# TABLE OF CONTENTS

- **INTRODUCTION** ........................................................................................................................................... 1
- **PHILOSOPHY** .................................................................................................................................................. 2
- **LEVEL OUTCOMES** ..................................................................................................................................... 4
- **ADMISSION TO THE NURSING PROGRAM** ................................................................................................. 6
  - Criteria to Begin Nursing Courses .................................................................................................................. 6
  - Nursing Curriculum Requirements ...................................................................................................................... 6
- **PROGRESSION THROUGH THE NURSING PROGRAM** ................................................................................ 10
  - Grading ............................................................................................................................................................ 10
  - ATI Achievement Tests .................................................................................................................................... 10
  - Remediation Plan .............................................................................................................................................. 12
  - Drug Calculation Exam ..................................................................................................................................... 12
  - Degree Plan ..................................................................................................................................................... 12
  - Withdrawal Policy ........................................................................................................................................... 13
  - Leave of Absence ............................................................................................................................................. 13
  - Extended Program .......................................................................................................................................... 13
  - Interrupted Program Policy ............................................................................................................................... 13
- **CLINICAL REQUIREMENTS FOR CLINICAL COURSE ATTENDANCE AND PARTICIPATION** ...................... 14
  - NCLEX-RN (RN Licensure) Exam ..................................................................................................................... 14
  - Transfer Credits .............................................................................................................................................. 14
  - Challenge Exam ............................................................................................................................................... 14
- **TEXTBOOKS** ................................................................................................................................................... 15
- **REFERENCE FORMAT** .................................................................................................................................. 15
- **STUDENT DRESS CODE** ................................................................................................................................. 15
  - Identification Badges ....................................................................................................................................... 15
  - General .............................................................................................................................................................. 15
  - Shoes and Hose/Socks ...................................................................................................................................... 16
- **STUDENT LEADERSHIP** ................................................................................................................................ 16
- **STUDENT MEMBERSHIP ON DEPARTMENTAL COMMITTEES** ........................................................................ 17
- **RECOGNITION OF ACHIEVEMENT** ................................................................................................................ 18
  - Outstanding Graduate ....................................................................................................................................... 18
  - Highest Academic Standing .............................................................................................................................. 18
  - Achievement Award ....................................................................................................................................... 18
  - Leadership Award .......................................................................................................................................... 18
  - STTI Undergraduate Nursing Student Award ................................................................................................... 18
- **SCHOLARSHIPS** ............................................................................................................................................. 18
  - Carson-Newman ............................................................................................................................................... 18
  - Nursing ........................................................................................................................................................... 18
- **TRANSPORTATION** ....................................................................................................................................... 19
- **GUIDANCE** ..................................................................................................................................................... 19
- **HEALTH** .......................................................................................................................................................... 19
- **ALCOHOL AND ILLEGAL DRUGS** .................................................................................................................. 19
- **LIBRARY** ....................................................................................................................................................... 19
- **COMPUTER USE** ......................................................................................................................................... 19
- **RIGHTS AND RESPONSIBILITIES** .................................................................................................................. 20
  - Absentee Policy ............................................................................................................................................... 20
  - Clinical Expectation Policy ............................................................................................................................... 20
  - Tardiness Policy ............................................................................................................................................. 20
  - Cell Phone Policy ........................................................................................................................................... 20
INTRODUCTION

The Carson-Newman University 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 University Department of Nursing 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 University 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 University Department of Nursing.

The Undergraduate Nursing Student Handbook contains information pertaining to the Undergraduate Studies in Nursing Program of Carson-Newman University. 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 University and its students.
NURSING PHILOSOPHY

The philosophy of the Department of Nursing at Carson-Newman University 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.

This philosophy characterizes the faculty’s beliefs about nursing education and practice as understood through the nursing metaparadigm of person, environment, health, and nursing. Each person is a unique being created by God. Each person possesses intrinsic value, worth, dignity, and freedom of choice as an individual and as a member of the local and world-wide community. The environment in which the individual develops is both ever-changing and often unpredictable. This environment is both collectively experienced and individually perceived and interpreted according to the person’s cultural experiences. Health is a dynamic state that is uniquely perceived and defined. Health is influenced by physical, psychosocial, emotional, and spiritual factors within the individual and by factors within the greater economic, social, and physical environment. Health is facilitated by the caring interaction between two or more individuals.

Nursing is a learned discipline whose focus is the promotion and maintenance of the health of individuals, families, communities, and populations. Nursing practice is an on-going humanistic process utilizing critical thinking and decision making skills. Nursing is sensitive to each person’s culture, values, and perceptions of health. Nursing, as a profession, is grounded in the domains of education, research, and practice. The scope and diversity of nursing necessitate the synthesis of concepts from nursing, the psychosocial and biophysical sciences, and the liberal arts. This knowledge, supported by nursing theories and research findings, constitutes the foundation for evidence-based nursing practice and empowers the profession to apply nursing ethics as it advocates for social justice and health care reforms.

The baccalaureate level of nursing education has been defined as the entry level to professional nursing practice. The baccalaureate nurse provides direct and indirect care; designs, coordinates, and manages care; and functions as a member of the profession. The graduate level of nursing education prepares an advanced practice nurse with the substantive knowledge, competence, and skills needed to practice in an area of specialization. An integral part of graduate nursing education is the development of scholarly investigation and leadership skills that contribute to the discipline of nursing and improvement of health care.
Learners at both undergraduate and graduate level are responsible for their own learning. Learners bring their unique potential for growth and development to the learning environment. Faculty act as catalysts to facilitate learning in a caring relationship. Faculty encourage independent thinking and a sense of inquiry. Faculty model professional behaviors which reflect a commitment to ethical and legal standards of practice.
**UNDERGRADUATE LEVEL OUTCOMES**

<table>
<thead>
<tr>
<th>AACN Essentials of Baccalaureate Education</th>
<th>Level I</th>
<th>Level II</th>
<th>BSN Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Liberal Education for Baccalaureate Generalists Nursing Practice.</td>
<td>Relate knowledge from liberal arts, nursing science and related disciplines in the use of the nursing process for health assessment, promotion and maintenance.</td>
<td>Integrate and apply knowledge from liberal arts, nursing science and related disciplines in the use of the nursing process to health promotion maintenance and restoration.</td>
<td>Integrate, synthesize and apply knowledge from liberal arts, nursing science and related disciplines in the use of the nursing process to health promotion, maintenance and restoration.</td>
</tr>
<tr>
<td>2. Basic Organizational and Systems Leadership for Quality Care and Patient Safety.</td>
<td>Demonstrate selected assessment and management skills.</td>
<td>Collaborate in patient management to improve health care outcomes of individuals and populations in a variety of settings.</td>
<td>Integrate and utilize leadership and management skills within health care delivery systems.</td>
</tr>
<tr>
<td>3. Scholarship for Evidence-Based Practice.</td>
<td>Explore nursing research literature related to specific patient populations.</td>
<td>Identify, analyze and utilize research findings related to specific patient populations.</td>
<td>Evaluate and utilize nursing research for the provision of patient care.</td>
</tr>
<tr>
<td>4. Information Management and Application of Patient Care Technology.</td>
<td>Demonstrate beginning skills in the effective use of communication and database retrieval systems in accessing pertinent nursing information and communication with patients and other collaborative health care professionals.</td>
<td>Utilize technology and communication systems in providing quality patient care and education.</td>
<td>Integrate and utilize knowledge of current and changing technology and information systems to enhance nursing practice and managerial decision support.</td>
</tr>
<tr>
<td>5. Healthcare Policy, Finance, and Regulatory Environments.</td>
<td>Explain the importance of cost effectiveness to high quality and cost effective patient care of health care settings.</td>
<td>Describe the use of creativity and flexibility in implementing high quality and cost effective patient care.</td>
<td>Demonstrate flexibility, creativity, and collaborative skills in implementing high quality and cost effective nursing practice with a variety of patients.</td>
</tr>
<tr>
<td>AACN Essentials of Baccalaureate Education</td>
<td>Level I</td>
<td>Level II</td>
<td>BSN Program Outcomes</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------</td>
<td>----------</td>
<td>---------------------</td>
</tr>
<tr>
<td>6. Interpersonal Communication and Collaboration for Improving Patient Health Outcomes.</td>
<td>Compare and contrast the roles and perspectives of the nursing profession with other care professionals on the healthcare team.</td>
<td>Demonstrate appropriate communication, team building and collaborative strategies in the classroom and clinical setting.</td>
<td>Incorporate collaborative and team building strategies to deliver evidence based, patient centered care.</td>
</tr>
<tr>
<td>7. Clinical Prevention and Population Health.</td>
<td>Demonstrate basic knowledge of health/illness beliefs, values, attitudes, and practices of individuals, families, groups, communities, and populations.</td>
<td>Utilize evidence based practices in provision of health teaching, health counseling, screening, outreach, disease, and outbreak investigation, referral, and follow-up throughout the lifespan.</td>
<td>Assess health care and emergency preparedness needs of a defined population and collaborates with others to develop and implement an intervention plan that takes into account available resources, and the range of activities that contribute to health and the prevention of illness.</td>
</tr>
<tr>
<td>8. a. Professionalism and Professional Values</td>
<td>Describe the ANA standards of nursing clinical practice and the AACN Essentials of Baccalaureate Education.</td>
<td>Demonstrates commitment to self-growth and development as a professional nurse.</td>
<td>Assume responsibility for independent learning, continued professional growth and ongoing awareness of issues affecting nursing.</td>
</tr>
<tr>
<td>8. b. Professionalism and Professional Values</td>
<td>Identify and demonstrate the professional nurse’s role and responsibility based on ANA standards of nursing clinical practice and AACN Essentials of Baccalaureate Education.</td>
<td>Recognize and apply ethical principles in supervised practice situations.</td>
<td>Analyze the influence of the law and legal decisions on current and future nursing practice.</td>
</tr>
<tr>
<td>9. Baccalaureate Generalist Nursing Practice.</td>
<td>Utilize concepts from liberal arts, nursing science and related disciplines to assess and identify sources of personal values and biases and their relationship to the delivery of health care.</td>
<td>Develop and utilize individualized plans of care that are culturally and developmentally/age appropriate for diverse individuals, families and groups.</td>
<td>Synthesize, implement, and manage individualized, culturally and developmentally/age appropriate patient care to individuals, families, aggregates, and communities across the life span and in diverse settings.</td>
</tr>
</tbody>
</table>

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.
   a. Science GPA of 2.5 or higher beginning spring 2016. Science courses include BIOL 207, BIOL 208, BIOL 316, and CHEM 101.
2. Completion of all prerequisite courses with a C or better plus a maximum of one retake per course.
3. Successful completion of a criminal background check.
4. Achievement of a score of 60% or greater on the TEAS test.
   a. TEAS test will no longer be required beginning spring 2016.
5. Accelerated program only – can only have four (4) liberal arts courses left to complete prior to enrolling in nursing courses.

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.
   - 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 in the Traditional program, prior to beginning the Accelerated program)
2. Liberal Arts Core Curriculum contains those courses as specified in the university 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 217SL – 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 – Mental Health Nursing  
NURS 315 – Foundations of Nursing Research  

**Fourth Semester – Fall**  
NURS 404SL – 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  

**Nursing Elective**

### ACCELERATED PROGRAM

**First Semester – Fall**  
NURS 200 – Cognitive Approaches to Nursing  
NURS 202 – Health Assessment  
NURS 203 – Pharmacology  
NURS 212 – Foundations of Nursing  
NURS 217SL – 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 413 – Childbearing Health Patterns and Alterations  

**Nursing elective**  

**Fourth Semester – Fall**  
NURS 308 – Mental Health Nursing  
NURS 315 – Foundations of Nursing Research  
NURS 404SL – Community Health Nursing  

**Fifth Semester – Spring**  
NURS 405 – Leadership and Management  
NURS 412 – Dimensions of Professional Nursing  
NURS 414 – Complex Alterations of Health Patterns
# RN-BSN PROGRAM

<table>
<thead>
<tr>
<th>NURSING COURSES</th>
<th>Credit</th>
<th>LIBERAL ARTS CORE</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 301 Conceptual Approaches</td>
<td>2</td>
<td>Intro to Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>NURS 302 Altered Health States</td>
<td>3</td>
<td>Religion 101 or REL 368 Leadership in the Old Testament</td>
<td>3</td>
</tr>
<tr>
<td>NURS 315 Nursing Research</td>
<td>3</td>
<td>Religion 102 or REL 367 The New Testament and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>NURS 332 Health Assessment for the Registered Nurse</td>
<td>3</td>
<td>Communication 135, 230</td>
<td>3</td>
</tr>
<tr>
<td>NURS 404SL Community Health</td>
<td>5</td>
<td>Math 201 ++ Must complete prior to N315</td>
<td>3</td>
</tr>
<tr>
<td>NURS 420 Leadership and Management for the Registered Nurse</td>
<td>3</td>
<td>PSC 101, 102, 202, Econ 204, 210, HIST 201, 202, Phil 101, 301</td>
<td>3</td>
</tr>
<tr>
<td>NURS 421 Dimensions of Professional Nursing for the Registered Nurse</td>
<td>3</td>
<td>CFS 206, PSY 101, 102, 204, 206, SOC 101, 105</td>
<td>3</td>
</tr>
<tr>
<td>*NURS 422 Professional Synthesis for the Registered Nurse (Senior Capstone Course)</td>
<td>3</td>
<td>HIST 133, 134, or 135</td>
<td>3</td>
</tr>
<tr>
<td>NURS 430 Pharmacology for the Registered Nurse</td>
<td>3</td>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>NURS 431 Healthcare of the Elderly for the Registered Nurse</td>
<td>3</td>
<td>ENG 201</td>
<td>3</td>
</tr>
<tr>
<td>NURS Elective</td>
<td>2</td>
<td>Elective – SOC 467 Leadership for Social Change or ID 467 – Diversity in the Workplace (4hrs) ID 366 Human Family Systems and Leadership (4hrs) ID 367 Human Emotions and Leadership (4hrs) ID 368 Organizational Communication and Leadership (4hrs) 301 ECON XXX Principles of Economics (4hrs) or ENG 367 Novels and Emotional Intelligence (4hrs)</td>
<td>4</td>
</tr>
<tr>
<td>NURS 209, NURS 205, NURS 417, NURS 330, NURS 331, NURS 409, NURS 410, Medical Terminology, NURS Ethics, (Circle one)</td>
<td>2</td>
<td>Elective – SOC 467 Leadership for Social Change or ID 467 – Diversity in the Workplace (4hrs) ID 366 Human Family Systems and Leadership (4hrs) ID 367 Human Emotions and Leadership (4hrs) ID 368 Organizational Communication and Leadership (4hrs) 301 ECON XXX Principles of Economics (4hrs) or ENG 367 Novels and Emotional Intelligence (4hrs)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Hours** 33

**Total Hours** 38

**ESCROW CREDITS**

A total of 128 hours is required for graduation. 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 nursing course.

**Other Facts:**

- Need 36 hours of 300 level of higher courses to attain a bachelor’s degree
- Can transfer 60 hours from a community college and any number of hours from a 4 year institution
- RN-BSN challenge courses – NURS 302, NURS 332, NURS 404, NURS 430, NURS 431 – with 3 years of work experience
- Must have GPA of 2.75 to take RN-BSN nursing courses
- Must have minimum of 6 hours per semester to be eligible for financial aid
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 university and declaring a nursing major. Granting credit for coursework completed at other institutions is determined by the registrar and department chair.

Types of Students

1. Qualified high school seniors admitted as freshmen to Carson-Newman University may at the time of admission to the University be admitted as pre-nursing majors. Freshman admission to the pre-nursing major guarantees the student, upon successful completion of prerequisites and satisfying all admission criteria, placement in the nursing department in the second semester of the sophomore year. Students will complete an application 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 to pre-nursing, must complete an application To Begin Taking Clinical Nursing Courses form. Admission to the nursing major guarantees the student, upon successful completion of prerequisites and satisfying all admission criteria, placement in the nursing department.

3. Transfer students must complete an application for admission to the nursing department. Admission into the nursing department 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 department which will be processed after admission to the University. In addition, the student must attach a letter of good standing from the previous nursing university faculty. Admission into the nursing department 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 Online Program must complete the RN-BSN online application. Admission to the nursing program is dependent upon successful completion of the admission criteria. The student must provide proof of an unencumbered nursing license for the state in which licensure was obtained and have a transcript verifying completion of an Associate Degree in Nursing. To validate previous nursing knowledge, the student must 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. For more information about the RN-BSN Online program, please contact the Department of Nursing.

6. 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 the admission and progression committee.

7. 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. Successful completion of the BSN degree does not guarantee successful completion of the NCLEX-RN.

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 dismissed 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 University (must be within the eight-year catalog period).

Grading

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

- A = 93-100
- B = 85-92
- C = 78-84
- F = Below 78

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 exam 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

Testing in nursing courses is comprised of both instructor developed and standardized exams. To achieve a passing grade in a nursing course, students are required to achieve a 78.0% average on tests. Once a 78.0% test average is achieved, other course assignments will be added with the
exams and combined for a final course grade. The specific assignments and additional grading criteria are per course syllabus. Failure to achieve a 78.0% on the test average for a nursing course will result in a failing grade. The student is referred to the progression policy.

**Standardized exams each semester**

Students are required to take standardized, comprehensive exams every semester. These exams assess a student’s current mastery of content. Standardized exams developed by the Assessment Technologies Institute LLC (ATI) will be taken by students during the following courses: NURS 212, 303, 307, 308, 404, 405, 412, 413. A student will have one opportunity to retake the exam if a level 2 or 3 is not achieved on the first attempt. The ATI assigned score will be included in the course grade as follows:

<table>
<thead>
<tr>
<th>Level 3 on first attempt</th>
<th>100 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2 on first attempt</td>
<td>92 points</td>
</tr>
<tr>
<td>Level 3 on retake</td>
<td>84 points</td>
</tr>
<tr>
<td>Level 2 on retake</td>
<td>78 points</td>
</tr>
<tr>
<td>Levels below level 2 on retake</td>
<td>0 points</td>
</tr>
</tbody>
</table>

The assigned score on the ATI will be the course final exam score and comprise 25% of the test average for the course.

**Standardized exam retake**

The retake exam will be given on the date scheduled in the syllabus and must occur prior to the beginning of the next course in the student’s program of study. Remediation before the retake exam is required by course faculty.

A student may delay the date of the retake exam to allow more time to remediate. The student will be given an incomplete for the course and scheduled for the next ATI testing date which will be at the end of the following semester. A student may not progress into another nursing course until the ATI retake has been successfully completed. The student is referred to the progression policy.

**Mid curricular evaluation**

After completing Nursing 307, students will take the HESI mid-curricular exam to identify weaknesses in his/her nursing knowledge. A student who scores less than 850 will be required to complete remediation course.

**Senior Level Testing in Nursing 412**

In Nursing 412, graduating seniors take 3 standardized exams. The ATI-pharmacology exam tests knowledge of medications and their use in nursing practice. 2 comprehensive NCLEX predictor exams, the ATI –RN and the HESI- RN are also administered to students. Students will be given one opportunity to retake each exam. To pass Nursing 412, students must pass the ATI-pharmacology exam and at least one of the comprehensive predictor exams. Students who fail one of the predictor exams will complete extensive remediation as determined by the Chair.
Students who are unsuccessful on both predictor exams or fail the pharmacology ATI will receive a failing grade for NURS 412. If this is the student’s first nursing course failure, the student may enroll in NURS 412 at its next offering. If this is the student’s second nursing course failure, the student will be dismissed from the nursing program.

**REMEDIATION PLAN**

**ATI Exams**
All students scoring Level 2 on ATI exams will be required to complete a directed remediation covering material missed on the exam. This remediation will be directed by the course coordinator of the course for which the ATI was completed. Successful completion of the work is required before the student will be allowed to attend the next semester classes.

**HESI Mid-Curricular Exam**
HESI Mid-curricular exam will be administered after the student completes three semesters of clinical nursing courses. Students scoring less than 850 will be required to register for a remediation course (NURS 479-NCLEX Success Prep) offered by the Department. Successful completion of the course is required before the student will be allowed to attend NURS 405/419, NURS 412, or NURS 414.

**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 the first semester of nursing courses, 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.

In subsequent semesters, 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 non-programmable calculators for the drug calculation exam.

**Degree Plan**
Carson-Newman University 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 C-N Connect.
student’s advisor will assist in completing the worksheet. The student will submit the form to his/her advisor and the Department Chair for signatures before filing with the Registrar.

Withdrawal Policy

Nursing

Students dropping a nursing course will follow the university deadlines. Anecdotal notes will be recorded in the student folder of 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. Students will only be allowed to withdraw from one nursing course one time due to a failing grade.

All students who withdraw from nursing courses must request readmission and the Nursing Admission and Progression Committee will review the anecdotal notes and approve/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 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 the Registrar of Carson-Newman University. This letter and transcript(s) must be received in the Department of Nursing office at least one semester prior to the requested date of return. Action on the student's request to return to the 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 Nursing Admission and Progression Committee requesting a review of program and the date of desired return. That 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.
CLINICAL REQUIREMENTS FOR CLINICAL COURSE ATTENDANCE AND PARTICIPATION

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. Tdap immunization within the past ten years.
e. Hepatitis B vaccine series or acceptable titer level or signed waiver.
f. Annual Flu vaccine required.
g. 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 Credits

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 equivalent 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.

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 Department of Nursing 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 Department of 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 identification badges 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 without adornment.

**General**

A navy uniform must be purchased from MorUniversity (beginning with the incoming class Spring 2015) and must be worn any time students are in the clinical area. MorUniversity representatives will be on campus at the beginning of every semester to help students order the appropriate university. 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 or long sleeve shirt, wrinkle-free (white, gray or navy and without writing) may be worn under the dress or uniform top.

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

Hair is to be clean, neatly groomed, and presenting a natural color. Hair should be groomed in such a manner it does not come into contact with a patient during patient treatments and procedures. Make-up should be conservative. Perfumes, colognes, after-shaves, or strong scents are not permitted. Nails should be short and clean. 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 capable of displaying seconds 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. Registered nurses 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**

Shoes must be neat, clean, non-porous, and have a fully enclosed toe and heel. Socks or hose must be worn. Shoe color should not be distracting and should be appropriate for the clinical setting.

**STUDENT LEadership**

**Student Organizations**

**Student Nurses Association (SNA)**

The Department of Nursing sponsors a chapter of the Student Nurses’ Association. Students are invited to join the Student Nurses’ Association when they declare nursing as their major and throughout the year. This organization serves to promote nursing, nursing education, and contact among all nursing majors.

Officers for this organization 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-at-Large 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-at-Large 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-at-Large Chapter of Sigma Theta Tau, International will be extended to senior students who have a cumulative 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 DEPARTMENTAL COMMITTEES**

Students may be nominated to departmental committees in which they have an interest and are willing to serve. 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.

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 \( \frac{1}{2} \) 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 university 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 university 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 university 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 May 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 University activities.

Highest Academic Standing

This award goes to the student in the Department of Nursing 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 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-at-Large 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-at-Large 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 Office of Financial Assistance at Carson-Newman University. For the best opportunities, complete your application by February each year. See the current Carson-Newman University Catalog or contact the Office of Financial Assistance 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 Director 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.

Student Success Center: This office is located on the second floor of the Stephens-Burnett Memorial Library 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 may have a learning disability may contact the David Humphrey at 865-471-3268.

HEALTH

Refer to the 2015-2016 Eagle Student Handbook for information about health care and insurance. All students in clinical courses must have health insurance.

ALCOHOL AND ILLEGAL DRUGS

Refer to the 2015-2016 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 2015-2016 Eagle Student Handbook and the Library Handbook for specific services offered. CINAHL and ProQuest databases are available from the library website.

COMPUTER USE

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

University: 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.

NO FOOD OR DRINK OR CELL PHONE USAGE is permitted in the computer lab.
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.

Clinical Expectation Policy

Students will not be allowed to participate in Carson-Newman University clinical experiences if they have been awake and participated in any activity the 6 hours immediately preceding the clinical experience. Participation in such activities places a patient at risk for unsafe nursing practice and healthcare related errors.

This will be documented as an unexcused clinical absence.

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.

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).

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.
7. Personal computer use during class must be course related/specific.

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.

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 University, 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 University. 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 Office of 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 Student Success 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 Office.

Access

These records are available only to Department of Nursing faculty, administrative assistant, 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 Administrative Assistant 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 he/she have been treated unfairly. Grievances related to policies must pertain to the implementation of policies and may not contest the substance of these policies.

If the incident is non-academic, then the student should follow the procedure outlined in the 2015-2016 Eagle Student Handbook.

Any student with an academic-related incident, who feels that he/she have been treated unfairly, should follow the steps listed below:

1. Notify the appropriate faculty person (person named in the grievance) and submit a letter describing the formal complaint (an incident of unfairness and/or how the policy implementation was inappropriate) within five working days of the incidence.
   a. After the formal complaint has been received by the appropriate faculty person, a conference will be scheduled with the student, his/her advisor (unless the advisor is named in the grievance), and the faculty person named in the grievance. If the student’s advisor is named in the grievance, the student may select an available faculty member or his/her choice to attend the meeting.
   b. A record of the conference will be written by faculty person with whom the grievance was against. A copy will be placed in the student file, and a copy will be given to the student.

2. If the grievance was not rectified by the conference between the student and the faculty member, then
   a. The student must send a formal letter to the appropriate Program Director and Chair of the Department of Nursing describing the complaint and the result of the meeting between in the student and the faculty member.
   b. This must be completed with 48 hours of the conclusion of the conference.
   c. The Program Coordinator/Director and Department Chair will review all of the documents and will either send a written response to the student or schedule a conference with the student within five working days.
d. A copy of the formal complaint and the written response will be placed in the student’s file.
e. If a meeting was scheduled, then a record of the conference will be placed in the student file, and a copy will be given to the student.

3. If the student is not satisfied with results at this point, then
   a. A formal letter describing the incident should be sent to the Office of the Provost of the University if the matter is related to academics.
   b. The Provost or designee will review all documents related to the incident and schedule a conference with the student.

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 University, the Department 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></th>
<th>Inappropriate – Too Little</th>
<th>Appropriate</th>
<th>Inappropriate – Too Much</th>
</tr>
</thead>
<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>
<td>Truthful to the point of blatant insensitivity; tactless</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>
<td>Sanctimonious; intolerant</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>
<td>Inflexible; overly dependent on rules</td>
</tr>
</tbody>
</table>
### RESPONSIBILITY/RELIABILITY/DEPENDABILITY

<table>
<thead>
<tr>
<th></th>
<th>Inappropriate – Too Little</th>
<th>Appropriate</th>
<th>Inappropriate – Too Much</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

### ALTRUISM: CONCERN FOR THE WELFARE AND WELL-BEING OF OTHERS

<table>
<thead>
<tr>
<th></th>
<th>Inappropriate – Too Little</th>
<th>Appropriate</th>
<th>Inappropriate – Too Much</th>
</tr>
</thead>
<tbody>
<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>
</tr>
</tbody>
</table>

### RESPECT FOR OTHERS (peers, faculty, hospital and administrative staff)

<table>
<thead>
<tr>
<th></th>
<th>Inappropriate – Too Little</th>
<th>Appropriate</th>
<th>Inappropriate – Too Much</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>
### RESPECT FOR PATIENTS

<table>
<thead>
<tr>
<th></th>
<th>Inappropriate – Too Little</th>
<th>Appropriate</th>
<th>Inappropriate – Too Much</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Relationships</strong></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><strong>Autonomy</strong></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><strong>Confidentiality</strong></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>
</tr>
</tbody>
</table>

### COMMITMENT TO COMPETENCE AND EXCELLENCE

<table>
<thead>
<tr>
<th></th>
<th>Inappropriate – Too Little</th>
<th>Appropriate</th>
<th>Inappropriate – Too Much</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compassion</strong></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 over-responsive and unduly empathetic, resulting in inability to be objective or effective; gives misleading information in effort to console</td>
</tr>
<tr>
<td><strong>Goal setting</strong></td>
<td>Aimless; educationally adrift</td>
<td>Sets and achieves realistic goals; reflective</td>
<td>Set unachievable goals</td>
</tr>
<tr>
<td><strong>Motivation and drive</strong></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><strong>Preparation</strong></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>
</tr>
</tbody>
</table>
## SELF-ASSESSMENT/SELF-IMPROVEMENT

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Inappropriate – Too Little</th>
<th>Appropriate</th>
<th>Inappropriate – Too Much</th>
</tr>
</thead>
<tbody>
<tr>
<td></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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Feedback</th>
<th>Resists feedback- positive or negative; defensive</th>
<th>Seeks feedback; implements change</th>
<th>Requires constant reassurance and feedback</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Self-confidence</th>
<th>Always insecure; unable to act independently</th>
<th>Appropriately confident; asks for help when necessary</th>
<th>Overconfident; does not recognize own limitations</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Professional practice</th>
<th>Does not engage in following guidelines; statutes, rules and regulations</th>
<th>Evaluates own practice in relation to guidelines, statutes, rules and regulations</th>
<th>Overly obsessive in following guidelines, statutes, rules and regulations</th>
</tr>
</thead>
</table>


## PRACTICE OF PROFESSIONAL NURSING

Carson-Newman University, Department of Nursing 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;
p. 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 Department of Nursing supports the use of social media as it relates to reaching current and prospective students and faculty/staff regarding school activities. However, the Department of Nursing is 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 Department of Nursing must be protected.

Guidelines for Use of Social Media

Guidelines for the use of social media for the Department 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)
- White Paper: A Nurse’s Guide to the Use of Social Media from the National Council of State boards of Nursing (August, 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.

**INFECTIONOUS DISEASE POLICY**

Communicable disease information for the Carson-Newman University Department of Nursing Infectious Disease 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 an infectious disease to patients during invasive procedures does not justify mandatory testing of health care workers (TDH). Students diagnosed with an infectious disease will meet the current requirements for admission into the Department of Nursing 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 requires all students to abide by the CDC Universal Precautions in all client contacts. The following measures for preventing infectious disease 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.

UNIVERSITY POLICIES

The faculty of the Department of Nursing will uphold all Carson-Newman University policies. These policies are found in the 2015-2016 Eagle Student Handbook.