



# CONCORDIA UNIVERSITY TEXAS

## ONLINE NURSING STUDENT PROGRAMS HANDBOOK

### August 2017

#### Letter from the Dean, School of Nursing

Dear Concordia University Texas School of Nursing Students:

Welcome to the Concordia University Texas School of Nursing and the MSN,RN to MSN and RN to BSN degree tracks or program. We are dedicated to each student's development and success. The program provides students with a Christian environment to study the intra-and inter-personal processes and dynamics related to the nursing profession. You will learn from and work alongside caring, committed faculty to explore affective, cognitive, and behavioral aspects of mental, physical, and spiritual well-being.

You will have the opportunity to select one of the three areas of concentration, each of which prepares you for unique post graduate employment. The leadership area of concentration is designed for students who plan to pursue post graduate employment in leadership either at the unit, institutional or corporate level as nurse managers, directors or chief nursing officers. The informatics area is designed for students who intend to pursue institutional or corporate data management and retrieval. The nursing education area is designed for students who plan to teach nursing education at either schools of nursing, in continuing education programs or patient education. All areas of concentration prepare graduates to pursue doctoral-level study or to pursue entry level nursing research positions. Within each area of study, you will be equipped with the specific knowledge, skills sets, and experiences that are required to be competitive. Consistent with the University mission to develop Christian leaders, you will be prepare to follow Christ's teaching to "...let your light shine before men, that they may see your good deeds and praise your Father in Heaven." Matthew 5:16

The MSN and RN to MSN degree program at CTX will provide you with both the knowledge and experience necessary to understand and practice leadership within a Christian context:

- 1) you are encouraged to exhibit compassion, thoughtfulness and appreciation for diverse life experiences
- 2) you are encouraged to think about your education in the context of the Christian vocation of nursing
- 3) you will routinely be asked to reflect upon what Christian leadership and/or stewardship of acquired information would entail, and how one could practically apply acquired knowledge and skills in the context of Christian leadership
- 4) you will be given opportunities (i.e. practicums/internships, research-oriented experienced and relationships with other health care professionals) to practice and model Christian

leadership in a variety of different forms and settings. You will be asked to reflect upon such experiences from the perspective of Christian leadership.

The *Online Nursing Student Handbook* is designed to be a companion to the *Concordia University Texas Online Student Handbook*, which applies to all Concordia graduate students. The *Graduate Nursing Student Handbook* specifically addresses the Nursing policies and procedures and your responsibilities as a professional nursing student. Please read the *Online Nursing Student Handbook* carefully and use it as a reference while you are in the program. This *Handbook* is updated occasionally and a current copy is available to each student through Google folders and also linked into every nursing online course. Your Moodle and Google sites are an important vehicle for nursing faculty communication with students. We urge you to check these frequently—at least once each week—so that you can stay current with School of Nursing policies and procedures.

Again, welcome! We hope that you will find your student nursing experience intellectually challenging and rewarding as you work to prepare yourself for entry into professional nursing practice. The nursing faculty and I are committed to your success as you learn to become a competent, compassionate, courageous, Concordia nurse.

Blessings,  
Kathryn Lauchner, Ph.D., RN  
Professor, Dean of the College of Nursing  
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## **Introduction**

It is important for students in the Concordia University Texas Nursing Student Online Programs to understand the mission and goals of the University and of the nursing program. The next few pages of the *Handbook* provide this information. This handbook is dynamic in nature and is provided to all students upon application, admission and also ongoing to all students.

## **Mission of Concordia University Texas**

*The mission of Concordia University Texas is to develop Christian leaders.*

Concordia University Graduates will:

1. Have the ability to communicate clearly, logically and creatively through written and oral communication, in individual and group projects
2. Understand and appreciate visual, musical and literary beauty and the beauty of God's creation through participation in and analysis of the creative process
3. Think logically and analytically to problem solve through abstract thought, the use of computers and the methods of science
4. Assimilate into the campus community socially, academically and spiritually
5. Live a healthy lifestyle and understand the relationship between physical activity, mental health and spiritual wellbeing.
6. Develop or affirm a biblical standard of morality through and understanding of God's self-disclosure in Jesus Christ and use that standard for making ethical decisions as well as understanding the contribution of Christianity to the formation of American culture.
7. Be equipped to understand the contributions of the history and literature of western civilization to American culture through the major works that have shaped our thinking.
8. Understand the thought patterns of people of their own and other cultures in their historical, geographical, political and economic context and develop a sense of civic involvement.
9. Understand the basics of leadership theory using biblical examples and will have practiced leadership in curricular and co-curricular settings.
10. Develop an expertise in a specific field of study

## **Mission of the School of Nursing Programs (BSN and MSN)**

The mission of the Concordia Nursing program is to develop each nursing student's ability to serve as a Christian leader in professional and/or advanced nursing practice, promoting high-quality, safe patient/client care within diverse healthcare settings.

This mission flows directly from the University's mission of *Developing Christian Leaders*: *As a faith-based institution, Concordia is committed to service to improve the lives of all people as God's creation, and to respect all people as individuals of great intrinsic worth. The nursing program is strongly aligned with Concordia's faith foundation because of the shared recognition that service to others encompasses not only individuals' physical needs, but also their spiritual and emotional needs. The faith tradition of the University and the nursing program upholds the meaningfulness of*

*service to others, respect for the inherent worth and dignity of all persons, and concern for the needs of humankind. Concordia recognizes the essential contribution of the profession of Nursing and is committed to an excellent nursing program to expand and further fulfill its mission. Graduates of Concordia's nursing program, through their vocational areas in health care, will serve as leaders in promoting high-quality, safe patient/client care in diverse settings, based on faith in God's love for all people and the desire to serve others as an expression of God's love.*

### **Online BSN and MSN Program Goals**

#### **BSN Program Goals:**

The goals of the BSN nursing program are to:

1. Provide a strong knowledge, skill, and attitudinal foundation for competent, evidence-based professional practice in providing and coordinating care of patients/clients, families, groups, communities, and populations.
2. Develop students' abilities to serve as Christian leaders in professional nursing roles and to be contributing members of the profession of nursing.
3. Prepare students to function as change agents to improve the quality and safety of healthcare within dynamic, complex healthcare systems.

#### **MSN Program Goals:**

The goals of the MSN program are to prepare the graduate to:

1. Participate in developing and implementing nursing research utilizing advanced clinical reasoning and knowledge based on the nursing program of study, evidence-based practice outcomes, research studies, organizational and quality improvement data as the basis for continued improvement of nursing outcomes in diverse settings guided by Lutheran theology's concepts of Christian leadership.
2. Organize the delivery and enhancement of care activities using patient-care and communication technologies to promote continual improvement of the lives of all people as God's creation across diverse settings and with diverse populations.
3. Use Christian leadership to build upon organizational safety and quality improvement activities in the delivery of services, including the development and critique of tools, methods and activities.
4. Model Christian Leadership by managing and coordinating care for diverse patient populations through communication, collaboration and consultation with other members of the interdisciplinary health care team.
5. Use Christian leadership to intervene at the systems level in institutional, professional and public policy development to advocate for health and health care and professional standards.

6. Demonstrate servant leadership skills to promote high quality and safe patient care through effective interpersonal working relationships.
7. Demonstrate Christian leadership, scholarship, policy and advocacy skills that reflect the values, ethics and standards of Concordia University, the nursing profession and the selected advanced practice role.

## **Foundations of Nursing and Nursing Practice**

Nursing utilizes a unique body of knowledge based upon theory, practice and research incorporating facts and concepts from biological, social, physical and behavioral sciences. From this body of knowledge, nurses provide nursing care through the four primary roles:

**Member of the Profession** – exhibits behaviors that reflect commitment to the growth and development of the role and function of nursing consistent with state and national regulations and with ethical and professional standards; aspires to improve the discipline of nursing and its contribution to society; and values self-assessment and the need for lifelong learning.

**Provider of Patient-Centered Care** – accepts responsibility for the quality of nursing care and provides safe, compassionate nursing care using a systematic process (also known as the nursing process), of assessment, analysis, planning, intervention, and evaluation, through the utilization of evidenced based practice, that focuses on the needs and preferences of the individual and his/her family while incorporating professional values and ethical principles into nursing practice.

**Patient Safety Advocate** - promotes safety in the individual and family environment by: following scope and standards of nursing practice; practicing within the parameters of individual knowledge, skills, and attitudes; identifying and reporting actual and potential unsafe practices while complying with National Patient Safety Goals for reducing hazards to individuals in the healthcare setting

**Member of the Health Care Team** – provides patient-centered care by collaborating, coordinating, and/ or facilitating comprehensive care with an interdisciplinary/multidisciplinary health care team to determine and implement best practices for the individual and their families, including the provision of culturally sensitive care.

Nursing practice involves the use of the nursing process. The nursing process is systematic. The caregiver analyzes assessment data to identify problems, formulates goals/outcomes, and develops plans of care for individuals and their families, implements and evaluates the plan of care, while collaborating with those individuals, their families, and the interdisciplinary health care team. Nursing is interpersonal and is characterized by the implementation of the nursing process, management of a rapidly changing environment, need for clinical competency, effective use of communication and documentation, use of nursing informatics to promote quality improvement, acceptance of personal accountability and responsibility, and a commitment to the value of caring.

Concordia University Texas School of Nursing



## **BSN Program Outcomes/Terminal Objectives:**

### **Using a Christian perspective, the BSN graduate will:**

#### **As a Member of the Profession:**

1. Function within the nurse's legal scope of practice and in accordance with the policies and procedures of the health care institution or practice setting.
2. Assume responsibility and accountability for the quality of nursing care provided to patients, families, populations, and communities.
3. Promote the practice of professional nursing through leadership activities and advocacy, influencing healthcare policy, formation and participation in the legislative process.
4. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.

#### **As a Provider of Patient Centered Care:**

5. Use clinical reasoning and knowledge based on the baccalaureate degree nursing program of study, evidence-based practice outcomes, and research studies as the basis for decision making and comprehensive patient care.
6. Assess the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients, families, populations, and communities based upon interpretation of comprehensive health assessment findings compared with evidence-based health data and a synthesis of knowledge derived from a baccalaureate degree nursing program of study.
7. Synthesize comprehensive assessment data to identify problems, formulate goals/ outcomes, and develop plans of care for patients, families, populations, and communities using information from evidence-based practice and research in collaboration with members of the interdisciplinary health care team.
8. Provide safe, compassionate, comprehensive nursing care to patients, families, populations, and communities through a broad array of health care services.
9. Implement the plan of care for patients, families, populations, and communities within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
10. Evaluate and report patient, family, population, and community outcomes and responses to therapeutic interventions in comparison with benchmarks from evidence-based practice and research findings, and plan follow-up nursing care.
11. Develop, implement, and evaluate teaching plans for patients, families, populations, and communities to address health promotion, maintenance, restoration, and population risk reduction.
12. Coordinate human, information, and materiel management resources in providing care for patients, families, populations, and communities.

**As a Patient Safety Advocate:**

13. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
14. Implement measures to promote quality and a safe environment for patients, self, and others.
15. Formulate goals and outcomes using an evidence-based and theoretical analysis of available data to reduce patient and community risks.
16. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
17. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
18. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.

**As a Member of the Health Care Team:**

19. Coordinate, collaborate, and communicate with patients, families, populations, communities, and the interdisciplinary health care team to plan, deliver, and evaluate care.
20. Serve as a health care advocate in monitoring and promoting quality and access to health care for patients, families, populations, and communities.
21. Use multiple referral resources for patients, families, populations, and communities, considering cost, confidentiality, effectiveness and efficiency of care, continuity and continuum of care, and health promotion, maintenance, and restoration.
22. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients, families, populations, and communities.
23. Communicate and manage information using technology and informatics to support decision making to improve patient care and delivery systems.
24. Assign and/ or delegate nursing care to other members of the health care team based upon an analysis of patient or organizational need.
25. Supervise nursing care provided by others for whom the nurse is responsible by using best practices of management, leadership, and evaluation.

## **MSN Program Outcomes/Terminal Objectives:**

### **Using a Christian perspective, the MSN graduate will:**

#### **As a Member of the Profession of Nursing**

1. Use leadership skills that emphasize ethical and critical decision making, effective respectful relationships, and a systems-perspective.
2. Exhibit the knowledge and skills to intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.
3. Apply research outcomes within the practice setting, resolve practice problems, work as a change agent, and disseminate results.
4. Demonstrate an advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice.
5. Intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.

#### **As a Provider of Patient-Centered Care**

6. Integrate scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.
7. Apply and integrate broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregate identified populations.
8. Use patient-care technologies to deliver and enhance care.
9. Use communication technologies to integrate and coordinate care.
10. Influence healthcare outcomes for individuals, populations, or systems.

#### **As a Patient Safety Advocate**

11. Use organizational and systems leadership to promote of high quality and safe patient care.
12. Use effective methods, tools, performance measures, and standards related to quality.
13. Apply quality principles within an organization.

#### **As a Member of the Health Care Team**

14. Act as a member and leader of inter-professional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.

## **Compliance with School of Nursing Policies**

The School of Nursing requires that students comply with all policies and procedures of the program and any policies and procedures mandated by the site of clinical placement. Failure to comply with all policies and procedures may result in dismissal from a class, or practicum, which will be treated as an unexcused absence. Subsequent failure to comply will result in dismissal from the class, or practicum.. Depending on the nature of the non-compliance with the policies of the School of Nursing and/or clinical agencies, the action may result in further disciplinary action, including dismissal from the program.

## **Successful students at CTX are able to demonstrate:**

- Interest and aptitude for math and science
- A strong motivation to learn
- Well-developed study skills
- Problem-solving and clinical decision-making skills
- An ability to work with people with diverse backgrounds
- High personal moral and ethical standards
- A desire to provide an excellent and compassionate caring attitude
- All courses require extensive engagement (with other students, the instructor, and with the course materials) as well as timely completion of assignments. Many assignments are due weekly. Thus, keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings and other assignments. Some work is difficult or even impossible to make up (such as discussion with others), so you must plan your schedule carefully. The time expected for activities outside of each class including homework, depending on credit hours, is listed in this handbook for you to use as you consider courses.
- You must have continuous access to a working and dependable computer and Internet provider.
- Web 2.0 tools such as Google Docs, Google Hang Out, etc., which are available through your Concordia student email account, will be utilized in this course as well. Becoming familiar with these tools is important for successful completion of designated projects. More details are provided in the project descriptions and guidelines.

## **Expectations of the Successful Baccalaureate Nursing Student:**

The following functions are essential for the student in the performance of common nursing tasks. The student must be able to apply the knowledge and skills necessary to be effective in a variety of classroom, lab and/or clinical settings while providing the essential competencies of the nursing curriculum.

The student must be able to perform the listed functions in order to successfully complete the course of instruction:

Functions	Expectation
Observation	The student will actively participate in all demonstrations, simulations, and clinical experiences and be able to assess, analyze, plan, implement, and evaluate the condition of all assigned clients.
Communication	The student will be able to communicate effectively using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team. The student possesses the ability to read and write in English without assistance or interpretation.
Motor	The student will demonstrate sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment
Intellectual	The student will be able to collect, interpret and integrate information and make decisions. The student has the ability to read and write in the English language without assistance or interpretation.
Behavioral and Social Attributes	The student possesses the emotional health required for full utilization of the student's intellectual abilities, the exercise of clinical judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients, families and other members of the healthcare team. The student possesses the ability to manage workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties frequently encountered in clinical settings with patients and created in simulation experiences. The student possesses compassion, integrity, concern for others, and motivation. The student demonstrates professional behaviors and a strong work ethic.

### Expectations of the Successful Master's Nursing Student:

Students are expected to utilize the following attributes in all learning experiences: -

- Independent application of best practices of the discipline in solving a novel problem, creating new scholarship, and/or producing a new intellectual product;
- Increased focus on student becoming a practitioner of the discipline rather than primarily a learner of that discipline.

- Inherent interest in self-education and self-direction within the discipline;
- Willingness to accept responsibility for outcomes of self-directed research and creative activities.
- Ability to obtain and understand current primary literature/scholarly works and/or literature focused on practitioner/professionals within discipline;
- Ability to communicate effectively using accepted conventions of the discipline through oral, written, and/or performance modes (all written work is in APA format)

### **Mentorships:**

Practicum work shall be through mentorships (commonly known as preceptorships). Students will be given information during their NUR 5313 course, at least one month and in many cases six weeks prior to any practicum to set up individual mentor arrangements and are expected to comply with the details according to each course's requirements. This means, students have to do some independent work before practicum courses begin, in order to seek out and to set up mentors, including supplying mentors with the necessary information about the program, course objectives and evaluation tools (with assistance from our nursing program and instructors); those students not in compliance will not be able to begin the courses. Mentor documents and contracts will be supplied by course instructors or program directors with support from the Concordia attorneys in cases of questions, and stored in the google drives of each student for easy access. Students who do not follow through with the appropriate mentor work will not be successful in completion of the coursework.

### **Student Employment and Time Required for Study**

The study of nursing is a rigorous and time intensive endeavor requiring large blocks of time in course activities and study. Course requirements and substantial study requirements are necessary to succeed in the nursing program We strongly recommend that you secure your employer's insight and input into your course of study in order to be successful. Our online nursing programs are created in a way that allow you to maintain full time employment and use one day per week for practicum experiences and your free time for study time. In fact, you and your employer are encouraged to use your work environment as a place to utilize and test your newly learned skills, theories, and projects from each course. Time expected for successful course achievement is as follows:

The estimated time commitment per week varies depending on the number of credits the course is worth and the length of the class. For each of the following, you can expect to spend:

- **0 credit hour course Mission Trip NUR 5050:** 45 total hours including set up and travel and documentation, reflections and homework assignments. Trips are set up individually either with campus CanDo Mission Agency, or student finds own resources and gets these approved. The process and requirements are reviewed during NUR 4305 Global Health course.

- **3 credit hour course (over 16 weeks):** 9 weekly hours of activity time note that NUR 5514 - Health Assessment and Promotion for Populations is the only course this applies to. This course is a 3 hour didactic course plus 2 hour practicum in one.
- **3 credit hour course (over 8 weeks):** 18 weekly hours of activity time.
- **3 credit hour practicum course (over 16 weeks),** 135 total hours of practicum work required with mentors/preceptors, or 8.5 weekly hours mentor/preceptor time over 16 weeks plus 18 hours of homework and online related activity
- **2 credit hour practicum course (over 16 weeks):** 90 total hours of practicum work required (5.6 hours weekly over 16 weeks). Note that NUR 5514- Health Assessment and Promotion for Populations is the only course for this circumstance. Information for practicum will be given to students by instructor once enrolled in the course.

Students should be aware that: (1) the Nursing Program assumes no responsibility for their activities as employees of agencies; (2) they are personally responsible and liable for any activity in which they participate while employed; (3) licensed professional liability insurance provided to students through the School of Nursing is valid only in the student role, not the employment role; (4) individuals who practice illegally may jeopardize their futures since persons who are convicted of violation of the Nurse Practice Act may have stipulations on their license to practice.

Students employed in agencies have responsibility, personally and professionally, to engage in only those activities that fall within their job descriptions. They have a responsibility to refuse to participate in activities which they have not been legally licensed to perform. This can lead to failure of that course.

## **Student Responsibilities**

### **Good Professional Character**

Students are expected to demonstrate a high degree of professional behavior in all activities that reflect the ANA Code for Nurses, the Texas Nurse Practice Act, the Texas Administrative Code and the mission of Concordia University Texas. Professional character is evaluated throughout the program of study. Good professional character includes, but is not limited to, behaviors indicating: honesty, accountability, trustworthiness, reliability and integrity. Students are referred to Appendix A of this document for the BON rule related to Good Professional Character.

Any student who is arrested or charged with a criminal offense must immediately report to the Dean of Nursing for determination whether progression in the nursing program is possible.

## **Student Conduct Policy**

Nursing students and faculty each have responsibility for maintaining a learning environment that promotes professional development and personal growth. Nursing faculty members have the professional responsibility to treat students with understanding, dignity and respect and to guide the teaching/learning process. Nursing students are expected to refrain from verbal and nonverbal behaviors in any educational setting that may be distracting to others, such as, but not limited to:

- arriving late or leaving early
- side conversations
- text messaging
- note passing
- surfing the internet
- accessing social media
- playing games
- checking/answering e-mail on laptops or smart phones
- allowing the ringing of cell phones
- answering cell phone calls.

Students who engage in behaviors that are disruptive to the teaching/learning process may be required to leave the setting.

### **Specific Information About Earning the BSN:**

Students from the RN-MSN and RN-BSN track who are completing the Level II in the RN to MSN program are eligible to receive graduate status and the BSN after completion of 120 hours, 30 of which must be taken from Concordia University Texas (residency hours) and 24 must be in levels 3000 or higher (upper level division hours). Upon completion of the RN to MSN program, students will also receive their MSN degree. Students in the RN Plus program are already considered graduate status and do not receive a BSN, just the MSN at the completion of the program.

Any student coming into the RN to BSN or the RN to MSN program will receive 45 hours of credit toward the BSN major requirements for their RN work (including 3 hours of credit toward their Concordia Common Experience Wellness requirement and 3 hours of credit toward their Concordia Common Experience Technology Requirement. All other Concordia Common Experience requirements must be met or will be met through other courses - NUR 5050 meets experiential learning requirements). In addition, these students may transfer 27-28 general education core credits plus 15 credit hours of supportive science credits towards their BSN degree. They will be required to take 9 Concordia Distinctive credits plus 24 nursing credit hours which equals 120 hours of undergraduate credits.

### **Expenses for the Program**

Financial aid administrators can advise students about tuition costs and financial support available. There are few extra costs besides tuition that might appear on a student invoice. We have made every attempt to keep expenses to a minimum, but many have emerged as necessary for the practicums and mandated by other agencies outside of Concordia. Listed below are the possible "extra" costs that might arise, depending on the situation



- Textbooks vary according to course.
- Admission costs of getting immunizations and drug screen, etc. are student responsibility
- Cost of name badges order from bookstore, 1 time for all practicum work (aprox.\$30)
- Administrative fee, as specified by Concordia University
- Cost of CanDo Missions Agency to organize and supervise your mission practicum (Aprox. \$100 – students can also find their own churches and sponsors for mission trips and forego this organization cost.
- Mission practicum travel may occur outside the state or inside the state or even inside your own city, and travel expenses will vary according to what the student chooses. To get credit and complete the work of the mission trip, you need to follow the process for credit towards graduation. No tuition will be charged for the mission trip.
- Cost of any proctored exams for coursework (aprox \$10 per course, currently none planned for program in Level 2,3,4)
- Cost of graduation, i.e. graduation audit, cap & gown & hood, paperwork, diplomas, etc. (150.00) will be registered for when student has met all requirements for the degree and is ready to commence. (Please note: to save MSN students from having to pay this fee twice, the only graduation will be at the MSN level where students who have qualified for both BSN and MSN will receive both degrees)

### **Standards and Guidelines for Uniforms and Personal Appearance in Clinical Agencies**

**Practicum Rotation:** Students must abide by the dress code of the specific agency in which they are placed for clinical practicum; therefore, the preceptor setting will determine the appropriate uniform in a given agency. Concordia University name tags must always be worn and where appropriate lab coats with the official Nursing Program logo or Concordia University Uniforms. Students in violation of the School of Nursing dress code may be dismissed from the clinical setting.

PLEASE NOTE: AS AN RN AND ALSO AS A NURSING STUDENT, YOU ARE IN A SPECIAL SITUATION. YOU MUST COMPLY WITH ALL ASPECTS OF YOUR NURSING LICENSE WHILE IN A PRACTICUM SITUATION, AND YET, YOU ARE IN A STUDENT ROLE AND ARE PRESENT TO LEARN NURSING EDUCATION, NURSING INFORMATICS, OR NURSING LEADERSHIP (WHICH SHOULD PRECLUDE MOST BEDSIDE NURSING ROLES). BE AWARE OF THIS DUAL ROLE AS YOU FUNCTION AT PRACTICUM SITES AND ALWAYS ENSURE EVERYONE YOU WORK WITH IS AWARE OF THE DUAL ROLE. YOUR PRACTICUM CONTRACT WILL ASSURE YOU OF YOUR DISTINCT FUNCTION IN SITUATIONS YOU MAY ENCOUNTER.

### **Concordia School of Nursing Uniform:**

**UNIFORM:** The Concordia University Texas student uniform consists of a purple scrub top with the school logo and matching scrub pant and a white lab coat. A long- or short-sleeved white or navy

blue shirt or turtleneck may be worn under the scrub top. The uniform must be clean and wrinkle-free for each wearing. Most practicums for MSN will not require you to wear a uniform so do not purchase one unless told to do so.

**NAME TAG:** Name badges appropriate to the clinical agency must be worn during all clinical experiences. The name badge may be worn on a lanyard or a clip. These can be ordered through our Concordia bookstore.

**SHOES:** Shoes must be white, gray or black and closed toe and heel or as specified by your course instructor. Shoes must not be made of material that allows fluids to pass through. Athletic shoes that meet the shoe requirements are permitted. All footwear must be polished and buffed, and shoelaces must be clean. Students are strongly urged to purchase a shoe that gives adequate support to the feet.

### **General Appearance:**

- **MAKE-UP:** Excessive make-up is not acceptable. No perfume is allowed in respect for persons who are ill or sensitive to chemicals.
- **HAIR:** Hair must be clean and secured to keep back from the face, off the shoulders and not fall in front of the shoulders while in the clinical areas or the lab. This applies to all students. Men's sideburns, mustaches, and/or beards must be clean and neatly trimmed at all times. Male students without beards must be clean shaven. Natural shades of hair color only.
- **FINGER NAILS:** Nails must be kept short and clean. Artificial nails, nail wraps, decorations, nail jewelry or other additions to natural nails are not allowed. Nail polish is not allowed.
- **JEWELRY:** The only visible jewelry allowed are wedding rings and **one pair** of stud earrings. Earrings must fit snugly against the ear lobe and may be worn on ear lobes only. No other jewelry or body piercing materials will be visible while in uniform.
- **WATCH:** Each student **must** have a working watch with a second hand. Digital watches are acceptable if they have the capability of measuring seconds.
- **TATTOOS:** Tattoos and other body art cannot be visible while in the clinical setting.
- **SMOKING:** Students may smoke in designated areas only. All health care facilities are non-smoking facilities.
- Compliance with the Uniform Dress code is a professional behavior and is an expectation of all nursing students.

### **Participation Policy**

Students are *expected* to participate in all learning experiences. Should a student not be able to participate for a valid reason, the student must contact the course instructor by e-mail or text **prior** to the beginning of the mentorship/preceptorship or the end of the scheduled activity. Missed quizzes, assignments and exams may be made up at the discretion of the Instructor. Participation is **mandatory** at **ALL scheduled activities** and preceptored experiences..

Student responsibilities:

1. A student who is unable to participate in an activity or preceptored experience is responsible for making appropriate notification based on the clinical agency and instructor.
2. Students are responsible for arriving at the preceptored experience at the designated time.
3. Students are responsible for reporting appropriate preceptor and the Instructor should they leave the assigned area for any reason.

The Director may require students who miss more than 15% of the scheduled activities or preceptored experiences, through any combination of excused and/or unexcused absences, to withdraw from a course.

Students are invited to participate in giving feedback about the nursing program through the enhanced anonymous survey on Moodle for all nursing students. This allows students to give insights into the program anonymously that will be reviewed for program efficacy and governance structure discussions in faculty council meetings. Your instructors will also forward any needs you have that affect our program to the Director or Associate Chair for discussion and resolution.

### **Children on Campus**

Unattended children are not allowed at any of the university locations at any time. Children may not be taken to classes, labs, or clinical sites.

### **Access to and use of mobile technology and social media**

The use of electronic communication devices, such as Smartphones, iPods, tablets, etc., is at the discretion of the faculty and may be limited to emergency situations only in any learning setting. Electronic devices will not be allowed during any testing situation or during test review unless designated by the instructor, and it will be considered an act of academic dishonesty if used without instructor permission.

Use of electronic communication devices in the preceptored setting is regulated by the clinical agencies, local, state, and federal regulations and laws. Students are fully responsible to ensure that they adhere to all regulations at all times whether at school, in the clinical setting, on break, or any other time. This includes proper management of confidential client information. The posting of any patient information, discussion related to preceptored experiences and/or posting of any pictures/videos taken in any clinical setting are **strictly forbidden**. All students are fully responsible for following all regulations of the HIPAA guidelines:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

If there are any questions/concerns about whether or not certain data can be shared, stored or transmitted, students agree to refrain until clarified. It is important to err on the side of caution. Any electronic device used for the purposes of transmitting educational material that is related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, PDAs, and any other such devices. Learning House is available to help with password

protection if needed. Any communication about a clinical- or client-related concepts or event must be de-identified before transmission per HIPAA guidelines.

Students using mobile technology devices in the preceptored setting will adhere to these guidelines:

1. The device will be in airplane mode at all times while being used in the clinical agency.
2. The camera will not be accessed at any time while in the clinical agency or a clients' home.
3. No pictures will be taken of any person, equipment, or location that is related to clinical without prior written consent of the supervisor of that location, the director of nursing, and the preceptor.
4. Any emergency communication must be conducted in a private environment. No personal texting, email, or communicating of any type will be done in the clinical area. At other times, the student must have express permission of the clinical agency and/or the preceptor.
5. Students are required to sanitize their Handheld Devices with an antibacterial wipe in accordance with basic universal precaution standards.
6. Recording of any type is not allowed during any preceptor related conference.

### **Transportation**

Students must be prepared to attend all preceptored experiences during their time in the program. Students are responsible for their own personal transportation as a condition of participation in this program.

### **Testing Policy for the School of Nursing**

Students are responsible for following the policies and guidelines for testing outlined in each course syllabus. Students requiring special accommodations for testing are expected to follow the procedures outlined by the **Student Disability Services**:

- a. Students with disabilities are responsible for meeting with their instructors to discuss their accommodations of *extended test time* and/or *testing in a quiet, non-distracting environment* (if prescribed) at the beginning of each semester.
- b. It is CTX Student Disability Services' policy that students take exams at the scheduled time of the course unless the Instructor **and** the Success Center approve an alternate time.

### **Review of Exams by Students**

Students have 1 week within which to review exams. After that time the exams are no longer available for review. The final exam is not available for review. These policies are in place to protect the security of the exam and the test questions that are used.

### **Academic and Program Accommodations for Students with Disabilities**

Concordia University Texas follows federal guidelines to provide reasonable accommodations for students with disabilities. In order for students to receive accommodations in CTX courses they must register with the Student Success Center and document their disability. For more information

on the registration process, please go to [www.concordia.edu/accommodations](http://www.concordia.edu/accommodations) or contact Ruth Cooper at 512-313-5031.

If a student has any questions about services or accommodations for students with disabilities, the student is encouraged to talk with the appropriate Division Chair.

### **Blackboard, Moodle, and Course Syllabi**

Students are responsible for all information on their Moodle or Blackboard or Google site. These should be checked on a regular basis for updates and announcements. The student's Concordia email address will be used to communicate with students. Students must check their Concordia email daily.

All nursing course syllabi are posted on Moodle or Blackboard at the beginning of each semester. Google Drive is used for student portfolios, graduate projects, mission trips and to ensure students have updated information necessary to complete all coursework. Students are responsible for reading carefully the policies stated in each nursing syllabus and for adhering to all stated policies and course requirements including keeping their Google Drive updated with required documents.. Any questions regarding course requirements should be directed to the course instructor or program director.

Admission Requirements for the Nursing Student Online Programs (RN to MSN, MSN, RN to BSN)

#### **Criterion 1**

##### **GPA Requirement**

- o GPA 2.5 or above from the degree granting institution; standard admit if criterion 2 and 3 are satisfied.
- o GPA below 2.5, Students with a GPA below the minimum must petition to the School of Nursing and may be admitted provisionally (must maintain GPA of 3.0 or above during the first semester of the program.)

#### **Criterion 2**

- ADN (Associate Degree in Nursing) or a Diploma in Nursing from a regionally accredited school of nursing.**

#### **Criterion 3**

##### **RN license from Texas (or a compact state below)**

- o Arizona
- o Arkansas
- o Colorado
- o Delaware
- o Idaho
- o Iowa

- o Kentucky
- o Maine
- o Maryland
- o Mississippi
- o Missouri
- o Nebraska
- o New Hampshire
- o New Mexico
- o North Carolina
- o North Dakota
- o Rhode Island
- o South Carolina
- o South Dakota
- o Tennessee
- o Texas
- o Utah
- o Virginia
- o Wisconsin

#### **Criterion 4**

- 3 Letters of recommendation, one from the last immediate supervisor (nursing supervisor, if employed in nursing), one from a previous nursing faculty member, and one from a professional colleague.**
  - o Key words and statements about the applicant must be positive
  - o Negative comments are referred to the committee for an admissions decision

#### **Criterion 5**

- Essay – for low GPA** see essay guidelines for more information.

#### **Low GPA**

Applicants with a GPA below the minimum 2.5 may apply and be considered by petition to The School of Nursing. The committee will review admission for low GPA applicants who may be admitted only if they are determined eligible by the faculty.

#### **All students admitted to the RN to MSN Program at Concordia University Texas must:**

- Maintain a GPA of 3.0 in order to stay in good standing as a graduate student.
- Students falling below the 3.0 requirement must bring their GPA to 3.0 within the next six (6) hours earned or they will be academically ineligible to continue in the program.

Graduation Requirements:

- Mission Practicum, Completed
- Cumulative GPA of 3.0 or above
- Completion of all courses required for each degree plan as specified

## **Student Checklist / Program Specific Requirements**

All admissions are contingent until the following items on the nursing requirement checklist are completed.

### **Criterion 1**

- Student Check for Drug Screening

#### **Drug Screening**

Drug Screening is required by the clinical agencies where students are receiving their clinical experience. CTX has a designated company to do the drug screen and will not accept results from any company other than the one designated by the University. The student is responsible for the cost which is due the time of the testing.

A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel.

A student who has a positive drug screen will not be given placement in any clinical facility and, will be dismissed from the program

### **Criterion 2**

- Enrollment in Certified Background Check Website and Completion of Required Information listed below.

A valid Registered Nurse License from Texas or a compact state without stipulations that indicates that the person is in good standing with the Board of Nursing.

Information includes:

#### **Health Requirements**

Good physical and mental health is essential for study and practice in professional nursing. The faculty of the nursing program have the responsibility for admitting and retaining only those students who demonstrate qualities of physical and mental health generally considered essential for professional nursing practice.

Students pursuing a MSN or RN to MSN nursing degree must possess visual and hearing acuity, digital dexterity, and motor coordination. They must be able to climb, balance, stoop, and lift / carry up to 50 pounds. Nurses must be able to work quickly under pressure and should enjoy working with people.

Nursing students are required to provide proof of up-to-date immunizations (MMR, TD, Hepatitis B and Varicella) and TB skin test, TB Gold, TB Spot or chest X-ray prior to registration for nursing classes each year in compliance with the Health Care Provider Terms of Texas Administrative Code 97.63. Additionally, flu immunization is required annually. If for any reason, any required immunization is contraindicated, the student is required to present a record from a health care provider indicating the circumstances.

Students are responsible for reviewing and updating immunization records through the online admissions and Nursing Office prior to nursing course registration each semester. If a student is not in compliance by the first day of a course, s/he **cannot** attend the clinical practicum or preceptored experience and this may jeopardize the student's ability to continue in the course.

### **Special Health Problems**

Students who can successfully combine satisfactory school attendance with special health problems will not be prohibited from registration in nursing courses. A student must, however, fulfill the same attendance and course requirements as any other student. No special assignments will be made. Students must inform the Director of special health problems.

### **Measles, Mumps & Rubella (MMR)**

There must be documentation of one of the following:

- 2 vaccinations
- Positive antibody titers for all 3 components (lab reports required)

### **Varicella (Chicken Pox)**

There must be documentation of one of the following:

- 2 vaccinations
- Positive antibody titer (lab report required)
- Medically documented history of disease (history of disease from student or parent is acceptable instead of physician verification)

### **Hepatitis B or Hepatitis A & B**

There must be documentation of one of the following: **Series in process is NOT accepted**

- 3 vaccinations for Hepatitis B or @ immunizations for Hepatitis A & B combination
- Positive antibody titer (lab report required)

### **TB Tests**

#### **Skin Test**

If you have never had a TB skin test before, the following is required:

- 2 separate PPD tests administered & interpreted within the past 12 months. The 2nd PPD test should be placed within 1-3 weeks after the first one.

#### **Antibody Tests**

- **TB Spot**
- **TB Gold**

If positive results, provide results of a Chest X-Ray negative for TB



### **Tetanus, Diphtheria & Pertussis (Tdap)**

There must be documentation of a Tdap booster within the past 10 years.

### **CPR Certification**

Must be the American Heart Association Healthcare Provider course. Copy must be front and back of the card and card must be signed.

### **Influenza**

Submit documentation of a flu shot administered during the current flu season.

### **Health Insurance**

Provide a copy of your current comprehensive health insurance card OR proof of coverage. BOTH sides of insurance card are required. Monthly issued insurance is NOT acceptable.

### **Student Acknowledgement of Schedule**

Download, print & complete the first page of the Student Acknowledgement of Schedule form and upload to this requirement

### **Signed CTX Online Student Handbook Form**

Read the CTX Online Student Handbook, download, print & complete the Signature form and upload to the server

### **Signed Nursing Student Handbook Form**

Read the CTX MSN and RN to MSN Nursing Student Handbook, download, print & complete the Signature form and upload to the server

### **Professional Liability Insurance ()**

All nursing students enrolled in a professional nursing program, including participating in practicum courses at required clinical sites are afforded coverage under the Concordia University System and Concordia University Texas Licensed Professional Liability insurance policy.

**Health Insurance** Concordia University Texas School of Nursing. At the beginning of each semester in the nursing program, students must show evidence of personal health insurance that includes coverage for needle-stick injury.

### **Guidelines for Writing Assignments and Papers**

Written papers will follow the style of the *Publication Manual of the American Psychological Association*, 6th edition (2010). Students who need assistance with APA format can consult the APA guide or staff in the Learning Assistance Center (LAC). Staff in the LAC can help students with organization and style of writing, but not with nursing content.

Students may also find guidance about APA format at the website of the American Psychological Association: [www.apa.org](http://www.apa.org). After arriving at this website, click on "style helper".

## **Student Evaluation of the School of Nursing and Nursing Faculty**

Student evaluations of courses and instructors are considered important for faculty development and Concordia University Texas School of Nursing recognition in classroom and clinical teaching. Faculty members are evaluated according to CTX policy.

## **Scholastic and Professional Integrity**

As Concordia community members, students have the responsibility to abide by the rules and regulations of the community and to treat all community members with respect and dignity. Students are referred to the CTX *Student Handbook* for the *Student Code of Conduct* and the *Code of Academic Integrity*. Nursing students are expected to comply with this code.

## **Forms of Academic Dishonesty**

### **Plagiarism**

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work, whether intentional or unintentional. When such words, ideas, or data of others are used, the source of that information must be acknowledged through complete and accurate references. Quotation marks or block quotes must be used if verbatim statements are included. Plagiarism covers unpublished as well as published sources.

### **Fabrication**

Fabrication is the intentional use of invented information or the falsification of academic records, research, or other findings with the intent to deceive.

### **Cheating**

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that has not been mastered.

### **Academic Misconduct**

Academic misconduct is the intentional violation of University policies, by tampering with grades or transcripts, or taking part in obtaining or distributing in advance any part of a test. In addition to all of the University statements and policies relative to academic dishonesty, the Nursing Program recognizes the strong link between honesty in academic work and professional integrity. Any act of academic dishonesty, including fabrication of reports or records of interactions with clients, is considered incompatible with ethical standards of nursing practice and may be grounds for dismissal.

## **Procedures Relating to Lying and Falsification**

The safe and effective practice of nursing as a registered nurse requires integrity, accuracy, and honesty in the provision of nursing care, including:

- performing nursing assessments;
- applying the nursing process;

- reporting changes in patient condition;
- acknowledging errors in practice and reporting them promptly;
- accurate charting and reporting, whether verbal or written;
- implementing care as ordered;
- compliance with all laws and rules affecting the practice of nursing; and
- compliance with minimum nursing standards.

The disciplinary action may be directly proportionate to the harm caused to the patient. If a nurse falsifies, alters, fabricates, back-dates records, or any other form of lying in any clinical setting, the student may be placed on probation or may be terminated from the program.

### **Lying or Falsification of Documents Submitted to the School of Nursing**

The School of Nursing takes the position that falsification of an application to the nursing program or other document submitted to the school or faculty as part of the matriculation in the nursing program is a cause for disciplinary action or termination from the nursing programs. Of particular concern is if the falsification involves misrepresentation of credentials, competencies or work experience. Any student who falsifies any records or engages in any other dishonesty may be dismissed from the program.

### **Confidentiality**

While enrolled in nursing, students will have access to confidential medical records and sensitive information regarding patients, families, and community agencies. Nursing students must agree to maintain the highest standards of professional integrity with regard to this information and to comply with all legal requirements regarding the privacy of patient records (HIPAA). This includes but is not limited to written, verbal, and electronic social-networking transmission of information.

### **Academic Policies and Procedures Advising, Grades and Course Completion**

#### **Nursing Students:**

Nursing students are advised for required course registration each semester and are assigned designated sections prior enrollment. Individual advising appointments may also be made through the nursing school.

### **Maintaining Advising Records in the School of Nursing**

Students are expected to be aware of the progressive steps in planning the academic program and the requirements for keeping their registration and course planning process up-to-date. Maintaining advisement records throughout the program is an ongoing process, and students must ensure that these records are updated at least once a semester. Students are responsible for assuring that credit is granted for all work completed at other collegiate institutions or waived by successful completion of challenge examinations by providing official transcripts and records of such work to the Office of the Registrar.

### **Academic Evaluation**

The School of Nursing upholds the same guidelines for academic evaluation that are used campus wide. Nursing students are encouraged to read carefully the section of the *Concordia Student Handbook* that addresses student rights and responsibilities relevant to academic evaluation.

### **Grading Scale for All Nursing Courses**

Letter grades are assigned as follows: Letter Grade	Description	Numeric Grade	Grade Points
A	Excellent Scholarship	90-100	4.00
B	Good Scholarship	80-89	3.00
C	Satisfactory Scholarship	75-79	2.00
F	Failure	74 and below	0

### **Requirements for Passing a Nursing Course**

A minimum of 75 (or C) is required for passing all nursing courses. In mentorships, the student must receive a “Pass” on all elements. Students must successfully meet all objectives of a course in order to progress. For example, if a course has didactic and a practicum component, the student will be required to achieve a minimum of 75 in each didactic component and practicum component.

### **Incomplete**

The Incomplete (I) grade indicates that the student’s achievement in the course has been satisfactory as defined above, but for some reason certain prescribed work is incomplete or the student has been unable to take the final examination. On satisfactory completion of the course work, the student will receive the grade based on the quality his or her performance merits. The Incomplete grade is awarded only by permission of the instructor. Students must apply for the Incomplete grade. Applications for Incomplete may be obtained from the registrar’s office. If the work is not completed by the end of the subsequent semester, the Incomplete will revert to a grade of F. The grade of Incomplete will not be computed in the GPA.

### **Confidentiality of Grades**

To insure confidentiality, grades will not be posted except on the course Moodle site. Grades will be returned to students individually in a manner specified by the course instructor. Generally, exam grades will be returned within one week following the exam. Final grades are accessible through MyInfo.

### **Evaluation and Progression through the School of Nursing**

The Nursing Program includes courses in a variety of formats: online courses, and clinical practicum courses. In clinical practicum courses students meet course objectives under the supervision of

mentors/preceptors. The competencies to be achieved in each course are described in the course syllabus. The competencies to be achieved in practicum courses are evaluated using clinical evaluation tools. Patient safety is the first priority in every clinical course. Essential competencies in clinical evaluations include: Safety in delivering care which prevents real or potential harm to patients, knowledge necessary for clinical practice, and communication necessary for patient safety and appropriate for the situation.

### **Changes in Course Schedules:**

Course days and times are set by the faculty and the school based on degree progression. The Director has the authority to change course sections as necessary. This includes the related add/drop process without student consent. Student course schedules are subject to change even after the student has registered for the course. If a course schedule is changed the students affected by change will be notified as soon as possible.

### **Acceptable progress:**

A minimum grade of C (75) is required in all RN to MSN and MSN courses. Co-requisite courses must both be completed with at least a 75 (or C) in the same semester. Extra credit may not be used to bring a failing grade up to a passing grade.

### **Failing a nursing Course:**

A student who withdraws or receives a final grade below a 75 (or C) in a non-practicum nursing course or a fail in a practicum course for the first time will be allowed to repeat the course based on space availability. A student may repeat a nursing course only once.

### **Ineligibility for Progression to the Next Level of Nursing Coursework:**

A student who does not earn at least a 75 (C) or a pass in a nursing course will not be eligible for progression to the next level of coursework.

### **Progressing to the Level II in the Nursing Program:**

Students who do not complete all non-nursing degree requirements and all required Level I courses may not proceed into the level II of the MSN or RN to MSN nursing program.

### **Repeating a Nursing Course:**

A student who needs to repeat a nursing course must meet with the Program Director and is encouraged to do so as soon as s/he is aware of the need to repeat a course. The student may be readmitted to a course the following semester on a space-available basis. A student cannot be assured a space in subsequent courses, although every effort will be made to accommodate her/him.

### **Dismissal from the School of Nursing:**

A student will be dismissed from the School of Nursing for any one of the following reasons (petitions to continue will be considered on an individual basis):

- fails or withdraws from more than one nursing course in a semester

- fails a practicum course while repeating a nursing course,
- drops a repeated nursing course or
- withdraws from the University
- does not pass a nursing course that is being repeated.

No more than two nursing courses may be repeated while a student is in the Nursing program, Levels II - IV.

The Director has the authority to withdraw or dismiss a student from the program.

**A student that has been dismissed from the School of Nursing is not eligible to apply for re-admission to the School.**

### **Academic Complaints, Grade Appeals, and Grievances**

The nursing faculty make every attempt to maintain open communication with students and students are encouraged to seek help from course faculty regarding any academic concerns. Occasionally, students and faculty will disagree about the evaluation of a student's work or conduct. Procedures to resolve academic complaints and grade appeals are designed to insure open and fair communication between students and faculty.

### **Academic Complaints, Grade Appeals**

Academic complaints and grade appeals are resolved through the efforts of the student, the faculty, and the administration of the nursing program. The main goals are to: 1) protect the rights of all parties involved—student, faculty and the University—throughout the instructional process; 2) provide a mechanism for problem-solving; and 3) achieve an equitable resolution of the problem as quickly as possible.

Academic complaints and grade appeals of students in the Nursing Program should be handled by the following procedure:

1. Make an appointment with the instructor involved to discuss the problem. Ask for constructive feedback and use this as an opportunity to grow and improve academically and personally.
2. If this effort to resolve the matter is unsuccessful, make an appointment with the appropriate Division Chair. If the Division Chair does not resolve the problem successfully, an appointment with the Director may be requested.
3. The Director will involve nursing faculty and Division Chairs in determining the outcome of the complaint or grade appeal. The student will be informed of the decision in writing by the Director of the Nursing Program. Copies of the decision will also be sent to the instructor and the appropriate Division Chair.

### **Academic Grievances**

The Grievance Procedure is outlined in the CTX online student handbook.

### **Policy Regarding HIV/AIDS and Universal Blood and Body Fluid Precautions**

This policy has been formulated based on current available information on infectious diseases. It is based on Center for Disease Control (CDC) recommendations and information from the American Nurses Association.

1. All nursing faculty and students will abide by CDC's "Universal Precautions" in all client contacts.
2. Traditional nursing students will be introduced to Universal Precautions during their first nursing clinical as a junior student. Online RN to MSN and MSN students function under their nursing license and are expected to adhere to Universal Precautions. Each clinical nursing instructor will review specific Universal Precautions unique to each agency during each clinical rotation. The instructor will review the following with the students: general universal blood and body fluid precautions, use of protective gloves, management of contaminated waste and needle disposal, linen disposal, hand washing practices, certain individual procedures such as IV therapy and other procedures that a student may be exposed to. The instructor will also discuss the psychosocial impact of AIDS and the HIV virus and the individual student's feelings.
3. Following review of Universal Precautions, all nursing students will be expected to care for HIV-positive clients as part of routine clinical experiences.
4. If a student refuses to take care of a HIV-positive client, the clinical instructor will counsel the student as an initial response. The student should also be counseled that a reevaluation of career objectives be part of the process.
5. Nursing faculty and preceptors will serve as positive role models for students by demonstrating Universal Precautions at all times. The nurse instructor will also demonstrate a caring and Christian attitude to the HIV-infected client. Each clinical nursing instructor will keep informed of new developments in CDC guidelines and give such information to other nursing faculty, Nursing Program Division chairpersons and students. Finally, each clinical instructor will ensure that agency policies, including confidentiality policies, are being followed by all students.
6. As CDC recommends, students who are pregnant or whose skin is not intact will not be assigned to clients with known HIV infection. Students are expected to report their pregnancy to the instructor and Department in writing as soon as possible.
7. If a student or faculty member is accidentally exposed to blood or other drainage from a HIV-positive client or has a needle stick, the individual will follow the hospital or other agency's present procedures and policies; and IMMEDIATELY notify his/her instructor of the exposure incident. The individual must complete an incident report and present the incident to the agency's occupational health department and manager of the unit. A separate incident report will be filed with Concordia University's Nursing Program Director (See appendix). It is the responsibility of the student to bear all financial obligations as a result of the exposure (recommended blood draws, etc.).
8. If the facility or agency that Concordia University has contracted with provides such testing as part of their occupational health, the student and/or instructor should use that facility for initial HIV testing. The individual exposed should also request that the agency be responsible for testing the source patient.

9. If the "source" patient tests positive for HIV, additional testing and treatment is advised per current exposure protocols.
10. Continued health care follow-up is the student's responsibility.
11. All students must carry health insurance.

## **Clinical Errors**

Clinical errors result from a variety of causes. A major initiative in nursing and medicine is to find the root cause of clinical errors and to take measures to prevent future occurrences. In the clinical setting, the Nurse is encouraged and supported to report any error made. Only by reporting errors can progress be made in understanding the nature and environment leading to the error and take actions in preventing similar errors in the future.

In nursing education, clinical errors include both actual errors committed by students and errors 'intercepted' by the preceptor before they could harm or compromise the patient. If an error is due to a student's lack of knowledge or skill that could reasonably be expected to have achieved prior to providing patient care, then the preceptor must evaluate the student's ability to provide safe patient care.

Intercepted errors are considered critical events and may be evidence that the student is not prepared for providing safe nursing care and may result in failure in the course.

Committed errors are sentinel events and the nursing instructor is responsible for evaluating the ability of the student to provide an environment for safe nursing care. An important aspect of the nursing preceptor's evaluation of the error is whether the student voluntarily reported the error immediately after discovering it. If a student discovers that an error has been made, it is the student's responsibility to report the error **immediately** to the nursing preceptor and/or to the appropriate clinical staff member. Not recognizing and reporting an error is a serious event and may result in failure in the preceptorship course and/or in dismissal from the Nursing Program.

Medication errors are defined as: Any situation in which one or more of the six "rights" of medication administration is violated (actual) or could be violated (virtual /potential) without the intervention of faculty and/or staff., Any actual or potential violation of the six rights of medication administration is considered a medication error. When a student is ready to administer a medication and the student does not have sufficient information about the medication (action, side effects, nursing implications, why their patient is getting the medication) to safely administer the medication, then the preceptor must intervene to prevent an actual medication error from occurring.

Unsafe behavior while performing nursing tasks and skills is another significant event that could harm or compromise the patient. Any actual or potential violation of patient safety will be considered a violation and the instructor will intervene to prevent harm to the patient. This will constitute unsafe practice.

## **Unsafe Clinical Behaviors**

Safety is a basic human need which can be identified as physical, biological, and/or emotional in nature. Safe nursing practice is an essential requirement. Unsafe clinical practice is any behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety



of the patients, caregivers, students, faculty, staff or self. Unsafe or unprofessional clinical practice may result in:

- A performance conference & written report
- A probation conference & written report
- Immediate withdrawal from the program.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive. In addition to these examples, failure to meet the Texas Board of Nursing's Standards of Nursing Practice 217.11, engaging in Unprofessional Conduct (217.12), and/or failure to demonstrate Good Professional Character (213.27) are considered unsafe clinical behaviors.

**Physical Safety:** Unsafe behaviors include but are not limited to:

- Inappropriate use of side rails, wheelchairs, other equipment
- Lack of proper protection of the patient which potentates falls, lacerations, burns, new or further injury
- Failure to use two forms of identification prior to initiating care
- Failure to perform pre-procedure safety checks of equipment, invasive devices or patient status
- Lack of preparation prior to the start of clinical
- Failure to adhere to facility or faculty guidelines.

**Biological Safety:** Unsafe behaviors include but are not limited to:

- Failure to recognize the correct violations in aseptic technique
- Improper medication administration techniques/choices
- Performing actions without appropriate supervision
- Attending clinical while ill
- Failure to use adequate hand hygiene during patient care.
- Failure to use personal protective equipment during patient care.

**Emotional Safety:** Unsafe behaviors include but are not limited to:

- Threatening or making a patient, caregiver, faculty, staff or bystander fearful
- Failure to seek help when needed
- Unstable emotional behaviors
- Verbal or non-verbal language, actions, or voice inflections, or insubordination which compromises rapport or working relations with peers, faculty, patients, and their family or healthcare team members
- Breach of confidentiality in any form

### **Nursing Program Disciplinary Policy and Procedure**

It is the policy of the Nursing Program to take a strong position regarding the safety of patients and other persons who are subject to contact with the nursing students. The faculty, preceptors and administration remain vigilant for evidence of any unsafe behavior or conduct violations on the part

of any nursing student. The faculty are accountable for enforcing this policy and all Concordia University policies that relate to student conduct.

It is the policy of the School of Nursing to fully investigate and take appropriate action concerning any allegations or evidence of inappropriate student behavior related to criminal conduct; sexual misconduct; lying and falsification; fraud, theft and deception; substance abuse, misuse, substance dependency and other substance use disorders; and violations of the Concordia University policies and the Code of Ethics for Nurses.

The Dean, Director, faculty, preceptors and staff of the School of Nursing are committed to upholding the integrity of the nursing program and are required to report to the Director any observations or knowledge of behavior subject to disciplinary action including violation of the policies of Concordia University, the School of Nursing, and the Code of Ethics for Nurses.

**The faculty or preceptors have the authority to remove a student from the clinical area based upon behavior that the faculty or preceptor considers unsafe or a threat to patient or someone else's safety.**

The School of Nursing is responsible for admission and readmission to the nursing program. The Director may designate a committee to investigate allegations of behavior subject to disciplinary action. The designated Committee is responsible for fully investigating the allegations, documenting the findings, initiating recommended action, and making a full report to the Director who reports to the Dean, College of Science. The School of Nursing administration and faculty intend that this policy and procedure be interpreted consistently with related policies and procedures of Concordia University and the Texas Board of Nursing.

### **Progressive Discipline Procedure**

The faculty is committed to assisting students to be successful in the program. Therefore, nursing students who are not meeting course objectives, not adhering to the Texas Board of Nursing Standards of Nursing Practice (217.11), who are engaging in Unprofessional Conduct (217.12) or not demonstrating Good Professional Character will be apprised of their performance status using the progressive discipline process. At the discretion of the receptor and depending upon the situation, the preceptor may proceed to probation or immediate withdrawal from the program. The faculty is charged with ensuring the safe practice of nursing students and maintaining patient safety.

#### **Step 1: Warning**

The instructor provides the student with a verbal warning or written feedback as to their status. The instructor counsels the students regarding criteria for successful completion of the course and makes recommendations for improvement. Recommendations may include, but are not limited to: utilization of peer study groups, tutoring, computer-assisted instruction, and assistance from guidance counselors.

#### **Step 2: Conference**

The student meets with the instructor in a formal conference to review the performance deficit. A written conference report will identify specific course or program objectives not met or may indicate any violations of the Texas Board of Nursing's Nurse Practice Act. A remediation contract including deadlines for completion will be developed to correct the deficit so the student can successfully progress through the program. If at any time the student does not comply with all terms outlined in the conference report, the student may be placed on probation or withdrawn from the program, if applicable.

### **Step 3: Probation**

A student can be placed on probation as part of the sequence to address performance issues that have been identified and conferenced or to address unsafe behavior.

Probation may be implemented for, but not limited to the following behaviors:

- Unsatisfactory clinical or practicum performance
- Unsatisfactory clinical attendance and punctuality
- Violation of the Standards of Practice (217.11)
- Unprofessional conduct as outlined in the Nurse Practice Act (217.12)
- Failure to demonstrate Good Professional Character (213.27)
- Refusal to participate in a procedure
- Behavior which compromises clinical or practicum affiliations.
- Probation for unsafe clinical practice may be implemented for:
  - Unsafe clinical performance such as medication administration, any violation of physical, biological, or emotional safety, etc.
  - Unethical or unprofessional clinical behavior
  - Failure to use two accepted identifiers prior to patient care
  - Academic dishonesty.

### **Probation for performance issues**

Probation for a performance issue designates a specified period in which the student must improve or be withdrawn from the program. The student meets with the instructor and the appropriate Division Chair. The faculty will complete a Probation Report in which a contract will be formulated. The contract explicitly states the expectations that must be followed during the probationary period and is signed by all parties.

### **Probation for Unsafe Practice**

A student may be placed on probation for unsafe clinical practice once while in the Nursing Program. Probation for unsafe practice continues until the student successfully completes all program requirements. A student, who is on probation for unsafe clinical practice and is dismissed from the program for a subsequent infraction of the contract, is not eligible for reenrollment. A student who is on probation for unsafe clinical practice and withdraws or is dismissed from the program for a problem outside the probation for unsafe clinical practice or makes an unsatisfactory grade in clinical at the end of the course, may apply for re-enrollment. If re-enrolled, the student will continue on probation for unsafe clinical practice.

#### **Step 4: Withdrawal/Dismissal**

If at any time during the probation period, the student fails to meet any of the conditions of the probation contract or violates the terms of the contract, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be withdrawn from the program.

A student who is placed on probation for unsafe or unprofessional conduct will be dismissed from the program for subsequent safety or professional conduct violations at any time during the program.

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately dismissed from the program. Examples of these include, but are not limited to:

- Evidence of actual or potential harm to patients, clients, or the public.
- Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency.
- Intemperate use, abuse of drugs or alcohol or diagnosis of or treatment for chemical dependency, mental illness, or diminished mental capacity.
- Unprofessional behavior. The lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic, and/or occupational behaviors which indicates that an individual is unable to consistently conform his or her conduct to the requirements of the Nurse Practice Act.

A student withdrawing or being dismissed from the program must meet with the Program Director to complete all exit forms and have an exit meeting within one week of the withdrawal. The student is required to return clinical agency name badges, any equipment/items that belong to the department, clinical agency, or reflect they are currently a student in the Concordia Nursing Program.

Note: To access the Texas board of Nursing's Rules and Regulations go to [WWW.bon.texas.gov/nursinglaw/rr.html](http://WWW.bon.texas.gov/nursinglaw/rr.html) and click on Rules and Regulations(Not the PDF version) then scroll down to 213 and then click on 213.27 for Good Professional conduct, Follow the same procedure for 217.11 for Standards of Practice and 217.12 for Unprofessional Conduct.

#### **Texas Board of Nursing Notifications**

Any correspondence received by the student must be taken to the School of Nursing Office and be entered into the student's file. Any legal notification regarding any offence with the exception of traffic violations, must be reported to the Director.

#### **Procedures Relating to Sexual Misconduct**

Sexual misconduct is a crime of moral turpitude and not consistent with the professional role of the nurse. Sexual misconduct will not be tolerated and a substantiated incident will result in dismissal from the program.

## **Procedures Relating to Substance Abuse**

The faculty believes it has a responsibility to both the public and the student when information about a student's substance use disorder comes to the faculty's attention that information should be communicated to the Board of Nursing to ensure patient safety.

## **Impairment in the School or Clinical Agency**

A student who demonstrates impaired behavior while in the classroom or clinical agency due to consumption of drugs and/or alcohol will be removed by the preceptor. A "for cause" drug screen or blood alcohol level to substantiate the claims regarding suspected workplace impairment of the student is required. The preceptor will arrange appropriate transportation to immediately take the student to a pre-arranged testing site.

Positive findings will result in dismissal from the program.

## **Crimes Related to Substance Abuse, Misuse, Substance Dependency, or other Substance Use Disorder**

Students having committed crimes such as Minor in Possession of Drugs/Alcohol, Possession of a Controlled Substance, Driving Under the Influence of Intoxicants, or Driving While Intoxicated may constitute grounds for dismissal from the program. If a student commits such an offense, it must be reported by the student to the Program Director for that level or no later than the day following the incident if occurs after normal business hours.

## **Academic Resources**

### **Founders Library**

The University library maintains a selection of books and journals related to nursing. In addition, the library provides access to approximately 20 major databases, including the major databases for nursing: CINAHL Plus, MEDLINE, ProQuest and the Joanna Briggs Institute collection from OVID. Also available is the Texas State Library consortium access to Stat!Ref in mobile format for student use during practicum courses. Stat!Ref enables users to cross-search full text titles, journals and evidence-based point of care authoritative resources. The library is subscribed to EBSCO's academic e-book collection, which provides full-text access to over 22,913 recently published (last five years) e-books on nursing and a broad range of print resources and other e-books in multiple disciplines.

The Universities Librarians are available on-line and provide individual support as needed for effective use by students. Jump Start provides additional ease in finding the best search results. The library is a member of WorldCat, enabling student access to unique materials from over 10,000 national and international sources sent directly to the library <https://www.worldcat.org/>. If immediate access is needed, students can directly access local and state-wide libraries such as those at Austin Community College, University of Texas at Austin, or Texas State University using a TexShare card, which is issued by CTX Library. TexShare is especially useful for distance learning students allowing students to use and borrow resources from most all university and city libraries in the entire state <https://www.tsl.texas.gov/texshare/index.html> .

There is a link directly to the library to the bottom left of the main home page for your courses. On its webpage, [www.concordia.edu/library](http://www.concordia.edu/library), the CTX Library also provides research help in the form of links and tutorials, such as those about copyright issues or writing research papers in APA format. For class-based or individual help, the nursing faculty and students can call, text, or email for library help. Recently, the library joined the consortia providing AskAcademic, a 24/7 chat that connects students with a live librarian to provide help.

### **Academic Computers**

. Online students are expected per CTX online student handbook to have their own access to computer. For more information, please see the CTX online student handbook.

### **Academic Help**

Any nursing students who are finding college coursework challenging, and/or have not been able to maintain the grades they would like are invited to use the resources available through the Success Center. Ruth Cooper is the Director and can be reached at 313-5031 or [ruth.cooper@concordia.edu](mailto:ruth.cooper@concordia.edu). The Success Center staff can assist with test taking skills, tutoring needs, coping with stress, or with challenging personal problems. The Success Center is located in Building F, Rooms 214 and/or 216.

### **Counseling Services**

A licensed professional counselor is available to help any nursing student who is experiencing personal or academic problems. The office is located in Building F, Room 207. This service is free to our students for a limited number of sessions. Long-term counseling, for which there will be a charge, can be arranged for students as needed. Any nursing student who anticipates a need for counseling is invited to contact Ruth Cooper to schedule an appointment with the licensed counselor. Ruth is the Director of the Success Center and can be reached at 512-313-5031 or [ruth.cooper@concordia.edu](mailto:ruth.cooper@concordia.edu).

### **Student Disabilities Services**

The University maintains an office to assist students who have questions about the need for special accommodations due to a disability. Any nursing student who anticipates the need for assistance, support services, and reasonable accommodations related to a disability should contact the Success Center in Building F, Rooms 214 and 216. Ruth Cooper is the Director and can be reached at 313-5031 or [ruth.cooper@concordia.edu](mailto:ruth.cooper@concordia.edu).

## **Appendix A: Texas BON Rule Regarding Good Professional Character Texas Administrative Code**

(a) Good professional character is the integrated pattern of personal, academic and occupational behaviors which, in the judgment of the Board, indicates that an individual is able to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board's rules and regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.

(b) Factors to be used in evaluating good professional character in eligibility and disciplinary matters are:

(1) Good professional character is determined through the evaluation of behaviors demonstrated by an individual in his or her personal, academic and occupational history. An individual's age, education, and experience necessarily affect the nature and extent of behavioral history and, therefore, shall be considered in each evaluation.

(2) A person who seeks to obtain or retain a license to practice professional or vocational nursing shall provide evidence of good professional character which, in the judgment of the Board, is sufficient to insure that the individual can consistently act in the best interest of patients/clients and the public in any practice setting. Such evidence shall establish that the person:

(A) is able to distinguish right from wrong;

(B) is able to think and act rationally;

(C) is able to keep promises and honor obligations;

(D) is accountable for his or her own behavior;

(E) is able to practice nursing in an autonomous role with patients/clients, their families, significant others, and members of the public who are or who may become physically, emotionally, or financially vulnerable;

(F) is able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and

(G) is able to promptly and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance the health status of patients/clients or the public or could protect patients/clients or the public from unnecessary risk of harm.

(3) Any conviction for a felony or for a misdemeanor involving moral turpitude or order of probation with or without an adjudication of guilt for an offense that would be a felony or misdemeanor involving moral turpitude if guilt were adjudicated.

(4) Any revocation, suspension, or denial of, or any other adverse action relating to, the person's license or privilege to practice nursing in another jurisdiction.

(c) The following provisions shall govern the determination of present good professional character

and fitness of a Petitioner, Applicant, or Licensee who has been convicted of a felony in Texas or placed on probation for a felony with or without an adjudication of guilt in Texas, or who has been convicted or placed on probation with or without an adjudication of guilt in another jurisdiction for a crime which would be a felony in Texas. A Petitioner, Applicant, or Licensee may be found lacking in present good professional character and fitness under this rule based on the underlying facts of a felony conviction or deferred adjudication, as well as based on the conviction or probation through deferred adjudication itself.

(1) The record of conviction or order of deferred adjudication is conclusive evidence of guilt.

(2) In addition to the disciplinary remedies available to the Board pursuant to Tex. Occ. Code Ann. §301.452(b)(3) and (4), Texas Occupations Code chapter 53, and §213.28, a licensee guilty of a felony under this rule is conclusively deemed to have violated Tex. Occ. Code Ann. §301.452(b)(10) and is subject to appropriate discipline, up to and including revocation.

(d) The following provisions shall govern the determination of present good professional character and fitness of a Petitioner, Applicant, or Licensee who has been licensed to practice nursing in any jurisdiction and has been disciplined, or allowed to voluntarily surrender in lieu of discipline, in that jurisdiction.

(1) A certified copy of the order, judgment of discipline, or order of adverse licensure action from the jurisdiction is prima facie evidence of the matters contained in such order, judgment, or adverse action and is conclusive evidence that the individual in question has committed professional misconduct as alleged in such order of judgment.

(2) An individual disciplined for professional misconduct in the course of practicing nursing in any jurisdiction or an or an individual who resigned in lieu of disciplinary action (disciplined individual) is deemed not to have present good professional character and fitness and is, therefore, ineligible to file an Application for Endorsement to the Texas Board of Nursing during the period of such discipline imposed by such jurisdiction, and in the case of revocation or surrender in lieu of disciplinary action, until the disciplined individual has filed an application for reinstatement in the disciplining jurisdiction and obtained a final determination on that application.

(3) The only defenses available to a Petitioner, Applicant, or Licensee under section (d) are outlined below and must be proved by clear and convincing evidence:

(A) The procedure followed in the disciplining jurisdiction was so lacking in notice or opportunity to be heard as to constitute a deprivation of due process.

(B) There was such an infirmity of proof establishing the misconduct in the other jurisdiction as to give rise to the clear conviction that the Board, consistent with its duty, should not accept as final the conclusion on the evidence reached in the disciplining jurisdiction.

(C) The deeming of lack of present good professional character and fitness by the Board during the period required under the provisions of section (d) would result in grave injustice.

(D) The misconduct for which the individual was disciplined does not constitute professional misconduct in Texas.

(4) If the Board determines that one or more of the foregoing defenses has been established, it shall render such orders as it deems necessary and appropriate.

(e) An individual who applies for initial licensure, reinstatement, renewal, or endorsement to practice professional or vocational nursing in Texas after the expiration of the three-year period in subsection (f) of this section, or after the completion of the disciplinary period assessed or



ineligibility period imposed by any jurisdiction under subsection (d) of this section shall be required to prove, by a preponderance of the evidence:

(1) that the best interest of the public and the profession, as well as the ends of justice, would be served by his or her admission to practice nursing; and

(2) that (s)he is of present good professional character and fitness.

(f) An individual who applies for initial licensure, reinstatement, renewal, or endorsement to practice professional or vocational nursing in Texas after a negative determination based on a felony conviction, felony probation with or without an adjudication of guilt, or professional misconduct, or voluntary surrender in lieu of disciplinary action and whose application or petition is denied and not appealed is not eligible to file another petition or application for licensure until after the expiration of three years from the date of the Board's order denying the preceding petition for licensure.

(g) The following disciplinary and eligibility sanction policies and guidelines shall be used by the Executive Director, the State Office of Administrative Hearings (SOAH), or the Board in evaluating good professional character in eligibility and disciplinary matters:

(1) Disciplinary Sanctions for Fraud, Theft and Deception approved by the Board and published on February 22, 2008 in the Texas Register (33 TexReg 1646) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>.

(2) Disciplinary Sanctions for Lying and Falsification approved by the Board and published on February 22, 2008 in the Texas Register (33 TexReg 1647) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>.

(3) Disciplinary Sanctions for Sexual Misconduct approved by the Board and published on February 22, 2008 in the Texas Register (33 TexReg 1649) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>.

(4) Eligibility and Disciplinary Sanctions for Nurses with Substance Abuse, Misuse, Substance Dependency, or other Substance Use Disorder and published on February 22, 2008 in the Texas Register (33 TexReg 1651) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/dsp.html>.

(5) Disciplinary Guidelines for Criminal Conduct approved by the Board and published on March 9, 2007 in the Texas Register (32 TexReg 1409) and available on the Board's website at <http://www.bon.state.tx.us/disciplinaryaction/discp-guide.html>.

Source Note: The provisions of this §213.27 adopted to be effective September 1, 1998, 23 TexReg 6444; amended to be effective November 14, 2002, 27 TexReg 10594; amended to be effective May 17, 2004, 29 TexReg 4884; amended to be effective October 10, 2007, 32 TexReg 7058; amended to be effective July 2, 2008, 33 TexReg 5007

## **Appendix B: REVIEW OF UNIVERSAL BLOOD AND BODY-FLUID PRECAUTIONS**

Medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens; blood and body-fluid precautions should be consistently used for all patients. Therefore, the need to adhere to Universal Precautions for all clients must be followed at all times.

Equipment that should be available to personnel in all agencies:

1. protective gloves
2. masks
3. gowns
4. protective eyewear
5. melt-a-way bags for soiled linen
6. needle disposal systems

### **1. Review of General Precautions:**

a. Barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any client are anticipated.

i. Gloves - Should be worn for:

1. touching all blood and body fluid, mucous membranes, or non-intact skin of all clients.
2. handling items or surfaces soiled with blood or body fluids and
3. performing venipuncture, intramuscular injections and other vascular access procedures.

2. Gloves should be changed after contact with each client.

i. Masks and protective eyewear - should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes.

ii. Gowns and protective eyewear should be worn during procedures that are likely to generate splashes.

b. Hands and other skin surfaces should be washed immediately and thoroughly with soap and water if contaminated with blood or body fluids. Hands should be washed immediately after gloves are removed.

c. All grossly contaminated blood spills are to be cleaned first with a detergent and then with a 1:10 dilution of bleach. Student should inform instructor and/or other staff. Housekeeping personnel of the agency should be called.

d. Precautions should be taken to prevent injury caused by needles, scalpels and sharp instruments or devices:

i. during procedures

ii. when cleaning used instruments

iii. when handling sharp instruments after procedures

iv. during disposal of used needles or other sharps

1. Needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand.

2. After use disposable syringes, needles, scalpel blades and other sharps should be placed in puncture resistant containers for disposal.

3. Large-bore reusable needles should be handled according to agency

e. Review the need for mouth to mouth resuscitation versus mouthpieces, resuscitation bags or other ventilation devices during resuscitation efforts. Most agencies have mouth pieces in all client rooms.

f. Students with exudative lesions or weeping dermatitis should refrain from direct client care and from handling patient-care equipment until the condition resolves.

g. Pregnant students should adhere to Universal Precautions since the infant is at risk of infection resulting from perinatal transmission.

### **3. Precautions for Invasive Procedures**

4. An Invasive Procedure is defined as a surgical entry into tissues, cavities, organs or repair of major traumatic injuries.

a. In an operating or delivery room, emergency department or outpatient department including physicians' or dentists' offices.

b. Cardiac catheterization or angiographic procedures.

c. Vaginal or Cesarean delivery or other invasive obstetric procedures during which bleeding may occur, or,

- d. the manipulation, cutting or removal of any oral or perioral tissues including tooth structure during which bleeding occurs or the potential for bleeding exists.
5. The general blood and body-fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for all such invasive procedures.
6. All student nurses who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body fluids of all patients.
- i. Gloves and/or surgical masks should be worn for invasive procedures.
  - ii. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips.
  - iii. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids.
7. All student nurses who perform or assist in vaginal or cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.
8. If a glove is torn or a needle stick or other injury occurs, the glove should be removed and a new glove used as promptly as client safety permits.
9. Precautions for Handling Specimens
10. Blood and other body fluids from all clients should be considered infective. Follow General Infection Control and Safety Policies for Laboratory of the agency. Resources – A videotape, put out by OSHA, will be used to introduce the nursing student to blood and body fluid precautions with a test following the video. It is kept in the Nursing Program's Learning Center video library.

**Acknowledgement of the School of Nursing Student MSN and RN to BSN/RN to MSN Handbook Policies**

**CERTIFICATION FORM**

The *MSN and RN to BSN/RN to MSN Student Handbook* will be available prior to the beginning of the semester. Students should read the *Handbook* so they can ask questions. After the opportunity to ask questions, students will sign the Certification Form. Nursing students also are responsible for reading the CTX Online Student Handbook and for asking Concordia staff questions about that Handbook.

**CERTIFICATION**

I certify that I have read the *Concordia MSN and RN to MSN Nursing Student Handbook* in its entirety and I have been given the opportunity to ask any questions about all or parts of it. I understand that I also am responsible for reading the *Concordia University Online Student Handbook* and for asking Concordia staff questions about that Handbook.

I hereby certify that I understand the contents of the *Concordia MSN and RN to MSN Nursing Student Handbook* and I will comply with all policies and procedures in it. This includes the Appendices on BON Professional Character from the Texas Administrative Code and the Universal Precautions.

\_\_\_\_\_  
STUDENT NAME (print)

\_\_\_\_\_  
DATE