical	2	4 x 2 hr= 8 hr	10 x 7 hr= 70 hr	8hr per group
4105	Pharmacological Applications	1	NA		

Diversity of Students

Schreiner University “values diversity of people and thought in a setting of open, civil discourse” (Schreiner University Student Handbook, 2015-2016, p. 6). Although SU has been a Presbyterian school since its inception in 1917, a wide variety of churches and faith traditions are represented in the student body. Numerous recognized religious groups meet regularly on campus. They are listed in the Schreiner University Student Handbook. Schreiner University also attracts international students and has welcomed students from: Japan, Germany, England, France, Mexico and Guatemala. Continuing to build relationships with students from all races, nationalities and religions is an overarching goal of all of SU’s students, faculty and administration.

Section 2

ADMISSION TO THE BSN PROGRAM

Admission to Schreiner University recognizes the applicant as a pre-nursing student with the full rights and privileges of all students entering a program of study for a baccalaureate degree.

Admission to the university does **not** guarantee entry into the nursing program. Each approved nursing program by the Texas State Board of Nursing must comply with a pre-determined and written formula impacting student program admissions and continuation. These regulations are designed to assure safe student practice and adequate faculty supervision in all clinical areas.

Admission to the university does prepare pre-nursing students to compete for acceptance into the nursing program based on program admission criteria.

Admission Requirements

To be considered for admission an applicant **MUST** submit evidence of the following:

- Prerequisite coursework completed or in progress.
- A minimum overall GPA of 3.0 in all pre-requisite coursework, with “B” or better for all math and science courses.
- ATI TEAS entrance exam test results with a minimum score of 75. Maximum attempts two in a year.
- Physical examination, health insurance and completed immunizations.
- Blue Card or letter from the Texas State Board of Nursing clearing student to take the nursing license exam when graduated. Students may not begin classes until the school has this information.
- Completed Nursing CAS Application Form.
- A 500-word essay describing their reasons for pursuing a nursing career.

Nursing CAS Application Form

The Nursing Program uses Nursing’s Centralized Application Service (Nursing CAS) which allows students to complete their applications online. The completed application and set of materials may be used to apply to multiple nursing programs. Nursing applications are available online at www.nursingcas.org.

Prerequisite Courses

At the time of program application, an applicant must **have completed, be currently enrolled in, or have a written plan to complete** all prerequisite courses prior to full program admission and the first day of class.

If an applicant is taking prerequisites in the Spring or Summer prior to beginning Fall nursing courses, verification of successful completion of all pre-requisite course work “B” or better for math and science courses must be presented by August 1 unless other arrangements have been made. In the event that August 1st falls on a weekend, the deadline for submission will be extended to the next business day.

- BIOL 2401/2402 - Anatomy/Physiology I/Lab and II/Lab
- CHEM 1301/1101 - General Chemistry or CHEM 1403
- ENGL 1301/1302 - English Composition I and II
- ENGL 3307 - Advanced Composition
- IDST 1301
- Elective in the Aesthetic Appreciation Category (3 hours)
- Global Perspective (6 Hours)

- MATH 1310 College Algebra or higher
- BIOL 3414 - Microbiology/Lab
- BIOL 2331 - Nutrition
- Philosophy/Religion (3 Hours)
- Engagement (3 Hours)
- PSYC 1301 – Introduction to Psychology
- PSYC 2300 - Child and Lifespan Development
- SOCI 1301 – Introduction to Sociology
- Communication – (6 hours)
- MATH 2330 – Statistics
- Analytical Abilities (6 hours)
- Personal/Social Responsibility (3 Hours)

PRE-ADMISSION TESTING

ATI TEAS V Test

The Assessment Technologies Institute (ATI) Test of Essential Academic Skills V (TEAS V) entrance exam is available at Schreiner University at student cost. A study manual and practice assessments are available online to prepare for the examination. The minimum score that is required to be eligible for admission is 75. Students may only take the TEAS test two times. For further information and costs, go to www.atitesting.com.

Other testing may be required and included in assessment of students' eligibility for admission to the nursing program.

Transfer Students

Students may be accepted for transfer into the SU BSN program on a case by case basis.

HEALTH REQUIRMENTS

Physical Examination

Provide evidence of a physical examination by a primary care provider who states the student is cleared for participation in the BSN program.

Laboratory Studies

Lab work must be done including Complete Blood Count, Comprehensive Metabolic Panel, and Urinalysis.

Immunizations

Required immunizations include

- MMR series of two immunizations or positive titer
- TDaP, must include Pertussis, cannot be TD
- Hepatitis B series of 3 immunizations or titer
- Varicella series of 2 immunizations, positive titer, or DSHS History of Illness Form signed by parent or provider

- Meningitis vaccine in accordance with Texas Law for new students less than 30 years of age.

Immunization documentation must also be submitted to and satisfy SU Health and Wellness Criteria as listed in the SU Admission Guidelines. If any required immunizations are contraindicated, the student is required to present a record of medical evaluation and recommendations.

TB Screening

Students are required to receive a TB Screening as required by the BSN Program upon admission to the Program with annual screening thereafter. This requirement must be met before clinical starts. Please see clinical director for instructions on PPD test type and locations.

If the test is contraindicated or is found positive, then evidence of medical follow-up including a chest x-ray, unless medically contraindicated, with recommendations must be presented. An annual symptom screen will be required and submitted by the student to Castlebranch.

Students are responsible for reviewing and updating individual health records at SU prior to registration each semester as they progress through the program.

Health Insurance

Accident and Sickness Insurance is **mandatory** for all BSN students. For those students that do not have insurance, a student accident and sickness insurance plan is available through the University and is administered by the Director of Health and Wellness. All residential, international and BSN students at SU are automatically enrolled in and charged for the student accident and sickness insurance offered by the University unless proof of comparable coverage has been provided during the on-line waiver process. Providing proof of coverage to Athletics does not negate the need to complete the on-line waiver process. For additional information and to access the brochure, please visit the Health and Wellness webpage at <http://students.schreiner.edu/health/>

Health insurance allows students to access health care off campus, consult a specialist and have coverage for emergency and hospitalization. All students are encouraged to carry a copy of their insurance card to avoid delay in healthcare in an emergency and to provide updated information to Health and Wellness services at any time this information changes.

Illness/Injury During School Term

Students who become ill, require surgery, sustain an injury, or undergo any major change in physical health while in the nursing program, may not be able to participate in clinical activities and may be required to present clearance from their health care provider to return to clinical and perform the usual duties of a nurse.

ESSENTIAL FUNCTIONS

Students who apply for admission to the BSN Program, including persons with disabilities, must be capable of performing certain essential functions listed in Appendix A of this handbook. These essential functions are in compliance with the Board of Nursing expectations of any student seeking initial licensure as a registered nurse.

Essential functions are defined as the basic activities that a student must be able to demonstrate (vision, touch, hearing, and smell, etc.) in order to provide safe nursing care and accurate assessment skills. Any student who applies and has met the necessary prerequisites and can perform the essential functions of the nursing program in a reasonably independent manner, either with or without reasonable accommodations, will be considered for admission. For more information regarding essential functions, review Appendix A of the Schreiner University BSN Program Student Handbook.

To be granted accommodations for conditions that qualify under the American Disabilities Act the student must apply to the Office of Learning Support Services. If accommodations are granted, the student should discuss his or her needs with the instructor at the beginning of each nursing class where accommodations may be needed.

TIMELINE

Please note that due dates and deadlines are strictly enforced. The nursing program usually has more eligible students than can be admitted. Therefore, students who have not fulfilled all requirements on time may be dropped from consideration.

*The signed acknowledgement indicating acceptance of program admission **MUST** be received in the Nursing Office by the deadline. If not received, the offer of acceptance to the BSN program may be withdrawn and an alternative candidate may be selected.*

Section 3

POST ACCEPTANCE APPLICANT RESPONSIBILITIES

CHECKLIST

Immediately:

- ✓ Sign and return the acceptance form to the Nursing Department Office.
- ✓ Sign up and complete the required Criminal Background Check (CBC) when the directions are received from the Board of Nursing.
- ✓ When the “blue card” is received from the Board of Nursing, bring the card and a color copy, front and back, to the Nursing Department Office in person.

Check Immunization Record

- ✓ Confirm currency of all immunizations previously listed in this document.

- ✓ Current immunizations are required to be up-to-date prior to participation in clinical activities; and documentation of such is required to be in the university records before students will be allowed to enroll or continue in clinical courses. Updates that fall at any time within the academic year must be done prior to the beginning of the fall semester.
- ✓ Documentation of the annual influenza vaccine, unless medically contraindicated, must be presented by October 1 of each year. Students who have not met this requirement will be denied access to clinical which may result in the student receiving a failure in the course.
- ✓ For subsequent years, students must have the one-step TB skin test within 30 days of beginning nursing courses. Individuals who cannot take the skin test, must present verification of a negative chest X-Ray. Students cannot attend clinical if this requirement has not been met. Students may also have the option of having blood drawn for the tuberculin clearance, in which case an annual symptom screen will be uploaded to Castlebranch.

Prerequisites

Complete all outstanding academic requirements. An overall GPA of 3.0 or higher AND a GPA of 3.0 or higher for math and science pre-requisite courses is required. Prerequisite course requirements **must be completed and proof of completion submitted** to the Office of the Registrar Department prior to the first day of program orientation.

Drug screening

Complete a drug screening prior to the beginning of nursing courses.

Tuition/Fees

Pay tuition/fees or plan arrangements for the full amount prior to the beginning of orientation for the BSN Program and each semester thereafter.

Books

Pick up books in the SU Bookstore on campus prior to the beginning of the semester. Books are included in the nursing student fees.

Required uniform and equipment

Purchase uniforms, patches and required clinical equipment as described later in this Handbook. Patches must be sewn in a professional manner about ¼ to ½ way down between the shoulder and elbow on the left sleeve of the nursing scrub top and the lab coat.

Certification Page

Turn in the Certification page (APPENDIX A) of the BSN Student Handbook on the first day of orientation or the beginning of each year of attendance in the BSN Program. If admitted to the program mid-year, be prepared to turn this certification in at the beginning of the semester

Dedication Ceremony

Attend the Schreiner University Nursing Dedication Ceremony. Transfer students may attend the ceremony prior to their first semester or the next available ceremony if admitted during the spring semester.

Orientation

Attend the mandatory BSN student orientation prior to the beginning of classes.

Insurance

Provide evidence of health insurance to the Office of the Director prior to the beginning of classes.

Technology

Meet current technology requirements (have own smartphone and updated computer, preferably a laptop). In order to participate in the BSN program, students must have basic computing skills including using email, attaching documents, navigating web pages, and downloading and uploading files. In addition, students need access to a computer with Microsoft Word and internet that is capable of running the Schreiner One platform on a current web browser, such as Chrome or Firefox. Students must have a technology back-up plan in case the primary computer becomes inoperable or the internet connection becomes inaccessible. Other requirements will be listed on course syllabi as needed.

Students are not permitted to attend Orientation for the BSN Program or the first day of class for any semester thereafter if health or academic records are incomplete.

CRIMINAL BACKGROUND CHECK

A Criminal Background Check (CBC) is mandatory for all students who are initially accepted into the BSN program at SU. The Texas Board of Nursing (BON) will designate a company to complete the background screening and will not accept results from any other company. The cost for this screening is the personal responsibility of all accepted and some enrolled students. Prices are subject to change. Students must begin the CBC process **immediately** after notification of acceptance to the BSN program, and sometimes prior to that time. **This process can take up to 90 days.** Schreiner University has no control over the length of time it takes to receive the needed report for clearance. **Answer all questions correctly and truthfully when applying for the CBC** as the verification process is extremely thorough to the extent that family, friends, and neighbors may be interviewed. Directions must be followed carefully. Reveal **all** arrests, **regardless of how long ago they occurred or how minor they were.**

DECLARATORY ORDER

An applicant or student with a significant criminal background or a current conviction may not be allowed to register for nursing courses until the Texas BON issues a declaratory order stating

the individual is eligible for initial licensure, license renewal, or determines that the individual is eligible to return to practice. If a BON reportable event occurs during the time of application or during student enrollment in the program, the Board of Nursing **MUST** be notified to determine appropriate action indicating an applicant's eligibility to enroll in the nursing program or the student's eligibility to continue in the program. Students may be required to submit a new Declaratory Order prior to continuing in classes. If a student becomes ineligible to sit for the NCLEX exam, they are not eligible to enroll in or attend classes in the SU BSN program.

Applicants or students who have any question about current or personal conduct necessitating a Declaratory Order **MUST** notify the Board of Nursing at www.bon.texas.gov and file a petition for a declaratory order.

Specific information regarding personal actions that necessitate a Declaratory Order are available on the BON website in the declaratory order section.

Expunged and Sealed Offenses

While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is each individual's responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is required that a copy of the Court Order expunging or sealing the record in question be submitted to the Board of Nursing. Failure to reveal any act that is not, in fact, expunged or sealed, or non-disclosure of any relevant offenses raises questions related to the applicant's truthfulness and character.

Orders of Non-Disclosure

Applicants are not required to reveal criminal matters that are the subject of an order of non-disclosure on the submitted form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. The Texas Board of Nursing is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if it was proper not to reveal that matter, information may be requested regarding the discovered event and issues of truthfulness and character may be raised.

Charges/Convictions after Initial Criminal Background Check Applicants must receive a clear Criminal Background Check in order to be admitted to the nursing program. If new charges/convictions requiring a Declaratory Order occur after the initial CBC, the individual must notify the Director of the Nursing Program immediately. The applicant or student will not be eligible for program admission or continuation until they receive notice by the Texas State Board of Nursing stating they are eligible for licensure.

Online access to information related to specific actions that can or may result in disciplinary action, denied program admission, or licensing sanctions are listed below:

- Disciplinary Sanctions for Fraud, Theft and Deception
www.bon.texas.gov/disciplinaryaction/dsp.html

- Disciplinary Sanctions for Lying and Falsification
www.bon.texas.gov/disciplinaryaction/dsp.html
- Disciplinary Sanctions for Sexual Misconduct
<http://www.bon.texas.gov/disciplinaryaction/dsp.html>
- Eligibility and Disciplinary Sanctions for Nurses with Substance Abuse, Misuse, Substance Dependency, or other Substance Use
<http://www.bon.texas.gov/disciplinaryaction/dsp.html>
- Disciplinary Guidelines for Criminal Conduct
<http://www.bon.texas.gov/disciplinaryaction/discp-guide.html>

The Nursing Department Office in the Trull Math and Sciences Building Room 223 has copies of these documents for student use, which will be provided without question.

DRUG SCREEN

To protect the safety of patients in the clinical setting and all members of the Schreiner University community, a drug-screening test will be required of all students in the SU BSN program. The initial drug screening must be performed and results received by the Nursing Department within 30 days **prior to the first class day** in the year in which program admission is sought. Certain clinical sites may require additional drug screening(s) prior to the student's clinical rotation. The student will pay the cost of any and all screenings at the time of the testing.

In the event a student is suspected of being impaired while on the Schreiner

University campus, or at the assigned clinical site any time while enrolled in the BSN program, the faculty or the Nursing Program Director may require a student to leave the area accompanied by a SU employee and go directly to an assigned laboratory and submit to drug testing at the student's expense. The BSN Program Director will designate a company to do the drug screen and will not accept results from any company other than the one designated.

Any student with a positive drug screen will be immediately suspended from the BSN program for a minimum of one calendar year. Any student who refuses to submit to a required drug screening will be immediately suspended from the program. If readmitted to the BSN program, the student must be retested by the school approved laboratory and have a negative drug screen. This testing is at the student's expense.

CPR CERTIFICATION

Students must show evidence of current CPR certification by the American Heart Association - Health Care Provider (BLS) before beginning nursing courses; other programs are not acceptable. The student will not be allowed to begin or continue in clinical courses unless this requirement is met. It is suggested students take the training during the summer, before nursing clinical courses have begun in order to be in compliance for the entire academic year. Training may be available as part of new student orientation. If so, the information will be included in the student admission material. A copy of the certification should be posted online with Certified Background. The certification will be verified before registration each year.

NURSING STUDENT ORIENTATION

Nursing students entering the SU BSN program will be required to attend an orientation of several days, specific to nursing in addition to any orientation that is required by SU.

Section 4

CLOCK AND CREDIT ALLOCATION FOR CLASSROOM AND CLINICAL EXPERINECES

SU uses the standard 45 hour per credit hour to define one clock hour of instruction. **For each classroom hour, students should plan to invest a minimum of three additional hours of study.**

For the clinical practicum setting, three clinical practice hours equal one credit hour.

REQUIREMENTS FOR PASSING NURSING COURSES

A minimum weighted average of 78% is required for passing nursing courses

- **Successful completion of a course requires all of the following:**
 - ✓ A minimum weighted exam average of 78% AND
 - ✓ A minimum weighted average of 78% on all course requirements AND
 - ✓ For courses with a clinical component, satisfactory clinical evaluation AND
 - ✓ For courses with a laboratory component, satisfactory laboratory evaluation.
- A student who fails to achieve any of the above standards will receive a failing grade for the course.
- Written examinations may include course exams, a comprehensive final, and standardized proctored assessments as defined in each course syllabus.
- In some cases, a higher exam score is required as for medication calculations and other critical tests.

- If a student's average falls below 80% while a course is in progress and/or their performance is less than satisfactory in the clinical or laboratory setting, they may be required to undergo remediation and complete an action plan.
- For courses that have an ATI exam, the results are reported as Level 0, 1, 2, or 3. The levels are converted to numeric scores and calculated into course exam grades. See the ATI Policy for additional information. In selected situations, a student may receive a grade of "Incomplete." See the Schreiner University Catalog for additional information. Please see Appendix F for the ATI policy.

STUDENT EMPLOYMENT

Research has shown that most nursing students who work more than 16 hours/week have difficulty successfully meeting all course requirements. The course of study in the BSN program is extremely challenging, and nursing is widely known in academic circles as one of the most difficult programs of study. There is a great deal of reading. Some required reading content will be reviewed and discussed in class, but both reviewed and non-reviewed required reading content can be included in examinations and serve as knowledge pertinent to clinical applications across the nursing curriculum.

Students are expected to be self-starters and prepare for class. Faculty are available to serve as guides to assist student learning by challenging critical thinking skills and fostering appropriate clinical applications based on obtained knowledge acquired through assigned readings and varied classroom experiences. In addition to course textbooks, other reading and test-taking resources (i.e., Evolve, ATI) are made available throughout the nursing program of study for student use to expand their knowledge base and test-taking skills.

LIABILITY and HEALTH INSURANCE

All BSN students are required to be covered by health (medical) insurance while a student in the SU BSN program. Evidence of health insurance must be submitted to the Nursing Department Office by August 15 of each academic year. If the student is enrolling in courses for the first time during Spring semester, insurance information must be submitted prior to the first week of class.

All students also are required to be covered by liability insurance. The cost of this insurance is included in nursing course fees.

Personal health insurance should cover the student if a needle stick injury occurs. Student liability insurance will provide coverage if the student accidentally sticks someone else.

COMMUNICATION

Core Rules of Netiquette

The Core Rules of Netiquette are excerpted from the book *Netiquette* by Virginia Shea.

<http://www.albion.com/netiquette/book/0963702513p32.html>

The Core Rules of Netiquette — Summary

Rule 1. Remember the human.

Never forget that the person reading your mail or posting is, indeed, a person, with feelings that can be hurt.

- *Corollary 1 to Rule #1:* It's not nice to hurt other people's feelings.
- *Corollary 2:* Never mail or post anything you wouldn't say to your reader's face.
- *Corollary 3:* Notify your readers when flaming.

Rule 2. Adhere to the same standards of behavior online that you follow in real life.

- *Corollary 1:* Be ethical.
- *Corollary 2:* Breaking the law is bad Netiquette.

Rule 3. Know where you are in cyberspace.

- *Corollary 1:* Netiquette varies from domain to domain.
- *Corollary 2:* Lurk before you leap.

Rule 4. Respect other people's time and bandwidth.

- *Corollary 1:* It's OK to think that what you're doing at the moment is the most important thing in the universe, but don't expect anyone else to agree with you.
- *Corollary 2:* Post messages to the appropriate discussion group.
- *Corollary 3:* Try not to ask stupid questions on discussion groups.
- *Corollary 4:* Read the FAQ (Frequently Asked Questions) document.
- *Corollary 5:* When appropriate, use private email instead of posting to the group.
- *Corollary 6:* Don't post subscribe, unsubscribe, or FAQ requests.
- *Corollary 7:* Don't waste expert readers' time by posting basic information.
- *Corollary 8:* If you disagree with the premise of a particular discussion group, don't waste the time and bandwidth of the members by telling them how stupid they are. Just stay away.
- *Corollary 9:* Conserve bandwidth when you retrieve information from a host or server.

Rule 5. Make yourself look good online.

- *Corollary 1:* Check grammar and spelling before you post.

- *Corollary 2:* Know what you're talking about and make sense.
- *Corollary 3:* Don't post flame-bait.

Rule 6. Share expert knowledge.

- *Corollary 1:* Offer answers and help to people who ask questions on discussion groups.
- *Corollary 2:* If you've received email answers to a posted question, summarize them and post the summary to the discussion group.

Rule 7. Help keep flame wars under control.

- *Corollary 1:* Don't respond to flame-bait.
- *Corollary 2:* Don't post spelling or grammar flames.
- *Corollary 3:* If you've posted flame-bait or perpetuated a flame war, apologize.

Rule 8. Respect other people's privacy.

- Don't read other people's private email.

Rule 9. Don't abuse your power.

- The more power you have, the more important it is that you use it well.

Rule 10. Be forgiving of other people's mistakes.

- You were a network *newbie* once too!
- <http://www.albion.com/netiquette/corerules.html>

Introduction

by Virginia Shea

What is Netiquette? Simply stated, it's network etiquette -- that is, the etiquette of cyberspace. And "etiquette" means "the forms required by good breeding or prescribed by authority to be required in social or official life." In other words, Netiquette is a set of rules for behaving properly online.

When you enter any new culture -- and cyberspace has its own culture -- you're liable to commit a few social blunders. You might offend people without meaning to. Or you might misunderstand what others say and take offense when it's not intended. To make matters worse, something about cyberspace makes it easy to forget that you're interacting with other real people -- not just ASCII characters on a screen, but live human characters.

So, partly as a result of forgetting that people online are still real, and partly because they don't know the conventions, well-meaning cybernauts, especially new ones, make all kinds of mistakes.

The book Netiquette has a dual purpose: to help net newbies minimize their mistakes, and to help experienced cyberspace travelers help the newbies. The premise of the book is that most people would rather make friends than enemies, and that if you follow a few basic rules, you're less likely to make the kind of mistakes that will prevent you from making friends.

The list of core rules below, and the explanations that follow, are excerpted from the book. They are offered here as a set of general guidelines for cyberspace behavior. They won't answer all your Netiquette questions. But they should give you some basic principles to use in solving your own Netiquette dilemmas.

Rule 1: Remember the human

The golden rule your parents and your kindergarten teacher taught you was pretty simple: Do unto others as you'd have others do unto you. Imagine how you'd feel if you were in the other person's shoes. Stand up for yourself, but try not to hurt people's feelings.

In cyberspace, we state this in an even more basic manner: Remember the human.

When you communicate electronically, all you see is a computer screen. You don't have the opportunity to use facial expressions, gestures, and tone of voice to communicate your meaning; words -- lonely written words -- are all you've got. And that goes for your correspondent as well.

When you're holding a conversation online -- whether it's an email exchange or a response to a discussion group posting -- it's easy to misinterpret your correspondent's meaning. And it's frighteningly easy to forget that your correspondent is a person with feelings more or less like your own.

It's ironic, really. Computer networks bring people together who'd otherwise never meet. But the impersonality of the medium changes that meeting to something less -- well, less personal. Humans exchanging email often behave the way some people behind the wheel of a car do: They curse at other drivers, make obscene gestures, and generally behave like savages. Most of them would never act that way at work or at home. But the interposition of the machine seems to make it acceptable.

The message of Netiquette is that it's not acceptable. Yes, use your network connections to express yourself freely, explore strange new worlds, and boldly go where you've never gone before. But remember the Prime Directive of Netiquette: Those are real people out there.

Would you say it to the person's face?

Writer and Macintosh evangelist Guy Kawasaki tells a story about getting email from some fellow he's never met. Online, this fellow tells Guy that he's a bad writer with nothing interesting to say.

Unbelievably rude? Yes, but unfortunately, it happens all the time in cyberspace.

Maybe it's the awesome power of being able to send mail directly to a well-known writer like Guy. Maybe it's the fact that you can't see his face crumple in misery as he reads your cruel words. Whatever the reason, it's incredibly common.

Guy proposes a useful test for anything you're about to post or mail: Ask yourself, "Would I say this to the person's face?" If the answer is no, rewrite and reread. Repeat the process till you feel sure that you'd feel as comfortable saying these words to the live person as you do sending them through cyberspace.

Of course, it's possible that you'd feel great about saying something extremely rude to the person's face. In that case, Netiquette can't help you. Go get a copy of Miss Manners' Guide to Excruciatingly Correct Behavior.

Another reason not to be offensive online

When you communicate through cyberspace -- via email or on discussion groups -- your words are written. And chances are they're stored somewhere where you have no control over them. In other words, there's a good chance they can come back to haunt you.

Never forget the story of famous email user Oliver North. Ollie, you'll remember, was a great devotee of the White House email system, PROFS. He diligently deleted all incriminating notes he sent or received. What he didn't realize was that, somewhere else in the White House, computer room staff were equally diligently backing up the mainframe where his messages were stored. When he went on trial, all those handy backup tapes were readily available as evidence against him.

You don't have to be engaged in criminal activity to want to be careful. Any message you send could be saved or forwarded by its recipient. You have no control over where it goes.

Rule 2: Adhere to the same standards of behavior online that you follow in real life

In real life, most people are fairly law-abiding, either by disposition or because we're afraid of getting caught. In cyberspace, the chances of getting caught sometimes seem slim. And, perhaps because people sometimes forget that there's a human being on the other side of the computer, some people think that a lower standard of ethics or personal behavior is acceptable in cyberspace.

The confusion may be understandable, but these people are mistaken. Standards of behavior may be different in some areas of cyberspace, but they are not lower than in real life.

Be ethical

Don't believe anyone who says, "The only ethics out there are what you can get away with." This is a book about manners, not about ethics. But if you encounter an ethical dilemma in cyberspace, consult the code you follow in real life. Chances are good you'll find the answer.

One more point on Netiquette ethics: If you use shareware, pay for it. Paying for shareware encourages more people to write shareware. The few dollars probably won't mean much to you, and they benefit all of cyberspace in the long run.

Breaking the law is bad Netiquette

If you're tempted to do something that's illegal in cyberspace, chances are it's also bad Netiquette.

Some laws are obscure or complicated enough that it's hard to know how to follow them. And in some cases, we're still establishing how the law applies to cyberspace. Two examples are the laws on privacy (see Rule 8 and "Email Privacy -- a Grand Illusion" on page 125) and copyright (see "Copyright in Cyberspace" on page 133).

Again, this is a book on manners, not a legal manual. But Netiquette mandates that you do your best to act within the laws of society and cyberspace.

Rule 3: Know where you are in cyberspace

Netiquette varies from domain to domain

What's perfectly acceptable in one area may be dreadfully rude in another. For example, in most TV discussion groups, passing on idle gossip is perfectly permissible. But throwing around unsubstantiated rumors in a journalists' mailing list will make you very unpopular there.

And because Netiquette is different in different places, it's important to know where you are. Thus the next corollary:

Lurk before you leap

When you enter a domain of cyberspace that's new to you, take a look around. Spend a while listening to the chat or reading the archives. Get a sense of how the people who are already there act. Then go ahead and participate.

Rule 4: Respect other people's time and bandwidth

It's a cliché that people today seem to have less time than ever before, even though (or perhaps because) we sleep less and have more labor-saving devices than our grandparents did. When you send email or post to a discussion group, you're taking up other people's time (or hoping to). It's your responsibility to ensure that the time they spend reading your posting isn't wasted.

The word "bandwidth" is sometimes used synonymously with time, but it's really a different thing. Bandwidth is the information-carrying capacity of the wires and channels that connect everyone in cyberspace. There's a limit to the amount of data that any piece of wiring can carry at any given moment -- even a state-of-the-art fiber-optic cable. The word "bandwidth" is also sometimes used to refer to the storage capacity of a host system. When you accidentally post the

same note to the same newsgroup five times, you are wasting both time (of the people who check all five copies of the posting) and bandwidth (by sending repetitive information over the wires and requiring it to be stored somewhere).

You are not the center of cyberspace

Presumably, this reminder will be superfluous to most readers. But I include it anyway, because when you're working hard on a project and deeply involved in it, it's easy to forget that other people have concerns other than yours. So don't expect instant responses to all your questions, and don't assume that all readers will agree with -- or care about -- your passionate arguments.

Rules for discussion groups

Rule 4 has a number of implications for discussion group users. Most discussion group readers are already spending too much time sitting at the computer; their significant others, families, and roommates are drumming their fingers, wondering when to serve dinner, while those network maniacs are catching up on the latest way to housebreak a puppy or cook zucchini.

And many news-reading programs are slow, so just opening a posted note or article can take a while. Then the reader has to wade through all the header information to get to the meat of the message. No one is pleased when it turns out not to be worth the trouble. See "Netiquette for Discussion Groups" on page 65 for detailed rules.

To whom should messages be directed? (Or why "mailing list" could become a dirty word)

In the old days, people made copies with carbon paper. You could only make about five legible copies. So you thought good and hard about who you wanted to send those five copies to.

Today, it's as easy to copy practically anyone on your mail as it is not to. And we sometimes find ourselves copying people almost out of habit. In general, this is rude. People have less time than ever today, precisely because they have so much information to absorb. Before you copy people on your messages, ask yourself whether they really need to know. If the answer is no, don't waste their time. If the answer is maybe, think twice before you hit the send key.

Rule 5: Make yourself look good online

Take advantage of your anonymity

I don't want to give the impression that the net is a cold, cruel place full of people who just can't wait to insult each other. As in the world at large, most people who communicate online just want to be liked. Networks -- particularly discussion groups -- let you reach out to people you'd otherwise never meet. And none of them can see you. You won't be judged by the color of your skin, eyes, or hair, your weight, your age, or your clothing.

You will, however, be judged by the quality of your writing. For most people who choose to communicate online, this is an advantage; if they didn't enjoy using the written word, they wouldn't be there. So spelling and grammar do count.

If you're spending a lot of time on the net and you're shaky in these areas, it's worth brushing up on them. There are plenty of books available, but you'll learn more -- and possibly have more fun -- if you take a course. If you're an older adult, you don't have to take a "bonehead grammar" course with a bunch of bored teenagers. Instead, look for courses on proofreading and copyediting; they usually cover the basic rules of grammar pretty thoroughly, and they'll be filled with motivated students who are there because they want to be. Check your local community college and university extension catalogs -- you'll be amazed at what they offer. A side benefit is that taking courses involves meeting people you can actually see.

Know what you're talking about and make sense

Pay attention to the content of your writing. Be sure you know what you're talking about -- when you see yourself writing "it's my understanding that" or "I believe it's the case," ask yourself whether you really want to post this note before checking your facts. Bad information propagates like wildfire on the net. And once it's been through two or three iterations, you get the same distortion effect as in the party game "Operator": Whatever you originally said may be unrecognizable. (Of course, you could take this as a reason not to worry about the accuracy of your postings. But you're only responsible for what you post yourself, not for what anyone else does with it.)

In addition, make sure your notes are clear and logical. It's perfectly possible to write a paragraph that contains no errors in grammar or spelling, but still makes no sense whatsoever. This is most likely to happen when you're trying to impress someone by using a lot of long words that you don't really understand yourself. Trust me -- no one worth impressing will be impressed. It's better to keep it simple.

Don't post flame-bait

Finally, be pleasant and polite. Don't use offensive language, and don't be confrontational for the sake of confrontation.

Q. Is swearing acceptable on the net?

Only in those areas where sewage is considered an art form, e.g., the USENET newsgroup. Usually, if you feel that cursing in some form is required, it's preferable to use amusing euphemisms like "effing" and "sugar." You may also use the classic asterisk filler -- for example, s***. The archness is somehow appropriate to the net, and you avoid offending anyone needlessly. And everyone will know exactly what you mean.

Rule 6: Share expert knowledge

Finally, after all that negativity, some positive advice.

The strength of cyberspace is in its numbers. The reason asking questions online works is that a lot of knowledgeable people are reading the questions. And if even a few of them offer intelligent answers, the sum total of world knowledge increases. The Internet itself was founded and grew because scientists wanted to share information. Gradually, the rest of us got in on the act.

So do your part. Despite the long lists of no-no's in this book, you do have something to offer. Don't be afraid to share what you know.

It's especially polite to share the results of your questions with others. When you anticipate that you'll get a lot of answers to a question, or when you post a question to a discussion group that you don't visit often, it's customary to request replies by email instead of to the group. When you get all those responses, write up a summary and post it to the discussion group. That way, everyone benefits from the experts who took the time to write to you.

If you're an expert yourself, there's even more you can do. Many people freely post all kinds of resource lists and bibliographies, from lists of online legal resources to lists of popular UNIX books. If you're a leading participant in a discussion group that lacks a FAQ, consider writing one. If you've researched a topic that you think would be of interest to others, write it up and post it. See "Copyright in Cyberspace" on page 133 for a few words on the copyright implications of posting research.

Sharing your knowledge is fun. It's a long-time net tradition. And it makes the world a better place.

Rule 7: Help keep flame wars under control

"Flaming" is what people do when they express a strongly held opinion without holding back any emotion. It's the kind of message that makes people respond, "Oh come on, tell us how you really feel." Tact is not its objective.

Does Netiquette forbid flaming? Not at all. Flaming is a long-standing network tradition (and Netiquette never messes with tradition). Flames can be lots of fun, both to write and to read. And the recipients of flames sometimes deserve the heat.

But Netiquette does forbid the perpetuation of flame wars -- series of angry letters, most of them from two or three people directed toward each other that can dominate the tone and destroy the camaraderie of a discussion group. It's unfair to the other members of the group. And while flame wars can initially be amusing, they get boring very quickly to people who aren't involved in them. They're an unfair monopolization of bandwidth.

Rule 8: Respect other people's privacy

Of course, you'd never dream of going through your colleagues' desk drawers. So naturally you wouldn't read their email either.

Unfortunately, a lot of people would. This topic actually rates a separate section. For now, here's a cautionary tale. I call it

The case of the snoopy foreign correspondent

In 1993, a highly regarded foreign correspondent in the Moscow bureau of the Los Angeles Times was caught reading his coworkers' email. His colleagues became suspicious when system records showed that someone had logged in to check their email at times when they knew they hadn't been near the computer. So they set up a sting operation. They planted false information in messages from another one of the paper's foreign bureaus. The reporter read the notes and later asked colleagues about the false information. Bingo! As a disciplinary measure, he was immediately reassigned to another position at the paper's Los Angeles bureau.

The moral: Failing to respect other people's privacy is not just bad Netiquette. It could also cost you your job.

Rule 9: Don't abuse your power

Some people in cyberspace have more power than others. There are wizards in MUDs (multi-user dungeons), experts in every office, and system administrators in every system.

Knowing more than others, or having more power than they do, does not give you the right to take advantage of them. For example, sysadmins should never read private email.

Rule 10: Be forgiving of other people's mistakes

Everyone was a network newbie once. And not everyone has had the benefit of reading this book. So when someone makes a mistake -- whether it's a spelling error or a spelling flame, a stupid question or an unnecessarily long answer -- be kind about it. If it's a minor error, you may not need to say anything. Even if you feel strongly about it, think twice before reacting. Having good manners yourself doesn't give you license to correct everyone else.

If you do decide to inform someone of a mistake, point it out politely, and preferably by private email rather than in public. Give people the benefit of the doubt; assume they just don't know any better. And never be arrogant or self-righteous about it. Just as it's a law of nature that spelling flames always contain spelling errors, notes pointing out Netiquette violations are often examples of poor Netiquette.

To help prepare you for your nursing career, we will use the SBAR format.

All communication with faculty via email and should follow the SBAR format. Appropriate communication with faculty is part of a professional demeanor. The following is an example of appropriate communication with faculty:

S Situation “I have a problem meeting a deadline.”

B Background “My computer assignment is due on June 26.
I have had a death in the family.

A Assessment “I cannot meet the deadline.”

R Recommendation “I can complete the assignment by June 28th.
Will that be acceptable?”

CLASSROOM ETIQUETTE

Promptness

- Timely arrival for all classes is expected of students. Students who must be late must notify the instructor as soon as possible, by the instructor’s choice of communication. If late, students will enter the classroom quietly so as not to disturb others.

Courtesy

- Courtesy and respect are expected of students at all times in the classroom.
- Students may be asked to leave the classroom and/or the CEC for any behavior that is disrespectful or disruptive to the learning environment (e.g. talking when another speaker has the floor, falling asleep, rude comments).

PERSONAL ELECTRONIC EQUIPMENT

Cell Phone

- Cell phones must be turned off or placed in silent mode, and kept in the student’s book bag or purse at all times.
- Faculty members will have a cell phone available for the Emergency Notification System.
- Students will be located by BSN program faculty or staff in the event of an emergency.
- If a student receives an emergency notification, they should step quietly outside the classroom to receive the message or respond.

Laptop Computers & I-Pads

- Student use of electronic devices, such as laptops in the classroom is at the discretion of each course instructor. You have chosen a course of study in which

someone's life will someday be in your hands. For this reason, it is necessary for you to give your classroom time your full attention.

- Laptop computers may be used in the classroom to take class notes and to access ATI modules if approved by the instructor
- Each student must have access to a lap top computer with a platform that supports ATI in the classroom. When used appropriately in the classroom, the internet and other online communication tools can help us access information more efficiently, but they can also be a source of distraction. Students may not surf the net on irrelevant web sites, chat online, visit social networking sites or play online games during classroom instruction. In the event you are using your computer or phone for "non-classroom related activities," you will be instructed to put your electronic device away and may be asked to leave the classroom.

Environmental Factors

- No food, drinks or smoking is allowed in the classrooms
- If scented products must be used (hand sanitizers or lotions, for example), they should be used sparingly. Some classmates or faculty may be allergic to these products. In addition, a scent that one person finds pleasant may be offensive to others.
- Permission to record the instructor or other speakers should be received from each person each time the student wishes to record them. Failure to obtain permission for recording is considered unprofessional behavior, and may result in disciplinary action.
- Students may not bring children or pets to class, the clinical education center, or to the clinical site except in unusual circumstances and with advance permission of the instructor. Children may not be left unattended in any area of the Department of Nursing.

Classroom Participation

- Active student participation in class and clinical conferences enhances learning for all.
- Excessive absences may jeopardize success in the course.

Examinations

All class and clinical learning experiences are testable. This includes all required readings, lecture and discussion content, related material in the course syllabus, content covered by media presented in or required for class, and material given as handouts. Unless otherwise stated by the instructor, the final examination is comprehensive and may include content from lectures, skills lab sessions, and assignments.

General Policies and Procedures

- Students are required to sit for all scheduled course examinations.
- Exams must be taken on the scheduled date and at the scheduled time unless special arrangements are made with the faculty before the exam is given.

- Report to the testing area at least 10 minutes prior to exam time to minimize time used in starting the exam.
- Hats/caps, scarves, and gloves are not permitted in the exam room; however, provisions will be made for specific situations.
- Students are not allowed to have any personal items on or around their desk during exams. No watches may be worn during exams.
- Students who are more than 10 minutes late for examinations will be allowed to take the exam only if prior notification of the instructor has occurred by the method of instructor choice. However, these students will have only the time for the exam that is left to the other students.
- Upon entering the examination room, personal items such as book bags, and purses are to be placed in the front of the room.
- Cell phones must be completely turned off and stored with other personal items during the exam. In the event a student is found to have a cell phone or smart watch such as a 360 or Apple watch on their body or in their possession during an examination, the student will be asked to leave the examination and will receive a zero for the examination.
- In the event a student's only personal item is a cell phone, that phone must be turned completely off and placed in a location designated by faculty.
- Cell phones and watches are not allowed in key rooms. In the event a student is found to have a cell phone on their body or in their possession in the key room, students will receive a 0.
Under no circumstances will a student be allowed to retrieve his/her exam once it has been turned in to the test proctor.

Makeup Exams

- To be eligible to take a make-up exam, instructors must be notified in advance that the exam will be missed.
- In the event a student fails to notify faculty prior to the beginning of the scheduled exam, the student will receive a "zero" for the exam.
- Missed exams must be made up within 2 weeks unless there are exceptional circumstances. The course instructor will schedule all makeup exams.
- In the event missed exams are not made up, they will be recorded as "0" zero.
- Make-up exams will be representative of questions/content tested in regularly scheduled exams but may be an alternate exam form.

Post-test Policies

- Questions regarding specific test items are to be addressed directly to the faculty who taught that content within a period of five days after the exam scores are posted.
- Post-test reviews are at the discretion of the faculty responsible for the course.
- Students who wish to review their exam individually must notify the faculty member within five business days of exam scores being posted.

Assignments

The teaching team reserves the right to make additional or alternate assignments in order to meet the needs of an individual student or a particular course.

Email/Chatroom

Campus email and chat room discussions are used in nursing courses. All students are expected to access, navigate and utilize their campus email and Schreiner One for announcements, assignments and to check the course calendar a minimum of **once daily**. Students are responsible for information and assignments sent via email and failure to retrieve email messages is not a viable excuse for failure to meet assignment deadlines. Any questions about using campus email, should be directed to the course instructor or to the HELP DESK at **EXT 7344**.

Students are expected to actively participate in chat room discussions as assigned throughout the semester. Professional, respectful communication is expected regardless of the learning environment.

Late Coursework

- Due dates for all assignments will be strictly followed.
- Late assignments **may or may not be accepted at the instructor's discretion**.
- If accepted, ten percentage points per day for three days will be deducted from the earned grade unless other arrangements have been made previously with the faculty. After three days, the student will receive a zero. Assignment will NOT be accepted three days late unless a later date has been arranged with the instructor PRIOR to the due date of the assignment.
- Clinical paperwork is to be completed as directed by the instructor. In some courses students will be required to bring data they have completed in preparation for clinical to the clinical site.

Written Work

- Students are encouraged, and may be required, to use the SU Writing Center to obtain guidance on written assignments.
- Students are expected to follow guidelines in the Publications Manual of the American Psychological Association (2009) (6th ed.).
- Faculty may use a program such as TurnItIn to assess originality of a student's submission. Using the work of other authors without appropriate credit and use of quotation marks for direct quotes constitutes plagiarism and may result in charges of academic dishonesty.

Grading Scale

A = 90-100

B = 80-89.99

C = 78-79.99

F = 77.99 and below

Rounding may be done to the next grade when the decimal is at .5 or above. Such as 89.4 will be an 89 and an 89.5 will be rounded up to a 90. Rounding will be to the 10th only. This applies to the final grade only.

Grade Appellate

For information regarding the Grade Appellate Procedure, please consult the Schreiner University Catalog/Student Handbook.

Clinical Practicum

The clinical component of the nursing curriculum comprises instruction in the Clinical Education Center (CEC), Clinical Instruction (CI), and Clinical care settings.

The safety and well-being of patients in the clinical setting is of utmost concern. If, in the instructor's professional judgment, a student is unable to provide safe nursing care to patients or in the event the student fails to abide by guidelines provided by the Texas Board of Nursing for Professional Conduct, the student will be removed from the clinical setting and will receive an unsatisfactory grade for clinical.

Clinical Education Center (CEC)

The goal of the Clinical Education Center is to provide a safe learning experience that promotes successful understanding in all aspects of healthcare. The CES is located in Moody 114. The schedule will be posted in the student syllabi.

CEC Etiquette policies related to attendance, participation, cell phones etc. listed earlier apply to CEC classes. Further details unique to the CEC are below:

- CEC simulation is considered clinical time and attendance is mandatory.
- The CEC Coordinator should be notified of anticipated absence or tardiness by phone at least one hour in advance.
- Students must arrive prepared to demonstrate and discuss the simulation for the day. Preparation for simulation may include but not limited to; videos, reading, ATI modules, quizzes and independent skills practice.
- Preparation must be completed prior to simulation.
- Participation is required and considered part of the clinical grade.

- Scenarios are confidential and are not to be discussed between students prior to the end of the semester (posting of the final grade).
- Invasive procedures such that require needle must be done in the lab under the supervision of the clinical instructor or the CEC Learning Coordinator. NO practice items may be removed from the CEC.
- Students may not practice invasive procedures on other humans in the CEC.
- Because students cannot perform skills in the clinical agency until they have practiced them in the CEC, absences may affect student success in the clinical practicum.
- Students are not to perform a clinical skill until they have been approved by a Nursing instructor. When the student is first performing a skill, they must be observed by a Nursing faculty.

CLINICAL ATTENDANCE POLICY

All simulation activities are required. Absences from simulation, clinical instruction and clinical practicum are considered clinical absences. The clinical requirement for health facility and community clinicals are listed in each course syllabus. Two tardies will result in an unsatisfactory for clinical.

Absences

In the event of extenuating circumstances preventing a student from being present for their clinical assignment, the instructor must be notified using the method of choice by that instructor. Excused absences: death in the family, hospitalization, military orders and jury duty.

The procedure to follow when you will miss a clinical activity is to:

- Notify the assigned **clinical unit as well as your clinical instructor** at least one (1) hour prior to the scheduled beginning of the clinical rotation.
- Give the clinical instructor a telephone number where you can be reached during your absence. Notify the clinical instructor when you expect to return.
- Two unexcused clinical absences will result in a failure of the course.

Clinical Assignments and Hours

Clinical assignments and hours vary based on clinical site availability. Clinical hours may be during the day, evening night, or on weekend. Some clinical rotations may begin as early as 5 am or end as late as 11:30 pm. Students are responsible for transportation. Clinical sites are in the Kerrville, Frederiksberg and San Antonio area.

CLINICAL PRACTICUM PROTOCOL

Professional and Ethical Conduct

- Identify yourself as (first and last name), SU Nursing Student.
- Wear your SU picture ID.

- As a member of the health care team, you **MUST** to be on time for clinical activities.
- Students should not friend patients on social media.
- If you are delayed for any reason, contact your clinical instructor as directed.
- Students are not to page physicians for any reason.
- Students are not to visit patients outside assigned clinical hours.
- Students are not allowed to sign other students in for any reason or grant access to locked rooms to other students.
- Students are prohibited from sharing access codes and passwords for computer access for any reason or at any time.
- Report to the charge nurse upon arrival and departure, including breaks to ensure the patient will be cared for in your absence.
- Leaving the clinical site without authorization from your instructor may constitute patient abandonment. Consequences may include immediate suspension/termination from the BSN program.

Telephone Use

- Agency telephones are for business use and cannot be used for personal calls.
- Never accept telephone orders or provide any patient information over the phone. Calls should be handled by agency staff.
- Personal cell phones are not permitted in the patient care area. While in clinical, phones must be turned off and kept in a purse or book bag in the nurses' lounge or in a locker. Students must never use a cell phone in the hall or a patient room. Faculty have cell phones and will be notified if a student has an emergency call.
- Violation of these policies will result in an unsatisfactory clinical grade for that day.

Staff Lounge

- Only 2 students at a time are allowed in the lounge.
- Patient records are not to be taken into the lounge without the approval of the charge nurse.
- The lounge should not be used as a study area.

Breaks

- Breaks can be taken only if patient needs have been met first.
- Students are not to leave the agency without faculty permission.
- The faculty or charge nurse will assign lunch breaks.

Skills

- Students are not to perform specific skills in the clinical setting until they have been checked off on those skills in the CEC.
- The clinical instructor **MUST** be present when a student is performing a skill for the first time in the clinical setting even if it has been checked off in CEC.
- The clinical instructor may also require the student to be observed during subsequent skill performance.

- With the clinical instructor's permission, a designated RN may observe skill performances and initial the skills passport.
- A student should never perform skills for which they are not approved by their instructor without having a licensed nurse or physician present.

Patient Privacy

- Violations of patient privacy may result in legal charges and academic sanctions including dismissal from the nursing program.
- In accord with HIPAA, any information about patients is considered confidential and may not be discussed with anyone except professionals involved in the patient's care.
- Taking photographs and video or audio recording of patients or patient information are violations of privacy.
- No printed information about patients can be taken from the clinical setting, including de-identified patient information.

Social Media

- Posting information about clinical sites, patients, faculty, and other personnel on social media is prohibited.
- Program policies prohibit students posting photographs or references to Schreiner University or the BSN program. This includes photographs of students in uniform, Schreiner University name badges, and uniform patches.

Data Collection

- Students may be required to go to an agency to collect data about a patient to prepare to provide care.
- Data collection must be done during a designated agency timeframe.
- Only students who are assigned to an agency are permitted on the unit during data collection time. Family, friends, etc. cannot accompany the student for data collection.
- Students must wear their lab jacket over business casual clothing. Examples of business casual would include trousers or khakis, knee length skirt, button up or polo shirt, closed toe shoes). Examples of inappropriate clothing include jeans, t-shirts, halter tops, shirts with a bare midriff, sheer garments, and shorts and capris. Shoes must also be modest.
- Agency healthcare personnel have been instructed to send students away from their clinical site if not dressed in an appropriate manner. They will then notify the office of-the program director-of the incident and the student will be called in for counseling, as this is considered unprofessional behavior/unprofessional conduct.

Medication Administration Safety

- Students MUST identify the patient per agency policy using two methods BEFORE giving any medications or performing treatments including providing food and fluids.

- A licensed nurse must supervise the student in the preparation and administration of ALL medications.
- Faculty must directly supervise all IV push medications.
- Students are never permitted to have the medication cart code or the key to the controlled substances cabinet in their possession.
- Students are encouraged to identify and report “near misses” to their instructor and the appropriate responsible hospital employee.

Medication Errors

- If a medication error should occur in the clinical setting, the student must notify the instructor and charge nurse immediately.
- Hospital or facility procedures will be followed at that time.
- All medication errors must be reported to the Director of the BSN Program. A faculty panel will review the incident and recommend appropriate remedial and/or disciplinary action.

Uniform Dress Code

The official uniform of the BSN Nursing Program consists of a black scrub top with a BSN program patch, BSN program nametag and black scrub pant. A long- or short-sleeved white, red, black or grey shirt or turtleneck may be worn under the scrub top. For some activities a white ¾ length lab coat is appropriate. The lab coat is never worn over the uniform in clinical. Uniforms should always be clean and wrinkle-free. Agencies have their own dress codes. If the agency is more restrictive than the SU policy, students must conform to the more restrictive policy. Students who fail to meet the clinical practicum dress code criteria will be sent home and that day will count as an absence. In the event the student is sent home a second day for being in violation of the dress code, that student may be placed on suspension.

Name Badge

Name badges must be worn at all times in the clinical setting and will include: Name, Student Nurse BSN Program, and Schreiner University. Badges are available for purchase at the University Bookstore. In the event a clinical site has also issued a name tag, you are required to wear that name tag as well (i.e., both name tags) at all times in the clinical setting. Students will not be allowed in the clinical area without a name badge. If a clinical day is missed because of a missing name badge, this day will be counted as an absence and cannot be made up.

Program Patch

The SU BSN program patch is worn on the left sleeve of BOTH the scrub top and the lab jacket and they must be sewn in place. Patches are available for purchase in the University Bookstore.

Watch

While in the clinical setting, students must wear a watch with a second hand.

Shoes

Shoes must be solid white or black cloth or leather, low-heeled with closed heels and toes that provide good support for the feet. If agency policy permits, black shoes may be worn. Athletic shoes are acceptable if solid white or solid black. Shoes must be maintained in good condition, i.e., polished with clean shoelaces. Sandals, flip flops, and worn, dirty tennis shoes are inappropriate at any time in the clinical setting

Cologne/Perfume

No cologne, perfume, scented lotion or scented hand sanitizer is allowed out of respect for persons who are ill or sensitive to chemicals. Students should choose their hairsprays and deodorants with reduction of scents in mind.

Cosmetics

Conservative make-up is acceptable in clinical settings.

Hair

To provide safe patient care, hair must be clean and pulled away from the Face. Hair shoulder length or longer must be pinned up or tied back in a way that the hair does not fall over the shoulders or swing across the back. Men's sideburns, mustaches, and/or beards must be clean and neatly trimmed at all times. Male students without beards must be clean shaven. Only natural shades of hair color are acceptable (no pink, purple, green, etc.). No ornaments or decorations will be worn in the hair. No hats or other head gear are allowed.

Jewelry

The only jewelry allowed is one ring on each hand and one pair of stud earrings, one earring in each ear lobe. To avoid potential danger to patients and the student, students should ensure that their rings do not have sharp edges and that earrings are not large enough to allow clients to grab or pull them. Earrings may be worn in ear lobes only. No tongue rings or other visible body piercing jewelry is permitted.

Nails

For sanitary and safety purposes, nails must be kept clean and short, the free edge of which is no longer than ¼ inch in length). Artificial nails, which have been shown to harbor dangerous bacteria, are not allowed. The only acceptable nail polish is a fresh coat of clear nail polish that is not chipped.

Tattoos

No visible tattoos are allowed. In the event a student has a tattoo, it must be kept covered at all times in the clinical setting.

Hygiene

Good personal hygiene is essential. An unclean, unkempt appearance and unpleasant body or breath odors are not acceptable.

Students should never wear the official school uniform casually in public. Always bear in mind that your conduct while in uniform is a reflection on you, SU and the nursing

profession. Students are not to consume alcoholic beverages while in their BSN uniform and may be suspended from the BSN program if seen violating this program policy.

Clinical Tools

While in the clinical setting, students **must** have the following items with them at all times: stethoscope, bandage scissors, black ink pens, pencil with eraser, drug reference material, pen-light, a small notebook, and any other items as assigned by your clinical instructor.

Transportation

Students are responsible for their transportation to and from all clinical facilities. Some clinical facilities are located outside the city of Kerrville.

Non-Smoking Policy

- SU is a smoke free campus. This includes chewing tobacco and vaping.
- Even when off campus, nursing students need to consider the effects of the odor of smoke on patients in clinical sites. As many people are highly allergic to smoke and can potentially suffer serious health consequences and others find it highly offensive; students should not smoke on the way to clinical, while on breaks and at lunch in the clinical setting whether or not the clinical facility allows smoking.
- Students are not allowed to take their patients on smoke breaks.

CLINICAL PAPERWORK

Patient Data Collection Forms and Care Plan

In some clinical settings the following paperwork must be completed weekly **prior** to your clinical time. All forms are available on Schreiner One.

1. **Patient Data Sheet**
2. **Patient Medication Sheet**
3. **Patient Summary**
4. **Patient Care Plan**
5. **Lab Result Sheet**

On clinical days, the student will review paperwork with the clinical instructor, who will offer feedback. Students are responsible for making the necessary additions/corrections to your Patient Care Plan and turning it in to the clinical instructor as directed.

Health History Form

The patient health history form is available on Schreiner One; it should be printed and brought to clinical to use a tool in patient assessment.

Clinical Evaluation Form

Students must bring a blank copy of a student Clinical Evaluation Form (Posted on Schreiner One) with only the student's name and clinical site filled. The clinical instructor will complete the evaluation at intervals.

POLICY

Accidental needle stick/Body fluid exposure

In the event of a needle stick or contact with potentially infectious body fluids:

- **IMMEDIATELY** thoroughly wash the contaminated area with soap under running water.
- **NEXT**, identify the item that caused the contact (needle, etc.) and notify an appropriate faculty member (clinical instructor, clinical coach) and the clinical facility.
- **THEN, it is imperative to obtain emergency treatment at a medical facility.** To reduce the risk of contracting HIV, HEP C, HEP B, etc. and other life-threatening diseases. Vaccines for hepatitis B and tetanus plus medical follow-up for hepatitis C may also be required. Follow the agency guidelines for measure to reduce the risk of HIV infection.

Student/Patient Injury in Clinical Setting

In the event of an injury to a student or a patient that the student is caring for, the student is responsibility for immediately reporting the injury to the appropriate clinical supervisor (clinical instructor, clinical coach, or clinical faculty) and charge nurse of the facility.

Section 5

STUDENT PERFORMANCE EVALUATION

Clinical Education Center

Evaluations are conducted in the Clinical Education Center where clinical skills are tested, and expertise validated each week.

Clinical Practice

Formal clinical evaluations are conducted at mid-session and final course times and as needed to address individual circumstances. Evaluations include the student's ability to apply theory to practice, clinical knowledge and skills, evidence of meeting course objectives, attendance, participation, conduct, appearance, professionalism, and interpersonal relationships.

Student evaluations include input of faculty, instructors, clinical staff, patients, and others as appropriate. Informal student clinical evaluations are conducted weekly and recorded as anecdotal notes, when necessary, for incorporation into a minimum of two formal student evaluations.

Instructor/Course Evaluation

Formal classroom evaluations are routinely conducted during the final weeks of each course and include items such as teaching effectiveness, faculty availability, relevance of textbooks and required readings, and appropriateness of space and other learning environment resources that promote or inhibit classroom learning. Students are also invited to add comments they believe important and are assured that data are compiled in a summative fashion to maintain student confidentiality. Informal classroom evaluations are

ongoing, especially after examinations or major papers are completed and returned for student-faculty discussion and critique.

Section 6

NATIONAL STANDARDIZED TESTING

Students will be required to take national standardized examinations at several points in the program, for example tests that assess:

- pre-nursing applicants' likelihood of success in a professional nursing program (TEAS V),
- levels of acquired classroom and clinical learning in content-specific areas of nursing presented in entry-level nursing programs (such as ATI "RN Content Mastery Series")
- likelihood of successful completion of the NCLEX-RN (national licensing examination) (such as Comprehensive Predictor Exam)

In addition, there may be practice exams that can be taken before some examinations. Most of the examinations have implications for course grades and/or graduation or approval to take the NCLEX. Refer to individual course syllabi for more information.

Section 7

ACADEMIC DISHONESTY POLICIES

Academic dishonesty in any of its forms is unacceptable at Schreiner University, where all students pursuing a nursing degree are held to high ethical, moral, and professional standards inherent to the nursing profession.

Detailed information regarding academic dishonesty appears in the Schreiner

University Student Handbook and Schreiner University Catalog,

The Schreiner University Code of Academic Conduct is located in the Schreiner

University Student Handbook. The BSN Program Certification Form with the Schreiner Promise is located in Appendix B of this BSN Program Student Handbook.

Academic Dishonesty

Academic dishonesty (cheating and plagiarism) will not be tolerated.

Cheating includes (among other things), use of unauthorized papers during the completion of assignments (no matter what the content), downloading instructor resources, copying from another student's paper or work to complete assignments allowing another student to copy from your paper during a test, unauthorized access to old exams or the exam given to the class if you

are taking it late for some reason, copying another student's homework assignments, using or turning in a photocopy of another student's assigned work, paying someone to write a paper or do an assignment for you, buying or downloading a term paper, or leaving the room during a test or exam without permission or before turning in your paper.

Plagiarism includes copying any sentence or sentences verbatim (word for word) from the reference source without using quotation marks and without providing a complete reference (author, date, source of material, volume, pages, etc.), or printing out an article directly from a computer database (such as Encarta or off the World Wide Web) and turning it in as your own work. Students must read, synthesize, and write their own original sentences by learning to paraphrase what they are reading. Even when quoting, a complete reference must be provided for paraphrased sentences. NEVER steal words or phrases directly from any source and present them as your own. Plagiarism can also occur in film and visual media if another person's words or images are used without appropriate documentation and referencing.

Students are responsible for doing their own work, even if they are completing an assignment as a duo or a group. If two assignments are submitted to an instructor that show great similarity such that the instructor interprets it as evidence of cheating or plagiarism, both students will be penalized. If an instructor finds that cheating or plagiarism has occurred, he/she will in writing, report to the Nursing Director who will file the report and request a meeting with the implicated individuals. This meeting is meant to resolve and evaluate each circumstance, in which the Nursing Director in communication with the Dean of Science make a decision which if serious enough, can lead to disciplinary action, including probation, suspension or dismissal from Schreiner University.

SUSPENSION FROM BSN PROGRAM

Students are required to maintain a cumulative GPA of 3.0 in nursing coursework while enrolled in the BSN program. Failure to maintain this standard will result in the student being placed on academic probation for one semester, beginning with the following semester. While on probation, the student will be required to remediate according to an individualized learning plan developed with the Nursing Program Director or other designated faculty member. In the event the student's cumulative GPA is less than 3.0 for two semesters, they may be suspended from the BSN Program for a period of one year and must re-apply for admission to the BSN program. Within ten days of notification, suspension may be appealed in writing to the Vice President for Academic Affairs. The university's admission committee reviews all appeals.

REPETITION OF FAILED COURSE

Any student who does not pass a nursing course with a minimum of 78% (C) and a satisfactory grade in clinical (if applicable) must petition to stay in the program. If the faculty committee accepts the petition with stipulations, or the student will have to repeat that course the following year and will be placed on programmatic probation. Students are not allowed any unexcused absences while on programmatic probation. The student will not be allowed to progress in any of their coursework until the course in which a grade

lower than C was received has been repeated and a C or higher is received. In the event, a student fails a second nursing course, whether it be the same course as initially failed or a different course or fails to meet faculty stipulations for a first failed course, the student will be dismissed from the BSN Program.

REINSTATEMENT TO BSN PROGRAM

In the event a student withdraws or is suspended from the SU BSN Program, that student must wait a period of one year and re-apply to the Director of the BSN program for consideration of reinstatement.

TERMINATION FROM BSN PROGRAM

Students are subject to immediate termination from the BSN program for documented impairment by drugs and/or alcohol while at school, participating in any official school business, or in the clinical setting. Other reasons for possible immediate termination include:

- Academic dishonesty
- HIPAA/privacy violation
- Medication errors
- Diversion of drugs
- Harming a patient
- Unprofessional behavior/character
- Inappropriate social media postings
- Patient abandonment
- Poor clinical judgment, including serious safety issues
- Lack of responsibility or accountability
- Stealing
- Accepting money or gifts in clinical situations
- Loss of eligibility for licensure

SPECIAL ACCOMODATIONS TESTING POLICY

In accordance with Section 504 of the Rehabilitation Act of 1973, SU provides academic adjustments/auxiliary aids for students with physical/medical, learning, and psychological disabilities. Students desiring academic adjustments/auxiliary aids should contact the Schreiner University Director, Learning Support Services/Section 504 Coordinator. Students requesting academic adjustments/auxiliary aids will be required to submit their requests **in writing** to the Director and provide current, written documentation of the disability from a qualified professional. Requests will be considered on a case-by-case basis.

Students with disabilities are responsible for meeting with their instructors to discuss their accommodations of *extended test time* and/or *testing in a quiet, non-distracting environment* (if prescribed) at the beginning of each semester, no later than the second week of class. It is Schreiner University's policy that students take exams at the scheduled time of the course unless the Instructor **and** the Director of Disability Services approve an alternate time. Very rarely and on a case-by-case basis, will a student be allowed to take an exam after the rest of the class has taken the exam. For additional information or to register for assistance, please call: **EXT 7256**.

Section 8

BECOMING A REGISTERED NURSE

Eligibility for Licensure-See the Texas Board of Nursing Website. This information will also be covered during the senior semester.

Rule 213.27: Good Professional Character

Rule 213.28: Licensure of Persons with Criminal Offenses.

Rule 213.29: Fitness to Practice

Rule 213.30: Declaratory Order of Eligibility for Licensure

Section 9

ORGANIZATIONS AND EVENTS

Student Representative

Two student representatives from each level are elected by their peers each semester to serve (one each) on the BSN Program Curriculum Committee and the BSN Program Evaluation Committee. The same student can serve in consecutive semesters if elected by their peers. The student representatives meet a minimum of one time per semester with course faculty and the BSN Program Director. The purpose of these meetings is to address issues and share successes that have been identified by fellow students. Student course representatives are responsible for raising these issues, assisting with data gathering among their fellow students, proposing potential solutions, and communicating meeting results back to their fellow students. Positive comments as well as potential opportunities for improvement are exchanged between students and faculty.

Student elections are held following the first week of class in a non-clinical course. Course faculty will call for nominations from the floor and students who are nominated must verify their willingness to serve if chosen. A volunteer(s) will collect one ballot from each student and go to a separate room to count the ballots. The volunteer(s) return to the classroom and announce the results of the election. In the event of a tie, a tie-breaking

election is held immediately. Ballots will be destroyed by faculty who report election results to the BSN Program Director and other faculty.

SCHREINER UNIVERSITY BSN HONOR SOCIETY

Membership is by invitation and undergraduate nursing students who have completed more than ½ of the BSN curriculum, have a minimum cumulative GPA of 3.5, and are ranked in the top 35% of their class are eligible for membership. The Counselor for the BSN Honor Society will notify students who are eligible for the Honor Society membership. Induction takes place in April every year.

Pending the establishment of a SU Chapter of Sigma Theta Tau International Honor Society of Nursing

Sigma Theta Tau International Honor Society acknowledges students who demonstrate excellence in scholarship and leadership potential. The purpose of this international honor society is to create a global community of nurse leaders who utilize knowledge, scholarship, service and learning to improve the health and wellbeing of the world's people.

STUDENT NURSES' ASSOCIATION

The purpose of this association is to promote the professional development of future nurses and facilitates their entrance into the nursing profession. Leadership development, educational resources, career guidance and continuing education is offered and encouraged. The Texas Nursing Students' Association (TNSA) is the professional organization at national, state, and nursing school levels for students of nursing.

The SU nursing faculty strongly supports nursing students to become active members of their professional nursing organization. However, students may choose not to participate.

Section 10

CEREMONIES

Graduation

Commencement is held each May. Students who successfully complete the BSN Program according to the requirements in the BSN Program Student Handbook and SU Catalog will graduate and are awarded a Bachelor of Science in Nursing.

After successfully completing the online Nurse Jurisprudence exam required by the Board of Nursing and all course requirements of the nursing program, a student will be cleared to sit for the State Board Examination for Registered Nurses.

NURSING

Nursing students enrolled in the BSN program at SU will be required to attend a Dedication Ceremony at a date prior to orientation to the BSN program. Nursing students will also be required to attend a pinning ceremony to be held the evening before graduation. Students' families, significant others, and friends may be invited to attend each ceremony. Further details will be provided to students prior to the events. There is also an induction for those invited to join the BSN Honor Society.

Section 11

STUDENT CODE OF CONDUCT

SU is an academic community. Students have the obligation to conduct themselves as mature and responsible participants in this community. Towards this end, the University has established policies, standards, and guidelines that collectively define the Student Code of Conduct. The Student Code of Conduct includes all policies, standards, and guidelines included in, but not limited to the SU Catalog, the Student Handbook, the Housing Agreement and other housing documents. Students are subject to the Code of Conduct during academic terms for which they are enrolled, during breaks between terms, during university holidays and vacations, and during periods of suspension. For further information, consult your SU Student Handbook.

Section 12

SUBJECT TO CHANGE

Information contained in the Schreiner University BSN Program Student Handbook is subject to change. At the beginning of each semester, students will be informed of any changes to the BSN handbook.

Section 13

ACADEMIC CALENDAR

For the Academic Calendar, please refer to:

http://www.schreiner.edu/academics/academic_calendar/index.aspx

REFERENCES

Nursing's Social Policy Statement, Second Edition, 2003, p. 6 & Nursing: Scope and Standards of Practice, 2004, p. 7 Texas Board of Nursing. Viewed online 2/20/16
<http://www.bon.texas.gov>

Watson, J. Nursing the Philosophy and Science of Caring. 2008 University Press of Colorado Boulder Colorado

APPENDIX A: ESSENTIAL FUNCTIONS

All individuals, without exception, who apply for admission to the Schreiner University BSN Program must be able to perform specific essential functions. Essential functions are the basic activities that a student must be able to perform to complete the generalist nursing school curriculum, pass the NCLEX exam, be licensed as a registered nurse and provide safe nursing care. An applicant who cannot perform the nursing school's essential functions will not be considered for admission.

A candidate for the BSN degree at SU must be able to perform these essential functions:

OBSERVATION

- accurately observe demonstrations
- accurately observe patients close up and at a distance
- gather and use visual, auditory, olfactory and somatic senses to gather patient data (affect, gait, appearance, posture, etc.)

COMMUNICATION

- communicate orally and in writing with patients and members of the healthcare team
- read and comprehend written material

PSYCHOMOTOR SKILLS

- demonstrate sufficient motor function to obtain data from patients
- use tactile, auditory, and visual maneuvers
- execute motor movements to provide general care and emergency treatment
- demonstrate Intellectual and cognitive abilities
- measure, calculate, reason, analyze, synthesize, integrate and apply information
- comprehend three-dimensional relationships
- understand the spatial relationships of structures

BEHAVIORAL AND SOCIAL ATTRIBUTES

- demonstrate emotional health and the ability to fully use intellectual abilities
- exercise good judgment
- complete all responsibilities attendant to the diagnosis and care of patients promptly
- develop mature, sensitive, and effective therapeutic relationships with patients
- tolerate physically taxing workloads
- function effectively under stress

- adapt to changing environments
- display flexibility
- function effectively when responsible for several patients
- show compassion, integrity, concern for others, interpersonal skills, interest, and motivation

CHRONIC CONDITIONS

A candidate must not possess any chronic or recurrent illnesses, including but not limited to, infectious, psychiatric or substance abuse problems that can interfere with patient care or safety and are not compatible with nursing practice or training.

APPENDIX B: CERTIFICATION FORM

THE SCHREINER PROMISE

Schreiner University is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles:

As a Member of the Schreiner Community:

- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.
- I will support a culture of diversity by respecting the rights of those who differ from myself.
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.
- I will enter with hope and leave with achievement.

By endorsing these common principles,

- I accept a moral obligation to behave in ways that contribute positively to our campus environment and resolve to support this behavior in others.

This commitment is my promise to Schreiner University and its community of scholars.

The University reserves the right to change, without notice but subject to policies stated elsewhere in this handbook, requirements and regulations as necessitated by faculty, administrative, and or trustee action.

I certify that I have read and agree to abide by the entire Schreiner University Student Handbook and the Schreiner University BSN Program Student Handbook including Appendices, which includes the Texas Board of Nursing Guidelines regarding Good Professional Character, Licensure of Persons with Criminal Offenses, Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters, Declaratory Order for Licensure and the information regarding the ATI RN Content Mastery Series and the RN Comprehensive Predictor practice and proctored exams testing that will be utilized in the Schreiner University BSN program to provide an array of assessment tools, which includes an entrance exam (TEAS V) into the nursing program all the way through licensure. This testing series is a commercially prepared benchmark standardized series of examinations.

I understand that in the event I become ineligible to sit for the NCLEX exam that I will not be allowed to continue in classes or clinical in the Schreiner University BSN Program. I also understand that in the event I participate or engage in or am a party to academic dishonesty or if I test positive for a drug or alcohol screen that I will not be allowed to

complete the course or clinical that semester, as I would be ineligible to continue the clinical portion of my studies and thus would be terminated/dismissed from the SU BSN Program.

In the event the Schreiner University BSN Program determines that I am ineligible to continue in a course or in the Schreiner University BSN program, I will be withdrawn, and the published refund dates will apply to my tuition payments.

I acknowledge that statistics show that students who wait longer periods following graduation to sit for the NCLEX examination are not as successful as those who test immediately following graduation. Therefore, I agree to sit for the NCLEX examination within 30 days of graduation from the SU BSN program.

I acknowledge that **I absolutely will not take any pictures, tape recordings, statements,** etc. will be taken in the clinical setting. Consequences for failure to follow this guideline include potential dismissal from the program.

I acknowledge that **absolutely no postings** on Facebook or any social or other type of media that refers to or mentions Schreiner University, a clinical site, professor or instructor, patient or anything with the BSN program or shows your Schreiner University name badge, uniform patch or hospital name badge. This applies also to posting information with or without patient or clinical site identifying information, including use of initials in lieu of names, etc. Consequences for failure to follow this guideline include potential immediate dismissal from the program.

In the event I am already a licensed nurse or healthcare provider, I acknowledge that in the clinical setting for the BSN Program, I am not allowed to practice as a licensed nurse, and must function as an unlicensed nursing student.

I understand that for instructional purposes during simulation, I may be video and tape recorded in the Simulation Lab. These recordings will not be published or released in any form, or used for purposes other than my education.

I have been given the opportunity to ask any questions about all or parts of the Student Handbook and declare my intentions to comply therewith. I also acknowledge that information in this BSN Program Student Handbook is subject to change during my enrollment at Schreiner University.

I understand that in the event I commit academic dishonesty, fail to utilize sound clinical judgment, fail to practice safe, competent nursing care, or fail to demonstrate Good Professional Character as described by the Texas Board of Nursing, I will be immediately terminated from the Schreiner University BSN program and considered ineligible to reapply.

SIGNATURE

DATE

APPENDIX C
NCLEX GUIDELINES

NCLEX Candidate Rules and Confidentiality

Because public safety is paramount and the security of the NCLEX exam is of utmost significance and concern. Part of ensuring exam security is requiring NCLEX candidates to agree to a set of rules and adhere to the confidentiality of exam content. If the candidate rules are not adhered to, candidate results can be cancelled.

Candidate Rules

As the peak testing season approaches, NCSBN would like to remind candidates that the following rules will be enforced:

- Cell phones may not be accessed at all during the exam appointment (including breaks).
- Educational, test preparation or study materials are not allowed in the testing center.
- The only material that can be written on during the exam is the white board provided by the test center.
- Any other materials brought into the test center (e.g., purses, wallets, food/drink, etc.) can be stored in a locker that can only be accessed during breaks.

Visit the NCSBN website for the complete [NCLEX Candidate Rules](#).

Confidentiality

With information sharing via social media steadily increasing, candidates should be aware of and understand that **the disclosure of examination items before, during or after the examination is a violation of law**. Violations of confidentiality and/or candidate rules can result in criminal prosecution or civil liability and/or disciplinary action. Candidates are advised to report any such compromise to NCSBN and/or Pearson VUE at 1-866-496-

2539, pvtestsecurity@pearson.com or at www.pearsonvue.com/contact/security.

APPENDIX D
WRITING GUIDELINES FOR WRITTEN PAPER ASSIGNMENTS

Formal papers must be written using the style and system of documentation found in the **American Psychological Association (APA) manual, *Publication Manual of the American Psychological Association* (6th ed.)**. Refer to the APA manual for questions of form or style not addressed in this guide. Correct grammar, spelling, and punctuation are expected.

APPENDIX E
Action Plan
Schreiner University Nursing Program

Action Plan

Statement of the Problem: *(Describe behaviors and objectives that need to be addressed)*

Plan: *(describe behaviors, objectives, and time frame for correction)*

Consequences of action plan:

Student Comments:

Resolution/Outcome:

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

APPENDIX F ATI POLICY

ATI POLICIES

Schreiner University BSN Nursing Program

1. OVERVIEW

ATI exams provide feedback about mastery of content in nursing courses and provide practice taking NCLEX style exams. Most exams are specific to a course (e.g. Pediatrics), however, the Comprehensive Exam assesses knowledge of content across the nursing curriculum.

The scores are predictive of success on the NCLEX exam. A student who scores below level 2 on any exam will be required to use available resources to strengthen his or her knowledge of the test content in order to be successful in future ATI exams and the NCLEX exam.

A. Course-Specific Exams

- a. Practice exams will be open at least two weeks prior to the content exam, students are required to remediate the first practice exam and provide written documentation to instructor on assigned date. The practice exams will be taken by each student repeatedly until a score of 90% is obtained, and a copy of the 90% scored exam will be provided to the instructor upon entrance to the ATI content exam. Rationale will be opened at discretion of instructor after all students have obtained 90% and remediation is complete.
- b. All content exams must be taken once
- c. All ATI content exams count as a percentage of the course exam grade
- d. Scores are reported as either level 0, 1, 2, or 3 with 3 being the highest. The level is converted to a numeric grade that is used to calculate the course exam grade. A score of level 0 is recorded as a numeric grade of zero, until remediation is completed, then the raw score is recorded. See #3 below for a detailed example of how a level score will be converted to a grade.

2. GENERAL ATI POLICIES

- A. Students must take course-related ATI exams regardless of their exam average in the course.
- B. A grade of level 0 on the ATI exam does NOT result in automatic course failure but is averaged with the other course exams as a "0" (the raw score may be recorded after acceptable remediation, one attempt provided).
- C. A grade of Level 1, 2 or 3 is determined by the ATI recommended cut scores for each Content Mastery Series exam, and a letter grade shall be assigned according to the division of points in each range. (See example chart below)

Fundamentals	Level 1 (51.7-61.7%)	Level 2 (63.3-76.7%)	Level 3 (78.3-100%)
	Low 51.7-55.03	Low 63.3-67.76	Low 78.3-85.53
	Medium 55.03-58.36	Medium 67.76-72.22	Medium 85.53-92.76
	High 58.36-61.7	High 72.22-76.7	High 92.76-100
Pharmacology	Level 1 (56.7-70.0%)	Level 2 (71.7-83.3%)	Level 3 (85.0-100%)
	Low 56.7-61.13	Low 71.7-75.56	Low 85-90
	Medium 61.13-65.56	Medium 75.56-79.5	Medium 90-95
	High 65.56-70	High 79.5-83.3	High 95-100
Grade Equivalency	Level 1	Level 2	Level 3
	Low 75%	Low 83%	Low 92%
	Medium 77%	Medium 85%	Medium 95%
	High 79%	High 88%	High 100%

NURS 4201 ATI Policy

Students enrolled in the Issues and Ethics course are required to take all of the ATI proctored Capstone and Comprehensive Predictor assessments. All students, regardless of academic performance in the course, also must participate in Virtual ATI. There are additional requirements for Virtual ATI for students who do not meet the standard for the Comprehensive Predictor as follows:

Any student who does not receive a minimum score of 93% on the second ATI Comprehensive Predictor Exam will receive a zero for ATI in the electronic gradebook, pending successful completion of Virtual ATI program, and green light status is received by the ATI coach. Regardless of the standing in the course, all students are required to actively participate in Virtual ATI and will be part of the course grade. Those students with a score below 93% on the Comprehensive Predictor will be required to complete the program. Once the ATI coach releases the student from Virtual ATI, the student will receive their course grade calculated with CPE score included, and Affidavit of Graduation. If the student does not complete Virtual ATI in the required 12 weeks, the student will be required to purchase another 12 weeks of the program from ATI. If the student is not released within a week prior to graduation, the student will

receive an Incomplete for the course, and will not graduate. If the student is not released no later than a week before Fall term following the course completion begins will fail the course.

ACKNOWLEDGEMENT OF RECEIPT OF ATI POLICY

I have been provided a copy of the ATI policy statement for the Schreiner University BSN Nursing Program. This policy is in effect immediately for the Spring 2018 graduating class and following.

I have read and understand the contents of this document.

Printed name

Signature

Date