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INTRODUCTION

The Carson-Newman College Program of Undergraduate Studies in Nursing offers studies toward a Bachelor of Science in Nursing in two formats, traditional and accelerated. The traditional track consists of 8 semesters over four years with upper level nursing beginning in January. The accelerated track can be completed in 8 continuous semesters with an August entry into upper level nursing courses.

Carson-Newman College Department of Nursing and Behavioral Health offers a rigorous baccalaureate nursing curriculum that includes academic and clinical performance requirements. To be awarded a bachelor’s degree in nursing, the student must successfully complete both elements of the program. Students who receive a nursing degree from Carson-Newman College will have been exposed to the skills and knowledge necessary to attain licensure and to perform the clinical tasks normally expected of registered nurses. Successfully attaining licensure and securing employment as a nurse is entirely dependent on the efforts of the graduate and the economic forces influencing the health care industry. These factors are beyond the control of the Carson-Newman College Department of Nursing and Behavioral Health.

The Undergraduate Nursing Student Handbook contains information pertaining to the Undergraduate Studies in Nursing Program of Carson-Newman College. All students are responsible for following the policies and procedures in the Undergraduate Nursing Student Handbook. The plans, policies and procedures described in this handbook are subject to change by the Undergraduate Studies in Nursing Program at any time without prior notice.

This handbook does not constitute a contract between the Undergraduate Studies in Nursing Program at Carson-Newman College and its students.
NURSING PHILOSOPHY

The philosophy of the Programs of Nursing at Carson-Newman College affirms the institutional mission to prepare, through its bachelor's and master's degree programs, educated men and women as servant leaders and world citizens. As an institution, Carson-Newman emphasizes academic excellence and Christian commitment within a caring community. The faculty affirms the liberal arts foundation with its emphasis on the intrinsic value of each person, Christian caring in human relationships, logical understanding of life, appreciation of truth and beauty, and practical solutions for human problems.

The philosophy of the Programs of Nursing expresses the beliefs of the faculty and articulates with the statements of the parent institution's mission and strategic plan. In addition, the philosophy characterizes the faculty's belief about education for clinical nursing practice and about concepts of liberal education and applying them to the metaparadigm of concepts concerning person, environment, health, nursing, and caring.

The faculty views each person as a unique being created by God. Each person, alone and in groups, moves with intentionality toward a fullness of being and possesses intrinsic value, worth, dignity, and freedom of choice and action within the ever changing milieu. The person has a reciprocal relationship with society and its multiple forces.

The faculty believes the environment is individually perceived as well as collectively experienced. The environment is an unstable rapidly paced milieu of political and economic constraints and freedoms which hold a variety of meanings to be deciphered by the individual.

The faculty believes health is a dynamic state of being and becoming. Health is influenced by continuous and reciprocal interactions with an environment which is inclusive, universal, dynamic, and uniquely perceived by each person.

The faculty believes that professional nursing practice is a learned discipline. Nursing is grounded in the domains of education, research, and practice. Nursing practice is an on-going humanistic process using critical thinking and decision making to assess patterns and functioning and to arrive at caring actions, outcomes, and evaluations with clients. Nursing is sensitive to each person's values and practices of health.

The faculty believes that caring practices include standards of civility, social responsibility, and mutual understanding appropriate for an individual or community. Caring is a personal response that demonstrates commitment to valuing the essence of the person. The caring interaction between two or more persons facilitates health.

The faculty believes that nursing provides health care to persons of all ages from diverse and multicultural populations. The continual change of the health care milieu necessitates nursing's being responsive to societal needs. Practice in the 21st century requires a commitment and accountability to the profession and to the people it serves. Nursing assumes a responsibility for the creation of a health-promoting environment. Client advocacy and active participation in health care changes are paramount. Nursing offers leadership and vision in promoting freedom.
of choice and in focusing on ethical issues of care while remaining sensitive to each person’s values and healthcare beliefs.

The faculty believes the scope and diversity of nursing necessitate the synthesis of concepts from nursing, the psychosocial and biophysical sciences, and the humanities. The synthesis of this knowledge, supported by nursing theories and research findings, constitutes the basis for nursing practice.

The faculty believes the baccalaureate nurse is educated through curriculum which is comprised of liberal arts and sciences, humanities, and nursing. Baccalaureate education in nursing prepares a professional who functions autonomously with a focus on the health care needs of clients of all ages in a variety of settings. The baccalaureate nurse explains the rationale for nursing actions and collaborates with the client to determine acceptable outcomes. An integral part of baccalaureate education is the ability to apply knowledge to the promotion of client health.

The faculty believes that the nurse prepared at the master's level has substantive knowledge, competence, and skill and is able to effectively provide and direct client services at an advanced level in the health care delivery system. The master's prepared nurse assumes responsibility and accountability for synthesis of knowledge for specialization and leadership in a select field of nursing practice. An integral part of masters level education is the ability to participate in scholarly investigation of questions that contribute to the disciplines of nursing and health care.

The faculty believes that learners at both undergraduate and graduate level are unique with the potential for personal growth and development. Learners are responsible for their own learning and do this best when knowledge presented has meaning and when the learning milieu is open and supportive. The faculty's role in the learning process is to act as a catalyst and to facilitate learning through a caring relationship. As learning takes place, change occurs in the perceptions, beliefs, values, and/or actions of the learner.

The faculty believes that learning at the undergraduate and graduate level is influenced by previous experiences, values and beliefs. Faculty have the obligation to be active participants in discussions regarding educational, legal, ethical, civic, social, political, professional, and religious issues and to serve as mentors, stimulating independent thinking and sense of inquiry; broadening awareness of the political, social, economic, and religious forces; facilitating the acquisition of relevant knowledge and skills; and promoting commitment to ethical, legal, and professional standards of practice.

Reviewed, revised and approved: 8/16/95, 1/27/97, 8/17/11
Reviewed and revised: 10/24/95. Approved: 10/27/95
Revised and approved: 5/8/96, 7/8/96
Reviewed, 1/25/99, 8/16/06
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Reviewed, Revised, and Approved 5/95, 8/95, 5/96, 1/99, 6/02, 8/10
ADMISSION TO THE NURSING PROGRAM

Criteria to Begin Nursing Courses

All students must meet the following admission criteria:

1. GPA 2.75 or higher.
2. Completion of all prerequisite courses with a C or better.
3. Successful completion of a criminal background check within 90 days of beginning clinical nursing courses.
4. Successful completion of all prerequisite courses into nursing with the maximum of one retake per course.
5. Achievement of a score of 60% or greater on the TEAS test (for Traditional, Accelerated, Fast-Track and LPN to BSN programs).

Nursing Curriculum Requirements

There are three groups of courses that are taken to satisfy nursing degree requirements -- prerequisites, liberal arts, and nursing.

1. Prerequisites are completed prior to beginning nursing courses. All students must meet the prerequisite course requirements with a C or better.
   - Anatomy and Physiology I and II (BIOL 207, 208)
   - Microbiology (BIOL 316)
   - General Chemistry (CHEM 101)
   - Human Development Across the Lifespan (CFS 206 or PSY 206)
   - English (ENG 101 and ENG 201)
   - Science of Nutrition (FN 214 or approved 200 level nutrition course)
   - Statistics (MATH 201 prior to beginning Nursing 315)
2. Liberal Arts Core Curriculum contains those courses as specified in the college catalog. There are no foreign language requirements for the nursing degree.
3. Nursing courses comprise 65 semester hours including NURS 200, 202, 203, 212, 217, 302, 303, 307, 308, 315, 404, 405, 412, 413, 414, and an approved nursing elective. NURS 405 is the senior capstone course required to fulfill liberal arts core requirements. See below for sequence of nursing courses.

TRADITIONAL PROGRAM

First Semester – Spring
   - NURS 200 – Cognitive Approaches to Nursing
   - NURS 202 – Health Assessment
   - NURS 203 – Pharmacology
   - NURS 212 – Foundations of Nursing
   - NURS 217 – Health Care of the Elderly

Second Semester – Fall
   - NURS 302 – Introduction to Altered Health States
   - NURS 303 – Health Pattern Alterations in Adults

Third Semester – Spring
   - NURS 307 – Child Health Patterns
   - NURS 308 – Psychiatric Nursing
   - Nursing elective
Fourth Semester – Fall
NURS 315 – Foundations of Nursing Research
NURS 404 – Community Health Nursing
NURS 413 – Childbearing Health Patterns and Alterations

Fifth Semester – Spring
NURS 405 – Leadership and Management
NURS 412 – Dimensions of Professional Nursing
NURS 414 – Complex Alterations of Health Patterns

ACCELERATED PROGRAM
First Semester – Fall
NURS 200 – Cognitive Approaches to Nursing
NURS 202 – Health Assessment
NURS 203 – Pharmacology
NURS 212 – Foundations of Nursing
NURS 217 – Health Care of the Elderly

Second Semester – Spring
NURS 302 – Introduction to Altered Health States
NURS 303 – Health Pattern Alterations in Adults

Third Semester – Summer
NURS 307 – Child Health Patterns
NURS 308 – Psychiatric Nursing
Nursing elective

Fourth Semester – Fall
NURS 315 – Foundations of Nursing Research
NURS 404 – Community Health Nursing
NURS 413 – Childbearing Health Patterns and Alterations

Fifth Semester – Spring
NURS 405 – Leadership and Management
NURS 412 – Dimensions of Professional Nursing
NURS 414 – Complex Alterations of Health Patterns

LPN TO BSN PROGRAM
First Semester – Fall
NURS 200 – Cognitive Approaches to Nursing
NURS 202 – Health Assessment
NURS 203 – Pharmacology
NURS 214 – LPN to RN Transitions
NURS 217 – Health Care of the Elderly

Second Semester – Spring
NURS 302 – Introduction to Altered Health States
NURS 303 – Health Pattern Alterations in Adults

Third Semester – Summer
NURS 307 – Child Health Patterns
NURS 308 – Psychiatric Nursing
Nursing elective

Fourth Semester – Fall
NURS 315 – Foundations of Nursing Research
NURS 404 – Community Health Nursing
NURS 413 – Childbearing Health Patterns and Alterations
Fifth Semester – Spring  
NURS 405 – Leadership and Management  
NURS 412 – Dimensions of Professional Nursing  
NURS 414 – Complex Alterations of Health Patterns

FAST-TRACK PROGRAM  
First Semester – Summer  
NURS 200 – Cognitive Approaches to Nursing  
NURS 202 – Health Assessment  
NURS 203 – Pharmacology  
NURS 212 – Foundations of Nursing  
NURS 217 – Health Care of the Elderly

Second Semester – Fall  
NURS 302 – Introduction to Altered Health States  
NURS 303 – Health Pattern Alterations in Adults  
NURS 308 – Psychiatric Nursing  
Nursing Elective

Third Semester – Spring  
NURS 307 – Child Health Patterns  
NURS 315 – Foundations of Nursing Research  
NURS 404 – Community Health Nursing  
NURS 413 – Childbearing Health Patterns and Alterations

Fourth Semester – Spring  
NURS 405 – Leadership and Management  
NURS 412 – Dimensions of Professional Nursing  
NURS 414 – Complex Alterations of Health Patterns

RN-BSN PROGRAM  
The pre-requisites and general education requirements are the same as for the other undergraduate tracts. RN’s holding a current, unencumbered license in Tennessee will receive 30 semester hours of credit for knowledge gained in the basic nursing program. These credits will be added to the transcript when the student has successfully taken and completed 12 semester hours to include at least one senior level (400 level) nursing course. Students with a current RN license must complete NURS 202, 301, 302, 315, 404, 405, 412, a nursing elective and 6 hours of career-path electives.

Nursing Major  
All students who declare nursing as a major are assigned a departmental advisor who will closely follow the student’s academic progress. Those students who wish to transfer into nursing from another major must first file a change of major form and be assigned an advisor for nursing. Transfer students from other institutions must have their previous work evaluated before being admitted to the college and declaring a nursing major. Granting credit for coursework completed at other institutions is determined by the chair of the undergraduate studies in nursing department and the registrar.

Types of Students  
1. Qualified high school seniors admitted as freshmen to Carson-Newman College may at the time of admission to the College be provisionally admitted to the nursing major. Freshman admission to the nursing major guarantees the student, upon successful completion of prerequisites and satisfying all admission criteria, placement in the nursing program in the second semester of the sophomore year.
Students will complete an intent to progress into nursing coursework form in the semester prior to their projected start of nursing coursework.

2. Carson-Newman students who begin as freshmen in a different major and then change majors into nursing, must complete an application to begin the nursing major form. Admission to the nursing major guarantees the student, upon successful completion of prerequisites and satisfying all admission criteria, placement in the nursing program. Students will complete an intent to progress into nursing coursework form in the semester prior to their projected start of nursing coursework.

3. **Transfer students** must complete an application for admission to the nursing program. Admission into the nursing program is dependent upon successful completion of prerequisites and satisfying all admission criteria. Transfer students will be considered on a space available basis.

4. **Transfer students with nursing coursework** completed at other institutions must complete an application for admission to the nursing program. In addition, the student must attach a letter of good standing from the previous nursing college faculty. A student must have one or no nursing course failures as defined by the previous institution to be considered for admission. Admission into the nursing program is dependent upon successful completion of prerequisites and satisfying all admission criteria. Transfer students will be considered on a space available basis.

5. Students with an RN license who wish to begin the RN-BSN program must complete an application for admission to the nursing program. Admission into the nursing program is dependent upon successful completion of prerequisites and satisfying all admission criteria. The student must also provide proof of an unencumbered Tennessee License. To validate previous nursing knowledge, the student must successfully complete the equivalent of a full-time semester (12 semester hours) of clinical nursing coursework. When this requirement is met, thirty semester hours credit will be awarded and added to the student’s transcript.

6. Students with an LPN license who wish to begin the LPN-BSN program must complete an application for admission to the nursing program. Admission into the nursing program is dependent upon successful completion of prerequisites and satisfying all admission criteria. The student must also provide proof of an unencumbered Tennessee License. With adequate enrollment, the student may validate previous nursing knowledge by successfully completing NURS 214. LPN’s may also challenge selected sophomore and junior level clinical courses. For more information about department exams and passing criteria, please contact the undergraduate nursing department.

7. Students wishing to pursue nursing after graduating from college may enter the Fast-Track program for second degree students. This 15 month program was specifically developed for those students who would like to study nursing and hold a previous Bachelor’s degree. Admission into the nursing program is dependent upon successful completion of prerequisites and satisfying all admission criteria as listed on the previous page.

8. **Admission information:** If the number of qualified students exceeds the number that can be accommodated in the class, the following criteria will be utilized in selection: cumulative GPA, Carson-Newman credit hours, ROTC enrollment, current military service, prior nursing education or experience, prior degree, nursing prerequisite grades, number of course withdrawals and repeats, grade improvement over time, number of prerequisite courses to complete, and interview as deemed necessary by admission and progression committee.

9. After graduation from Carson-Newman, registered nurse (RN) licensure is acquired when the
NCLEX-RN examination is successfully completed. Any state board of nursing reserves the right to deny licensure to anyone ever convicted of a crime other than a minor traffic violation. Anyone having such a conviction should contact the appropriate state board of nursing for advice prior to enrolling in nursing as a major.

PROGRESSION THROUGH NURSING PROGRAM

Students must earn a grade of C or above in all nursing and required courses to progress and must maintain a cumulative GPA of at least 2.75. A grade of F constitutes failure in nursing and nursing prerequisite courses. The student must repeat the failed nursing course before taking any other nursing courses. If a student fails a nursing course, they must send a letter requesting readmission to the admission and progression committee. This letter needs to include the reasons why the student was unsuccessful in the course, changes he/she has made to become successful and intended date of readmission. However, failure in Nursing 315 will not impede progression to other nursing courses. If two nursing courses are failed or one nursing course is failed twice, the student will be terminated from the major.

If a nursing student’s cumulative GPA falls below 2.75, the student will be placed on academic probation. In the subsequent semesters, the student must show continued improvement in the Cumulative GPA. If the cumulative GPA falls a second time prior to the final semester of the nursing program, the student will be dismissed from the nursing program.

If the student has failed to complete the course in the allowed time due to illness or some justifiable delay, a grade of "I" will be recorded. The "I" will carry no grade points and will count as failure (F) in the computation of the grade point average until removed. A grade of “F” will be assigned if the “I” is not removed by the end of the next semester in which the student is enrolled at Carson-Newman College (must be within the eight-year catalog period).

Grading

The following grading scale will be used in all Undergraduate Nursing Courses:

<table>
<thead>
<tr>
<th>Grade</th>
<th>93-100</th>
<th>85-92</th>
<th>78-84</th>
<th>Below 78</th>
</tr>
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</table>

A 78.0% must be achieved on an average of all exams, including the final examination, in order to pass a nursing course. There will be no rounding of exams grades.

Faculty are the context experts in the courses they teach. Faculty have been educated on test item development and test item analysis. Once a test has been administered and analyzed, the faculty will make determination as to the reliability and validity of the individual test questions. No further discussion of the reliability and/or validity of the test items will be entertained by the faculty. The grade earned by the student stands.

ATI Achievement Tests

Selected ATI Achievement tests will be administered throughout the program and achievement at the Level 2 or 3 for appropriate exams or 80th national percentile for tests without Level scores is required for
successful completion of the course. These exams are standardized and are used to evaluate students’ progress in this program and in relationship to students in accredited BSN programs around the nation. These exams also serve as an outcome evaluation tool for the program’s curriculum and indicate the student’s potential for successful completion of the NCLEX for licensure.

Testing Procedure:
1. Prior to the ATI proctored test, students will take the unproctored exam and submit evidence of completion at or above the 90th percentage.
2. Students will complete the proctored exam at or above the Level 2 or 3 for appropriate exams or 80th national percentile for tests without level scores.
3. Students scoring below Level 2 after the first proctored ATI exam will repeat the unproctored exam until they score at or above the 90th percentage. Evidence of this will be submitted to the course coordinator. Additional remediation may be required by the instructor.

Students may retake an ATI exam once. If the student does not achieve the required score, a failing grade will be recorded for the course.

Drug Calculation Exam

The ability to calculate drug dosages accurately is a vital part of nursing. Progress in the nursing program requires that students be safe in administering medications. Therefore, before any student can participate in laboratory experiences involving patient care, he/she must successfully complete a dosage calculation exam with a minimum grade of 85%. Students will have two opportunities to demonstrate a passing score.

Following the teaching of dosages and solutions in NURS 212, an exam on dosages and solutions will be administered a maximum of 2 times. Students who are unsuccessful in achieving 85% after the second attempt will be dropped from the clinical portion of the course. This results in failure of the course since satisfactory completion of clinical is essential in passing any nursing course.

Following NURS 212, dosage and solution calculation exams must also be taken at the beginning of each semester of clinical coursework before clinical experiences involving patient care begin for that semester. Students who are unsuccessful in achieving 85% after the second attempt must withdraw from the course since the clinical component is essential to passing any nursing course. Students scoring below the 85% on the first attempt each semester will be required to complete a remediation program before the second attempt. Faculty will approve and supervise the remediation activities. Students may use calculators for the drug calculation exam.

Degree Plan

Carson-Newman College requires that all students must file a degree plan for graduation and have it accepted by the Registrar. This plan must be filed prior to completion of the semester in which the student will complete at least 96 semester hours. The student is responsible for obtaining the worksheet, form and an advisor’s copy of his/her transcript. The degree plan form is available on campus connect. The student’s advisor will assist in completing the worksheet. The student will submit the form to his/her advisor and the Program Coordinator for signatures before filing with the Registrar.
Withdrawal Policy

Nursing

Students dropping a nursing course will follow the college deadlines. Anecdotal notes will be recorded on all students withdrawing from a course. Notes should reflect the reason for the drop, describe the student's clinical and classroom status at the time, and include recommendations for readmission.

All students who withdraw from nursing courses must request readmission and the Nursing Admission and Progression Committee will review the anecdotal notes and approved/disapprove on an individual basis. (Available space, status at time of withdrawal, reason for withdrawal, removal of problems causing withdrawal, etc., will be considered in decision to readmit.)

Leave of Absence

Nursing

Students who are in good standing within the Department of Nursing and Behavioral Health and who find it necessary to interrupt their nursing program will be considered on leave of absence. Prior to student's anticipated return to the program, the student must submit a letter identifying the projected date of return to the nursing major. If the student has been enrolled in any course work during the leave of absence, official transcript(s) must be received by the Department of Nursing and Behavioral Health and the Registrar of Carson-Newman College. This letter and transcript(s) must be received in the Department of Nursing and Behavioral Health office at least one semester prior to the requested date of return. Action on the student's request to return to program will be completed in a timely manner. The student will re-enter the nursing major at the point of exit, and this will be dependent on space available. There is no guarantee that a position will be available. Recommendations may be made regarding review of material prior to readmission.

Extended Program

Students who require more than 7 semesters to complete all clinical nursing courses will have a curriculum review with possible remediation and/or auditing of previously completed course work in order to progress in the program. The student's advisor will be responsible for initiation of the curriculum review in consultation with the Nursing Admission and Progression Committee.

Interrupted Program Policy

The student having an interrupted program must write a letter to the Program Coordinator of Undergraduate Studies in Nursing requesting a review of program and the date of desired return. The Nursing Admission and Progression Committee will determine eligibility of candidate by screening for appropriate admission and progression criteria as stated in the current student handbook. The committee will consult with appropriate faculty to determine methods of validation such as: a) independent study using current syllabi and testing, b) audit specified courses previously taken, c) failed course successfully completed, etc. Nursing Faculty will approve/deny readmission for each individual based on the above data.
Before any student can participate in clinical experiences in client care settings each semester, he/she must successfully complete a dosage calculation exam with a minimum grade of 85%. Prior to enrolling in initial nursing laboratory classes, students must provide a physician’s/nurse practitioner’s statement of health status. Students must provide proof of the following that is valid throughout the semester:

a. Negative tuberculin test or, if positive, a follow-up with a negative chest x-ray is required.

b. Two MMR immunization or proof of immunity.

c. Chicken pox titer or history of disease.

d. Tetanus immunization within the past ten years.

e. Hepatitis B vaccine series or acceptable titer level or signed waiver.

f. Other requirements as specified by any clinical agency used for required experiences.

An additional fee will be assessed for each laboratory nursing course for lab materials, standardized testing, and malpractice insurance.

**NCLEX-RN (RN Licensure) Exam**

After graduation from Carson-Newman, Registered Nurse (RN) licensure is acquired when a State Board of Nursing examination is successfully completed. Any Board of Nursing with a responsibility to protect the public, reserves the right to deny licensure to anyone ever convicted of a crime other than a minor traffic violation. Each Board of Nursing individually considers a person's situation. Anyone having such a record should contact a Board of Nursing for advice prior to enrolling in nursing as a major.

During NURS 412, Dimensions of Professional Nursing, students will receive assistance in the application process to write the NCLEX-RN. Students desiring to be initially licensed in another state must acquire the application forms from that state Board of Nursing and bring them to the Department Chair for assistance. All nursing students will complete an approved NCLEX review course prior to graduation.

**Transfer Students**

In order to assure that off campus courses will transfer for prerequisites to nursing courses, the appropriate form to approve off-campus courses must be completed and on file in the Registrar's Office prior to enrolling in the course. Advisors can initiate the form which requires the advisor's signature and that of the course instructor.

Transfer students from other accredited nursing programs must submit both a transcript showing successful completion of the nursing course and the course outline to the Department of Nursing. Faculty members teaching the affected courses will evaluate the course outlines for theoretical and clinical content necessary to meet objectives of the courses in question before such courses are accepted for credit toward degree requirements.

**BSN Completion Students**

FN 214 may be challenged by most RNs needing formal credit for nutrition. Contact Dr. Kitty Coffey at 471-3295. The challenge exam will be offered twice each year, in August and January, on the second day of registration. N202 may be challenged by RNs.
RNs will take all prerequisites to clinical nursing courses. Math 201 must be completed before taking N315. Nursing electives may be taken at any time during the program. N202 may be taken any time after admission to the C-N undergraduate nursing program, if the RN has had anatomy and physiology in the AD or Diploma program. RN-BSN students will complete Nursing 202, 301, 302, 315, 404, 405, 412 and a nursing elective. After completion of N202, nursing courses may be taken in any order.

Career Path Electives (6 hours) are completed to provide the student an opportunity to gain additional expertise in a particular area of interest. These hours may be transfer credits or may be taken along with or following C-N nursing courses. Students should confer with their advisor on the choice of electives.

**Provisional Acceptance for RNs**

RNs who hold a valid Tennessee RN license but have a GPA of less than a 2.0 in previous nursing program may be accepted provisionally. RNs must complete all prerequisites with a "C" or better. A GPA of 2.75 must be achieved before beginning clinical courses. When the above are completed, all the benefits of RN-BSN students will be granted.

**Challenge Exam**

LPNs and others who have successfully completed an appropriate formal, organized program (e.g. Armed Services Medical Corpsman) may challenge selected sophomore and junior level clinical courses. Successful completion of program must be documented by licensure and/or certification. Students should contact the Chair of Undergraduate Studies for the appropriate procedure, fee schedule, and instruction. Credit by examination is not allowed if the student has previously enrolled and not successfully completed the course at any institution.

All prerequisites to nursing courses must be successfully completed before taking challenge exams. Contact the Chair of Undergraduate Studies in Nursing to verify qualification and for guidance in the challenge process. Prior to taking a clinical challenge exam, students may purchase a packet that will include a course syllabus, study guide (or course outline) and bibliography. Fee for the packet is $10.00.

The cognitive portion of the clinical challenge exam must be passed prior to taking the clinical portion. Students must earn a passing grade equivalent to 78% or a "C" on challenge exams. No part of the challenge examination process may be repeated. Grade will be recorded as Pass/No Pass. See the current Carson-Newman catalog for guidelines to challenging courses outside the Department of Nursing.

**TEXTBOOKS**

Textbooks should be purchased as soon as possible following the first class meeting. All nursing textbooks will be returned to the publisher four (4) weeks after the semester begins. If unable to purchase books at this time, arrangements should be made with the bookstore to hold a textbook.

**REFERENCE FORMAT**

All written assignments will use the APA Format for writing style, formatting and referencing style. The most recent edition of the *Publication Manual of the American Psychological Association* will be followed. APA manuals are available in the Campus Bookstore. APA referencing format for electronic resources may be accessed from the American Psychological Association web site.
STUDENT DRESS CODE

The dress code for each clinical course will be stated on the first day of class as appropriate for clinical facilities in that course. Carson-Newman arm patches and/or name pins are required identification in all school-related clinical settings. Scrubs should be worn to all on-campus laboratory experiences.

Identification Badges

Identification badges are required with all uniforms, lab coats, or street clothes in the clinical setting. The student will wear appropriate identification as specified in each course. Unless other identification is indicated, the Carson-Newman student ID is to be displayed in a clip-on plastic badge holder.

General

A uniform consisting of a navy blue below-the-knee length dress or pants and top must be worn any time students are in the clinical area. Print tops may be allowed for some courses and will be stated in class and in the course syllabus. White lab coats may be worn with the uniform and must be worn with street clothes. No jump suits, jeans, t-shirts, or overalls are permitted, even if sold as a uniform. A short sleeve shirt (white, gray, or navy and without writing) maybe worn under the dress or uniform top.

Clothing must be neat, clean, ironed, and in good repair with proper undergarments that are not visible through clothing. Clothing should be opaque and loose enough to move comfortably over body contours with no deep scoop or V neckline, tank tops, etc., and must have sleeves. Tattoos or body piercing must be covered by clothing. Tongue rings are not permitted in the clinical area.

Hair is to be neat, clean, and off the collar (either short or pinned up). Make-up should be conservative. No perfume or other substance with a strong odor is permitted. Fingernails must be short and without polish. No artificial nails are permitted.

Established mustaches and/or beards, if worn, are to be neatly groomed and clean. Otherwise men are to be clean shaven.

A watch with second hand is required. One pair of earrings (small stud, metal or stone) is allowed. No rings (other than wedding and engagement rings) may be worn. Dangling bracelets or necklaces are not allowed in the clinical area. RN students may wear the graduate nurse pin from their basic nursing program.

Stethoscope, bandage scissors, and a pen light are required in most clinical areas.

Shoes and Hose/Socks

Color options depend on clinical setting. Navy or black leather with flesh colored, navy or black hose hose/socks must be worn with public health uniform. White leather shoes with white hose/socks are to be worn to most other clinical experiences. Shoes are to be low heeled and have a fully enclosed heel and toe. No sandals, platform shoes, crocs, or boots are permitted.
STUDENT LEADERSHIP

Student Organizations

Student Nurses Association (SNA)

The Department of Nursing and Behavioral Health sponsors a chapter of the Student Nurses’ Association (the C-N chapter of the Tennessee Student Nurses' Association) and a chapter of the Baptist Nursing Fellowship. Students are invited to join the Student Nurses’ Association and Baptist Nursing Fellowship when they declare nursing as their major and throughout the year. These organizations serve to promote nursing, nursing education and to keep contact between all nursing majors.

Officers for these organizations are elected by the organization membership. The faculty advisor for SNA serves two consecutive years and is selected on a rotating basis by the faculty.

Sigma Theta Tau, International

The Rho Mu Chapter of Sigma Theta Tau International was chartered in April 2002 to recognize and further the scholarship of Carson-Newman nursing students, alumni, and appropriate community nursing leaders.

The purposes of Rho Mu shall be to:
1. recognize superior achievement
2. recognize the development of leadership qualities
3. foster high professional standards
4. encourage creative work
5. strengthen commitment to the ideals and purposes of the profession.

Invitations to join the Rho Mu Chapter of Sigma Theta Tau International will be extended to senior students who have a GPA of 3.0 on a 4.0 scale and rank in the upper 35% of their class in scholarship. The membership committee recommends potential candidates to the full membership of the organization for a decision.

STUDENT MEMBERSHIP ON COMMITTEES

Students may be nominated to college and departmental committees in which they have an interest and are willing to serve. Acceptance of students on committees rests with each committee. The role of the student is to represent the ideas and perspectives of their peers in departmental committees, to participate in the general work of the committee, and to act as a liaison between students and faculty.

Carson-Newman

Students may be nominated to College committees in which they have an interest and are willing to serve. Acceptance of students on College committees rests with each committee. The role of the student is to represent the ideas and perspectives of their peers in departmental committees, to participate in the general work of the committee and to act as a liaison between students and faculty.
Nursing

The Nursing Curriculum Committee and Nursing Student Affairs Committee shall each have representatives from the undergraduate and graduate programs. The representatives from the undergraduate program will include one student from each of the following levels: sophomore, junior, and senior. The representatives for the graduate program will include one first-year and one second-year student. Student representatives will be elected by their respective class in September of each year and will serve during that academic year. The junior, senior, first-year, and second-year graduate student members shall have voting privileges; each student’s vote will count as ½ vote. The sophomore student shall be a non-voting member. The senior student and the second-year graduate student from the Nursing Student Affairs Committee will serve on an ad hoc committee for the purpose of planning and organizing the annual Celebration of Excellence program. Students shall not serve in activities of the committee which include review of student records or discussion of a specific student.

Nursing Curriculum Committee Functions:
1. Formulate, review, and revise the outcomes, purposes, and organization of the curriculum in keeping with the philosophy of the college and of the programs of nursing
2. Establish, review, and recommend format for course syllabus
3. Approve all new course proposals
4. Formulate, review, and revise the methods and forms for evaluation of student progress and performance
5. Implement program evaluation as outlined in the Systematic Plan of Evaluation
6. Perform other functions as determined by the department chair or program faculty

Nursing Student Affairs Committee Functions:
1. Coordinate recruitment efforts for the undergraduate and graduate programs with those of the college recruitment office and Office of Admissions
2. Work collaboratively with the Office of Admissions, Office of Financial Assistance, and Office of the Registrar
3. Review and recommend revisions of the undergraduate and graduate college catalogs
4. Plan and implement Celebration of Excellence and other activities recommended by department chair, program faculty, or students
5. Maintain a current Undergraduate and Graduate Student Handbook
6. Provide for periodic student-faculty information/discussion sessions
7. Perform other functions as determined by the department chair, program faculty, or students

RECOGNITION OF ACHIEVEMENT

Outstanding Graduate

This award is presented only once each year at either the December, May or August graduation. The recipient will be recognized at the annual Celebration of Excellence in May. This award goes to the student selected by department faculty to represent their definition of the most outstanding student to graduate that year. In nursing the outstanding graduate is chosen for clinical skills, academic standing and involvement in both Department of Nursing and Behavioral Health and College activities.

Highest Academic Standing

This award goes to the student in the Department of Nursing and Behavioral Health graduating class having achieved the highest cumulative GPA at the end of the semester prior to graduation. The award is presented at the annual Celebration of Excellence.
Achievement Award

This award is presented by the faculty of the Department of Nursing and Behavioral Health to the student showing a consistently high quality of clinical performance in all clinical areas. The student must have at least a "B" level academic standing. The award represents high achievement in nursing, is announced at Honor's Convocation, and presented at the annual Celebration of Excellence.

Leadership Award

This award is selected by the recipient's peers to represent the individual demonstrating the most leadership within the group. In order that the recipient shall not become known prior to the awards ceremony, the secret ballots are counted by the faculty, and the award is presented by the Junior Class Student Affairs Representative at the annual Celebration of Excellence.

Sigma Theta Tau, International Undergraduate Nursing Student Award

Sigma Theta Tau, International is the international honor society of nursing. The Undergraduate Nursing Student Award of Sigma Theta Tau, International, Rho Mu Chapter is presented to an undergraduate nursing student who demonstrates outstanding leadership potential, scholarly effort, and clinical skill. The recipient is a member in good standing of the Rho Mu Chapter of Sigma Theta Tau, International. The recipient must also have demonstrated commitment to excellence in nursing practice.

SCHOLARSHIPS

Carson-Newman

All awards and grants are obtained through the Financial Aid department at Carson-Newman College. For the best opportunities, complete your application by February each year. See the current Carson-Newman College Catalog or contact the Financial Aid office for further information.

Nursing

Several nursing scholarships are awarded each year to those students who have been accepted into the nursing classes and meet the criteria stated in each scholarship agreement. Criteria include GPA, financial need, community service, junior/senior status, and work experience. To be considered, students should have completed a financial aid form filed with the financial office at Carson-Newman that indicates financial need and the nursing scholarship application. Nursing scholarship forms will be distributed to all junior nursing students during the spring semester. If you feel that you have a specific need or questions, please contact the Program Coordinator for Undergraduate Studies.

TRANSPORTATION

All students are required to have access to a car for transportation in clinical courses.

GUIDANCE

Counseling Services: If personal, academic or vocational concerns arise, Counseling Services, located in the Wellness Center, can help you prioritize and/or learn new ways of dealing with developmental issues.
Life Directions Center: This office is located on third floor Baker Building and can assist you with problems dealing with advising, tutoring, academic problems, study skills and difficulties that do not to fall into any particular category. This office will help you contact the right person for help. Students who have been determined to have or feel they may have a learning disability should contact the Life Directions Center at ext. 3567.

HEALTH

Refer to the 2012-2013 Eagle Student Handbook for information about health care and insurance.

ALCOHOL AND ILLEGAL DRUGS

Refer to the 2012-2013 Eagle Student Handbook for information.

LIBRARY

Nursing students are expected to utilize library facilities in preparation for both classroom and clinical facilities. Refer to the 2012-2013 Eagle Student Handbook and the Library Handbook for specific services offered. CINAHL and ProQuest databases are available from the library with web site.

COMPUTER USE

All hardware, software, and documentation contained in any computer lab at C-N are either owned or licensed by Carson-Newman College. Any unauthorized removal, duplication, or reproduction is unlawful and prohibited.

College: All students are eligible to use the computer labs across campus when they are available for general use. Check schedules on the door or the computer network menu for available times. Student monitors are available for limited help during these times. All computers located in these labs are connected to the network.

Department: Use of the computer lab located in Heritage Hall South is available 8:00 a.m. – 4:30 p.m., unless otherwise reserved. Computers in this lab are connected to the network. The PASW statistical program is available in this lab.

NO FOOD OR DRINK is permitted in the computer laboratory.

NO CELL PHONE USAGE is permitted in the computer lab.

CELL PHONE POLICY

NO CELL PHONES are permitted in the classroom or clinical area. Use of the cell phone during class or clinical will result in the following:

1. Use of cell phone during classroom time or leaving the classroom to answer the cell phone will result in the student being asked to leave the class for the day and will count as an absence.
2. Use of the cell phone during clinical will result in a clinical failure for the semester (zero tolerance).
RIGHTS AND RESPONSIBILITIES

Absentee Policy

There are no free absences within the department of nursing for either classroom or clinical instruction. Clinical absences will be made up at the instructor’s discretion. Students will be allowed to make-up classroom work if the absence is due to illness (doctor’s excuse will be required), death in the family, or attendance at a school sponsored event. Students will be counted absent if they:

1. Are not in class; or
2. Leave class after a test or after the class break; or
3. Leave early for an appointment; or
4. Are tardy three times.

Consequences of excessive absenteeism will be determined by the course instructor and may include reduction of the course grade or, in the case of clinical absence, clinical failure. The number of clinical absences that will result in a clinical failure will be up to the individual course coordinator.

Classroom Visitors

Only those persons registered for the course may be present in classrooms or laboratories. No pets will be allowed in the classroom settings.

Tardiness Policy

All students are expected to be on time and prepared for all scheduled classes. Students who are late to class will be issued a tardy. Receiving a tardy three times will result in an absence.

All students are expected to be on time and be prepared for all clinical. Tardiness to clinical will not be tolerated. The first time a student is late he/she will receive a warning. The second time a student is late he/she will be sent home for that clinical day and will have to make up that day at a later time. The third time a student is late he/she will receive a clinical failure for the semester.

Classroom Etiquette

As nursing students you are expected to adhere to the codes of professionalism as set forth by the Tennessee Nurse practice act in both the classroom and clinical settings. In addition to the Tennessee Nurse practice act, the following are additional guidelines and expectations for the classroom setting:

1. Be on time to class; this includes being in your seat and ready to participate.
2. Be respectful of other students and faculty during discussions and lectures.
3. Be polite to others.
4. Do not leave the classroom or clinical setting unless so directed by the instructor of the course.
5. All cell phones must be in the off position and put away.
6. Students are not to schedule any appointments of any kind during scheduled class or clinical days.
Make Up Exams

All make up exams will be provided to the student only on reading and study day.

Academic Honesty in Nursing

The profession of Nursing requires a high level of personal integrity and ethical behaviors. At Carson-Newman College, the undergraduate and graduate departments of Nursing believe that the values of personal integrity and ethical behavior are consistent with the Christian worldview. Academic honesty is an integral part of personal integrity and ethical behaviors and is an expectation of all students completing professional nursing education at Carson-Newman College. Faculty, students and staff share the responsibility for ensuring personal integrity and ethical behaviors are not compromised.

The following are examples of compromised academic integrity. The list is not all inclusive.

1. Cheating
   a. Giving or receiving aid on tests, assignments or book reviews
   b. Removing and/or copying test questions
   c. Unauthorized collaboration with other students on any academic work

2. Fabrication
   a. Inventing or falsifying information, data, or citations
   b. Altering documents that are a part of academic records
   c. Falsifying or altering clinical documentation

3. Plagiarism
   a. Literal repetition of another author’s or person’s work without acknowledgement of that author or person.
   b. Borrowing another’s ideas and representing them as your ideas.
   c. Using another person or organization to prepare your academic work.

Violation of academic honesty will be addressed by the course faculty. After hearing the student and considering all of the evidence, sanctions will be assessed if guilt is determined. These sanctions are as follows:

1. First offense
   a. A grade of “F” on just the suspect course work or
   b. A grade of “F” in the course or
   c. Dismissal from the program.

2. Second offense
   a. Dismissal from the program and
   b. Ineligibility for readmission

Any finding of violation of academic honesty and the sanction applied or recommended shall be reported to the Provost who shall assess any sanction more severe than loss of credit for the course. A student may appeal a finding and/or a sanction assessed to the Life directions center as directed in the nursing student handbook. Otherwise, no appeal shall be allowed. A note regarding the charge and the sanction will be placed in the Student’s academic file.
Tobacco Products

Use of any tobacco product is prohibited while in the clinical area.

Equipment Use

Anyone borrowing lab equipment must sign for the specific piece of equipment on a form maintained in the Health Assessment or Clinical Skills Laboratory. A faculty member or the Administrative Assistant must get the equipment and ensure that the form is signed when the equipment is borrowed and when it is returned. Equipment should be returned to the faculty person loaning the equipment.

A grade of “I” will be issued if equipment is not returned. The incomplete will be changed to the grade earned when equipment is returned or paid for. In the event of equipment breakage due to accidents or misuse, the borrowing person is responsible for paying for the replacement of the equipment.

New Policies

New policies and changes in policies will be published annually in the Undergraduate Nursing Student Handbook. Students are responsible for knowledge of and compliance with policies published in the Undergraduate Nursing Student Handbook, Eagle Student Handbook, and C-N Undergraduate Catalog. All three documents may be accessed from the Carson-Newman website (www.cn.edu). Students will receive notification of any policies approved between issues of the Undergraduate Nursing Student Handbook. Students will sign a form stating that they are aware of the location and the significance of the Undergraduate Nursing Student Handbook. This form will be placed in the student’s folder.

STUDENT RECORDS

Advising records of all students declaring nursing as a major are maintained in the Department of Nursing and Behavioral Health Office.

Access

These records are available only to Department of Nursing and Behavioral Health faculty, secretary, office workers, and to the individual student concerned.

Accuracy

To maintain accuracy of these records, students are asked to:

1. report and discuss a change of name, telephone number, and/or address to the Department Secretary and
2. discuss any considered withdrawal or change of major with his/her advisor.

GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to protect the student’s rights in academic and other matters if the student feels that they have been treated unfairly. Grievances related to policies must pertain to the implementation of policies and may not contest the substance of these policies.

A student who feels that they have been treated unfairly must notify the appropriate person and submit a letter describing the formal complaint (an incident of unfairness and how the policy implementation was inappropriate) within five working days. A conference will be held with the student and their academic
advisor or full-time faculty and a record of the conference will be written, a copy given to the student and a copy placed in the student’s file.

If the problem is not rectified at the above level, the student should notify the Program Coordinator in writing based on the criteria above. The Program Coordinator will review all documents submitted and a written response will be sent to the student within five working days. A copy of the formal complaint and the written response will be placed in the student’s file.

If the problem is not rectified at the Program Coordinator level, the student should notify the Department Chair in writing based on the criteria above. The Department Chair will review all documents submitted and a written response will be sent to the student within five working days. A copy of the formal complaint and the written response will be placed in the student’s file.

If the student is not satisfied with results at this point, a formal grievance should be filed. A student who wishes to file a grievance should follow the procedure outlined in the 2012-2013 Eagle Student Handbook and should contact the Life Direction Center, Baker 3rd floor, extension 3567.

STUDENTS WITH DISABILITIES

Any student with a special documented disability (learning, sight, hearing, mobility, etc.) which may affect class activities should contact Mr. David Humphrey, ext. 3268; Kathleen Manley Wellness Center. Students will have to provide appropriate documentation.

PROFESSIONAL STANDARDS FOR NURSING

The profession of Nursing requires a high level of personal integrity and ethical behaviors. At Carson-Newman College, the undergraduate and graduate departments of Nursing believe that the values of personal integrity and ethical behaviors are consistent with the Christian worldview. Professionalism is the consistent demonstration of these values and behaviors in all interactions and includes the individual’s accountability for the actions.

HONESTY/INTEGRITY

<table>
<thead>
<tr>
<th>Inappropriate – Too Little</th>
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<th>Inappropriate – Too Much</th>
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<tbody>
<tr>
<td>Truthfulness</td>
<td>Untruthful; misrepresents position/status; misuses resources; falsifies data, cheats, plagiarizes</td>
<td>Exhibits forthrightness and truthfulness; trustworthy; identifies status/position appropriately; displays honesty at all times</td>
</tr>
<tr>
<td>Adherence to ethical principles</td>
<td>Engages in unethical behavior (e.g., acceptance of inappropriate gifts, violating professional boundaries, theft, fraud, plagiarizes)</td>
<td>Models ethical behavior</td>
</tr>
<tr>
<td>Adherence to standards of practice</td>
<td>Unaware of resources, requirements or position/status of professional nurse</td>
<td>Functions within the scope and standards of practice for nursing</td>
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### RESPONSIBILITY/RELIABILITY/DEPENDABILITY

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<th>Inappropriate – Too Little</th>
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<tbody>
<tr>
<td><strong>Punctuality</strong></td>
<td>Exhibits a consistent lack of punctuality (comes late or leaves early); does not adhere to deadlines</td>
<td>Punctual; meets deadlines</td>
<td>Values timeliness over quality</td>
</tr>
<tr>
<td><strong>Compliance</strong></td>
<td>Does not comply with policies, rules, regulations and/or laws; does not attend required classes/clinical</td>
<td>Complies with policies, rules, regulations and laws; attends required classes/clinical</td>
<td>Inflexible; overly reliant on rules; rule-bound to the point of obstructionism</td>
</tr>
<tr>
<td><strong>Prioritization</strong></td>
<td>Personal affairs take priority over professional activities</td>
<td>Shows appropriate balance between personal and professional life</td>
<td>Professional activities compromise personal and/or family life</td>
</tr>
<tr>
<td><strong>Accountability</strong></td>
<td>Overlooks inappropriate behaviors; avoids responsibility and work</td>
<td>Confront or reports inappropriate behaviors; assumes responsibility for own actions</td>
<td>“Above the law”; not accountable to anyone; controlling; excessive fault-finding; self-righteous; self-aggrandizing</td>
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### ALTRUISM: CONCERN FOR THE WELFARE AND WELL-BEING OF OTHERS

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<tr>
<td><strong>Concern for others</strong></td>
<td>Concern for self supersedes concern for others; self-centered; selfish; unwilling to extend self</td>
<td>Shows appropriate concern for others; goes the extra mile without thought of reward; able to listen therapeutically</td>
<td>Selfless to the point of taking needless risks; overextends self to own detriment</td>
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### RESPECT FOR OTHERS (peers, faculty, hospital and administrative staff)

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<th>Inappropriate – Too Little</th>
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<tbody>
<tr>
<td><strong>Appearance</strong></td>
<td>Poor hygiene; sloppy/dirty clothing</td>
<td>Appropriately groomed and clean</td>
<td>Extremes of dress; provocative</td>
</tr>
<tr>
<td><strong>Interactions/attitudes</strong></td>
<td>Arrogant; overcritical of others; demeans those in subordinate roles</td>
<td>Respects authority and other professionals</td>
<td>Obsequious; goes overboard to please</td>
</tr>
<tr>
<td><strong>Teamwork</strong></td>
<td>Non-participatory; not adequately contributing to teams</td>
<td>Works well with others and team members</td>
<td>Dominant and authoritarian; uncooperative; overbearing</td>
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### RESPECT FOR PATIENTS

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<tbody>
<tr>
<td>Relationships</td>
<td>Disrespectful to patients and/or families; insensitive to their beliefs, opinions, gender, race, culture, religion, sexual orientation, and/or status</td>
<td>Demonstrates sensitivity to patients’ beliefs, opinions, gender, race, culture, religion, sexual preference and status</td>
<td>Accepting of all patient and family members’ behaviors regardless of their effect</td>
</tr>
<tr>
<td>Autonomy</td>
<td>Disregard for patient autonomy, i.e. patient’s right to choose</td>
<td>Respects patients autonomy and right to choose</td>
<td>Unable to provide for patients choice</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>Disregards patient confidentiality</td>
<td>Demonstrates and maintains sensitivity to confidential patient information</td>
<td>Inappropriately upholds patients right to confidentiality, thereby putting them and others at risk for adverse consequences (e.g., suicide, sexual assault, child abuse)</td>
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### COMMITMENT TO COMPETENCE AND EXCELLENCE

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<tr>
<td>Compassion</td>
<td>Emotionally unresponsive; exhibits little compassion for others; at times appears cold, indifferent, and “heartless”</td>
<td>Is empathetic and sensitive to others; perceptive; can put self “in others’ shoes”; maintains objectivity</td>
<td>Objectivity is clouded by desire to help others; emotionally overresponsive and unduly empathetic, resulting in inability to be objective or effective; gives misleading information in effort to console</td>
</tr>
<tr>
<td>Goal setting</td>
<td>Aimless; educationally adrift</td>
<td>Sets and achieves realistic goals; reflective</td>
<td>Set unachievable goals</td>
</tr>
<tr>
<td>Motivation and drive</td>
<td>Has low standards of achievement in class and for clinical; satisfied to “pass” or “make do”; aspires to minimum standards</td>
<td>Routinely seeks to develop additional knowledge and skills; conscientious; strives for excellence</td>
<td>Overly competitive; perfectionist; answers for others when others are questioned</td>
</tr>
<tr>
<td>Preparation</td>
<td>Is not prepared for class and/or clinical; does not have a plan for success as a nursing student</td>
<td>Attains knowledge and competent skills prior to class/clinical</td>
<td>Overly driven to obtain knowledge and skills to the exclusion of classmates</td>
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## SELF-ASSESSMENT/SELF-IMPROVEMENT

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</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td>Makes excuses; displaces blame</td>
<td>Admits errors; accepts responsibility for actions</td>
<td>Afraid to act for fear of making errors; assumes blame inappropriately; overly obsessive</td>
</tr>
<tr>
<td>Feedback</td>
<td>Resists feedback-positive or negative; defensive</td>
<td>Seeks feedback; implements change</td>
<td>Requires constant reassurance and feedback</td>
</tr>
<tr>
<td>Self-confidence</td>
<td>Always insecure; unable to act independently</td>
<td>Appropriately confident; asks for help when necessary</td>
<td>Overconfident; does not recognize own limitations</td>
</tr>
<tr>
<td>Professional practice</td>
<td>Does not engage in following guidelines; statutes, rules and regulations</td>
<td>Evaluates own practice in relation to guidelines, statutes, rules and regulations</td>
<td>Overly obsessive in following guidelines, statutes, rules and regulations</td>
</tr>
</tbody>
</table>


## PRACTICE OF PROFESSIONAL NURSING

Carson-Newman College, Department of Nursing and Behavioral Health unlicensed sophomore, junior, or senior students are enrolled in a nursing program approved by the Tennessee Board of Nursing and therefore may practice professional nursing only while under the supervision of the nursing faculty. Practice of professional nursing, as defined by the Tennessee Board of Nursing, at any other time or place is a violation of the Tennessee Nurse Practice Act. This does not preclude your working as an unlicensed health care provider but you must read and follow the job description for that institution for which you are hired.

The Tennessee Nurse Practice Act states that "...willfully and knowingly practicing professional nursing without a permit, license, certification or other authorization from the Board is one of the violations of the Nursing Practice Act..." (Tennessee Nurse Practice Act Amendment, 1990).

"Professional Nursing" defined. (a) The practice of professional nursing means the performance for compensation of any act requiring substantial specialized judgment and skill based on knowledge of the natural, behavioral, and nursing sciences, and the humanities as the basis for application of the nursing process in wellness and illness care.

Professional nursing includes:
1. responsible supervision of a patient requiring skills and observation of symptoms and reactions and accurate recording of the facts;
2. promotion, restoration and maintenance of health or prevention of illness of others;
3. counseling, managing, supervising, and teaching of others;
4. administration of medications and treatments as prescribed by a licensed physician, dentist, podiatrist, or nurse authorized to prescribe pursuant to Section 63-7-123;
5. application of such nursing procedures as involve understanding of cause and effect; and
6. nursing management of illness, injury or infirmity including identification of patient problems.

GUIDELINES TO AVOID UNPROFESSIONAL CONDUCT

Students are expected to conduct themselves in a manner appropriate to the nursing profession. Therefore, they are expected to avoid behaviors identified in the Guidelines for Unprofessional Conduct as identified by the Tennessee Board of Nursing in the Rules and Regulations of Registered Nurses. Some aspects of these guidelines are appropriate only to RNs. A copy follows. Documentation of any of these behaviors can result in course failure.

Unprofessional conduct, unfitness, or incompetency by reasons of negligence, habits or other causes is defined as, but not limited to, the following:

   a. Intentionally or negligently causing physical or emotional injury to a patient;
   b. Failure to maintain a record for each patient which accurately reflects the nursing problems and interventions for the patient and/or failure to maintain a record for each patient which accurately reflects the name and title of the nurse providing care;
   c. Abandoning or neglecting a patient requiring nursing care;
   d. Making false or materially incorrect, inconsistent or unintelligible entries in any patient records or in the records of any health care facility, department, institution or other work place location pertaining to the obtaining, possessing or administration of any controlled substances as defined in the Federal Controlled Substances Act;
   e. Unauthorized use or removal of narcotics, drugs, supplies, or equipment from any health care facility, department, institution or other work place location;
   f. The use of any intoxicating beverage or the illegal use of any narcotic or dangerous drug while on duty in any health care facility, department, institution or other work place location;
   g. Being under the influence of alcoholic beverages, or under the influence of drugs which impair judgment while on duty in any health care facility, department, institution or other work place location;
   h. Impersonating another licensed practitioner;
   i. Permitting or allowing another person to use his or her license for the purpose of nursing the sick or afflicted for compensation;
   j. Revocation, suspension, probation or other discipline of a license to practice nursing by another state or territory of the United States for any act or omission which would constitute grounds for the revocation, suspension, probation or other discipline of a license in this state;
   k. Practicing professional nursing in this state on a lapsed (state) license or beyond the period of a valid temporary permit;
   l. Assigning unqualified persons to perform functions of licensed persons or delegating nursing care functions and tasks and/or responsibilities to others contrary to the Nurse Practice Act or rules and regulations to the detriment of patient safety;
   m. Failing to supervise persons to whom nursing functions are delegated or assigned;
   n. Aiding, abetting, assisting or hiring an individual to violate or circumvent any law or duly promulgated rule intended to guide the conduct of a nurse or any other licensed health care provider;
   o. Exercising undue influence on the patient including the promotion or sale of services, goods, appliances, or drugs in such a manner as to exploit the patient for financial gain of the nurse or of a third party;
Discriminating in the rendering of nursing services as it relates to race, age, sex, religion, national origin, or the condition of the patient;

q. Violating confidentiality of information or knowledge concerning the patient, except when required to do so by a court of law;

r. Failing to take appropriate action in safeguarding the patient from incompetent health care practices;

s. Failing to report, through proper channels, facts known to the individual regarding incompetent, unethical or illegal practice of any health care provider;

t. Over-prescribing, or prescribing in a manner inconsistent with Rules 1000-4-.08 and 1000-4-.09;

u. Practicing professional nursing in a manner inconsistent with T.C.A. § 63-7-103.

v. Performing nursing techniques or procedures without proper education and practice;

w. Engaging in acts of dishonesty which relate to the practice of nursing.

**POLICY FOR THE USE OF SOCIAL MEDIA**

**Purpose**

Carson-Newman Undergraduate and Graduate Programs of Nursing (hereafter, referred to as Programs of Nursing) support the use of social media as it relates to reaching current and prospective students and faculty/staff regarding school activities. However, the Programs of Nursing are dedicated to keeping students and faculty aware of the considerations in the use of social media as it relates to professional behavior.

Social media has become a common mechanism of communication in our society. Examples of social media and social networking are Wikipedia, blogs, podcasts, Allnurses.com, Twitter, Facebook, MySpace, YouTube, LinkedIn, as well as many others. Social media is public information and can be tracked. Individuals posting on social media have very little control over the use of the information. Nurses must keep professional boundaries with patients served. However, social media crosses those traditional boundaries. Students have an obligation to maintain professional boundaries. In addition, the reputation of Carson-Newman and the Programs of Nursing must be protected.

**Guidelines for Use of Social Media**

Guidelines for the use of social media at Programs of Nursing are based upon the following documents. The student is expected to read them (links have been provided). Additionally, the student is expected to watch the video on the use of social media on the National Council of State Boards of Nursing website (www.ncsbn.org).

- *A Nurse’s Guide to the Use of Social Media* from the National Council of State Boards of Nursing (November, 2011)
- *ANA’s Principles for Social Networking and the Nurse* published by the American Nurses Association. (September, 2011)

**Consequences**

- Students are expected to conduct themselves in a manner appropriate to the nursing profession. In addition to following the guidelines above, students are expected to avoid behaviors identified
in the Guidelines for Unprofessional Conduct as identified by the Tennessee Board of Nursing in the Rules and Regulations of Registered Nurses. Violating confidentiality of information or knowledge concerning the patient, except when required to do so by a court of law, is a violation of these guidelines. **Violations of social media policy may result in course failure and/or dismissal from the program.**

- Each student is legally responsible for individual postings. Postings that are harassing, defamatory, or in violations of state and federal laws may lead to additional liability for the student.
- HIPPA regulatory consequences apply to violations of patient privacy with an electronic device.

**HIV/AIDS POLICY**

Communicable disease information for the Carson-Newman College Department of Nursing and Behavioral Health HIV/AIDS policy is based on current available information from the Centers for Disease Control (CDC) and the Tennessee Department of Health (TDH). The current assessment of the risk that infected health care workers will transmit HIV to patients during invasive procedures does not justify mandatory testing of health care workers (TDH). Students diagnosed as HIV-positive will meet the current requirements for admission into the Department of Nursing and Behavioral Health and for progression in the major. If a student is unwilling or unable to comply with standard/universal precautions or has functional impairments that interfere with completion of course requirements, admission and progression decisions will be made on a case by case basis.

Standard/universal precautions are an approach to infection control in which all human blood and certain human body fluids are to be treated as if known to be infectious for HIV, HBV, and/or other blood-borne pathogens. The proper application of standard/universal precautions will minimize any risk of transmission of Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) from a health care worker to patient, patient to health care worker, or patient to patient (TDH).

The Department of Nursing and Behavioral Health requires all students to abide by the CDC Universal Precautions in all client contacts. The following measures for preventing HIV transmission in health care settings are recommended by the CDC:

1. Wear protective barriers appropriate for the procedure being performed when anticipating exposure to any body fluid.
2. Wear gloves and surgical masks for all invasive procedures. Wear eyewear and face shields when exposure to droplets, blood or body fluid splashing, or generation of bone chips is possible.
3. Remove glove if torn or a needle stick occurs and apply a new glove as promptly as patient safety permits.
4. Wash hands and other skin surfaces before and immediately after contact with body fluids.
5. Do not recap or manipulate needles or sharps in any way! Place immediately in puncture-resistant container after use.
6. Use available mouthpieces, resuscitation bags and other ventilation devices when resuscitation is needed for infection control.
7. Maintain equipment and handle specimens in accordance with hospital/institutional guidelines that reflect CDC recommendations.
8. Refrain from direct patient care and contact with patient care equipment if suffering from draining lesions or weeping dermatitis.
9. Exercise judgment at all times as it is impossible to specify the type of barrier needed for every clinical situation.
Students who experience a needle-stick or body fluid exposure incident must report this to their faculty immediately and follow the agency protocol for exposure/injury. Students are advised to contact their own personal health care provider or local health department following the incident and are responsible for maintaining their own health care coverage.

Students have a fundamental responsibility to provide care to all patients assigned to them. Currently, only four medical conditions exist that exempt students from caring for known HIV-positive clients. These include the following health care provider conditions:

1. a known infection that can be transmitted to the client,
2. an immunosuppressed condition,
3. pregnancy, or
4. open lesions or weeping dermatitis.

Refusal to care for HIV positive clients is contrary to the ethical standards of the nursing profession. Faculty exemplify standards of ethical behavior and compassion and serve as positive role models when assigning HIV positive clients to students for care. Students who refuse to care for these clients will be counseled by their faculty in regard to HIV/AIDS transmission, personal fears, and use of universal precautions. If refusal persists, disciplinary action may be taken.

COLLEGE POLICIES

The faculty of the Department of Nursing and Behavioral Health will uphold all Carson-Newman College policies. These policies are found in the 2012-2013 Eagle Student Handbook.