SCHOOL OF NURSING HANDBOOK
and POLICY MANUAL
FOR ADN STUDENTS
2013-14
Introduction

Welcome to the nursing program at Kentucky State University (KSU). The faculty would like to congratulate each student on the hard work and for choosing one of the most honorable and rewarding professions that exists today. Currently, the need for qualified nurses is great, and nursing offers many career opportunities.

The School of Nursing is required to be in compliance with the Accreditation Commission for Education in Nursing (ACEN) Standards and Criteria for Accreditation, as well as the Kentucky Nursing Laws and Kentucky Administrator Regulations, Title 201, KRS Chapter 314.00, Chapter 20: Board of Nursing. In order to maintain compliance, the School of Nursing policies are reflective of the many standards of professionalism and quality and safety of nursing care. ACEN and the Kentucky Board of Nursing (KBN) require that the School of Nursing maintain at least an 85% first-rate pass rate on the NCLEX-RN examination.

The School of Nursing policies are congruent with the University’s policies in areas of student responsibility behavior and complaints/grievances. In order to maintain standards of professionalism and quality and safety of nursing care, program completion, academic policies, and clinical policies differ.

The information contained in this handbook and policy manual is designed to help the student become better oriented to the nursing program and to KSU. Please consult the faculty and staff of the School of Nursing with questions or concerns.
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Mission and Philosophy

The mission of Kentucky State University is to provide access to education which prepares student to compete in a global society (KSU Catalogue). The mission of the School of Nursing, congruent with this mission, is to prepare students to become integral members of the nursing profession contributing to global healthcare through integrated teaching, research, and service.

The School of Nursing philosophy draws from the University mission statement, a liberal arts foundation, and application of various principles and theoretical concepts to provide evidenced-based nursing practice. The faculty’s beliefs are based on the following principles:

Each person has physical, psychological, social, cultural, and spiritual needs that must be met if he/she is to survive, grow, develop, and become a productive member of society. Persons may be categorized as individuals, families, groups, and/or populations. Persons are perceived as unique individuals with dignity and rights, regardless of race, gender, health status, socio-economic status, national origin, sexual orientation, disability, veteran status, age, religion, or marital status.

Health is viewed on a continuum of wellness and illness. Optimum wellness occurs when individuals are functioning at the highest level of their abilities and varies with each individual. Illness is an alteration in the individual’s optimum level of wellness and also varies with each individual.

The environment is viewed as internal and external global and local elements and conditions that affect the well or ill individual. It encompasses the social, economic, political, legal and technical context of the individual and the practice setting. It also includes significant others, the nurse, groups, and communities with whom the individual interacts.

The nursing faculty supports the American Nurses Association definition of nursing as, “the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through diagnosis and treatment of human response, and the advocacy in the care of individuals, families, communities, and populations.” (Nursing Scope and Standards of Practice, 2nd Edition, 2010) Nursing practice is assisting the person (individual, family, groups, or community) to optimize their level of health/wellness in a therapeutic, caring, and culturally competent context.

Nursing education is based on a liberal studies foundation and theoretical nursing knowledge, draws from diverse populations, provides student-centered learning, and promotes life-long learning for success in a global society. Nursing education provides an environment for cognitive, psychomotor and affective development. Multiple instructional strategies/tools are utilized to promote active learning, critical thinking, competent skill performance and clinical judgments that are essential for professional nursing practice. Nursing education is enhanced in environment that fosters respect, collegiality, and professional development.

Professional values guide beliefs and principles that influence one’s professional and personal behavior. Values are the foundation for ethical decision-making in the practice of nursing care utilizing the nursing codes of ethics. Professional nursing values are based on the understanding that nursing practice is built on a trust that society has placed on nursing as a profession.
The nursing faculty has identified the 2010 National League of Nursing (NLN) Education Competencies as the educational standard for KSU School of Nursing graduates. The model components include Core Values, Integrating Concepts, Program Outcomes, and Nursing Practice. KSU nursing graduates should be able to “provide safe care that is culturally and developmentally appropriate and that is centered on building and sustaining positive, healthful relationships with individuals, families, groups, and communities; practice within a legal, ethical, and professional scope that is guided by accepted standards of practice; continually learn and grow as professionals whose practice is supported by evidence; advocate for access to and quality health care” (NLN, 2010, p. 7).

NLN Core Value includes “seven identified fundamental roots” that help achieve “six Integrating Concepts to remain relevant and accountable to the public and those in need of nursing” (NLN, 2010 p. 9-10). The KSU School of Nursing graduates will achieve outcomes by meeting the intended goals of each course in the nursing curriculum. The student learning objectives for each course provide all students the activities for meeting the required core competencies to cultivate the fundamentals and apprenticeships of nursing practice.

Approved: 5/2012
Key terms of the 2010 NLN Education Competencies Model

PROGRAM OUTCOMES
Program-specific:
- Human flourishing
- Nursing judgment
- Professional identity
- Spirit of inquiry

CORE VALUES
Nursing fundamentals:
- Caring
- Diversity
- Ethics
- Excellence
- Holism
- Integrity
- Patient-centeredness

INTERGATED CONCEPTS
Defined in terms of knowledge, practice, and ethical apprenticeships:
- Context and environment
- Knowledge and science
- Personal and professional development
- Quality and safety
- Relationship-centered care
- Teamwork

NURSING PRACTICE
Merge program-specific outcomes with core values and integrated concepts from a nursing graduate into competent nursing professional.
ADN Program Outcomes

The ADN curriculum supported by the University’s liberal studies program outcomes is designed to prepare the graduate to competently perform the following:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.

3. Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed evidence-based practice, caring, advocacy, and safe, quality care for diverse patients, families, and communities.

4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

Approved: 5/2012
# Kentucky State University
## Associate Degree in Nursing Curriculum

### FIRST YEAR

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
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<tr>
<td>BIO 107 Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 115 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>NUR 111 Nursing I</td>
<td>7</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>17</strong></td>
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### SECOND YEAR

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER</th>
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<tbody>
<tr>
<td>BIO 204 Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 303 Developmental Psych</td>
<td>3</td>
</tr>
<tr>
<td>FNU 104 Basic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUR 211 Nursing III</td>
<td>9</td>
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<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>18</strong></td>
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Nursing Courses: 35 credit hours
Liberal Studies Courses: 32 credit hours
TOTAL: 67 credit hours

Revised: 2/07
Revised: 5/11
Revised: 5/12
Kentucky State University

Associate Degree in Nursing Curriculum - revised 8/13

**FIRST YEAR**

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>BIO 107</td>
<td>4</td>
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<tr>
<td>MAT 115</td>
<td>3</td>
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<tr>
<td>NUR 111</td>
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**TOTAL HOURS** 17  **TOTAL HOURS** 17

**SECOND YEAR**

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
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<tr>
<td>BIO 204</td>
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<tr>
<td>PSY 303</td>
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<tr>
<td>NUR 211</td>
<td>Nursing III</td>
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**TOTAL HOURS** 18  **TOTAL HOURS** 15

Nursing Courses 35 credit hours
Liberal Studies Courses 32 credit hours
TOTAL 67 credit hours

Revised: 2/07
Revised: 5/11
Revised: 8/2013
School of Nursing Policies

These policies apply to all nursing students and students planning to apply to the nursing program.

Program Completion Requirements

1. Students must obtain a letter grade of C or higher in all courses required in the nursing curriculum (nursing courses and liberal studies courses).
2. Students must have a cumulative GPA of 2.0 or higher each semester in order to remain in the nursing sequence.
3. Students failing the same liberal studies course for the second time will not be admitted/re-admitted to nursing.
4. Students may repeat one of the two Anatomy & Physiology courses (BIO 107 or BIO 108) one time only to be considered for admission to Nursing and/or to continue with a major in Nursing.
5. Students failing a concurrent science course must remove the failure before continuing in nursing (BIO 107, BIO 108, and BIO 204).
6. Students are expected to complete the nursing program in the sequence as identified on the curriculum ladder.
7. Students shall not enroll in a 200 level nursing course until they have successfully completed all first year courses on the curriculum ladder.
8. Students that interrupt the completion of the nursing sequence, either by failure or withdrawal from the nursing course, may reapply for re-admission to the nursing sequence only once.
9. Students that have been out of any nursing course two years or more and reapply for re-admission to the nursing sequence must demonstrate knowledge from all previous nursing courses by examination(s) and skills testing.
10. Students failing or withdrawing from a nursing course after re-admission will be eligible to reapply to the nursing program only once.
11. Re-admission will be based on the discretion of the nursing faculty.

Academic Policies

Grading System for all Nursing Courses:

A = 90% - 100%
B = 84% - 89%
C = 79% - 83%
D = 70% - 78%
F = 0% - 69%
Final Grade: The final grade will not be rounded up. The final grade, excluding NUR 203, is dependent upon the following:

1. Theory grade - theory grade will include examinations – 50%, composite – 10%; final exam – 20%; and ATI Proficiency Level Score -20%. (ATI Proficiency Scores are described below in the Standardized Examination Policy). If a student does not earn a grade of "C" (79%) or better in theory, the student receives a failing grade and is not eligible to continue in the nursing sequence.

2. Clinical evaluation - clinical evaluation will include the nursing care plan, drug cards, attending and participating in pre- and post-conferences, satisfactory and safe administration of nursing care, and other assignments as related to the clinical laboratory experience. See Student Evaluation Form. Clinical performance is evaluated as "Satisfactory" or "Unsatisfactory". Satisfactory evaluation will not be reflected in the letter grade of the course. Unsatisfactory evaluation will mean a failure (D) in the course. See each course outline for specific requirements.

**Standardized Examination Policy**
The School of Nursing adopted the Assessment Technologies Institute (ATI) formative and summative testing program. ATI is responsible for grading all standardized examinations. Student will be notified of scores in a timely manner as determined by the nursing faculty that is consistent with the School of Nursing and University course grade policies. Some of the tests are formative only, while others are summative.

**Formative ATI Tests:**

NUR 111: Test of Essential Academic Skills (TEAS), Self-Assessment and Critical Thinking – Entrance. (These tests will be used to access the student’s abilities regarding math, science, reading, English, and critical thinking skills.)
Fundamentals Practice (This test will be used to provide practice for the ATI summative exams.)

NUR 212: Pharmacology, Nursing Leadership and Management and Critical Thinking – Exit. (These tests will be used to access the student’s knowledge of pharmacology, leadership/management and the critical thinking skills.)

**Summative ATI Tests:**
The following Content Mastery tests are used for:

NUR 112: Fundamentals of Nursing and Mental Health
NUR 211: Nursing of Children and Maternal Newborn
NUR 212: Medical/Surgical Nursing
Grades for the Content Mastery exams are based on Proficiency Levels:

- Below Proficiency Level 1 – 50%,
- Proficiency Level 1 – 70%,
- Proficiency Level 2 - 83%,
- Proficiency Level 3 - 90%

Students not receiving a Proficiency Level 2 or higher on each examination must take a non-proctored version of that examination. The non-proctored examination can be taken once every 24 hours until a 90 percent score is obtained. The score must be obtained at least one day prior to final exam date. In the event the student does not obtain the 90 percent score on the non-proctored examination, the student will not be allowed to take the final exam.

**Exit Exam:**

The NUR 212 student is required to take and pass the ATI Comprehensive Predictor Test with a Predictive Probability of 95%. In the event the student does not earn a Predictive Probability of 95% or higher on the first writing, the student may retake the exam once to earn a Predictive Probability of 95% or higher.

Students earning less than a Predictive Probability of 95% on the second take are subject to the following:

1. Must demonstrate a passing theory component for NUR 212;
2. Must demonstrate a passing theory component for NUR 213, excluding the VATI Modules;
3. Will receive an "I" (Incomplete) for NUR 212 and NUR 213;
   - The “I” in NUR 212 will reflect a lack of completion of the Integrated Practicum (IP).
   - The “I” in NUR 213 will reflect lack of completion of the VATI Modules.
4. Will start IP no later than two full weeks after the graduation date
   - The above timeframe would allow faculty to complete current graduates and make arrangements for additional Preceptors.
5. Must complete all VATI Modules and receive a "green light" from VATI to take NCLEX; and
6. The IP and VATI must be successfully completed before the beginning of the last full week in June to allow time to complete the grading process.

Upon successful completion of the above, the students’ grades of “I” will be changed to reflect the specific grade earned for NUR 212 and NUR 213 with an effective May graduation date. After verification of graduation, name (s) will be forwarded to KBN to process for the NCLEX exam.
Math
Proficiency in math is vital in medication administration. Therefore, answers to math problems on quizzes or exams will not be given partial credit. Below are the rules to follow throughout the nursing program.

**Whole numbers:** Do not include trailing decimal or zero in the answer.

Example: Correct answer is: 4  Incorrect answers are: 4. or 4.0 or 4.00

- **Decimals:** Must include the zero in the whole number place.
  
  Example: Correct answer is: 0.25 mg  Incorrect answer: .25 mg

- **Unit of measure:** Must be identified correctly (i.e. tab, mg, ml, gtts/min, mcg).

- **Rounding Rules:** Round only the final answer.
  
  o **Rounding to the nearest tenth:**
    
    If the last digit is equal to or > 5 round up.  Ex: 1.57 = 1.6
    
    If the last digit is < 5 then round down.  Ex: 1.54 = 1.5

**Pediatrics Only**

  o **Rounding to the nearest hundredth:**
    
    If the last digit is equal to or > 5 round up.  Ex: 0.686 = 0.69
    
    If the last digit is < 5 then round down.  Ex: 0.543 = 0.54

**Weight Kg-lbs**

  2.2 lbs = 1 Kg  **Round to the nearest 10th**

  Example: 120 pounds = 54.54 kg ---→ 54.54 = 54.5 kg

  Problems that require the use Kg wt to solve problem must be converted and rounded to nearest 10th before solving the rest of the problem.

Attendance
It is the belief of the faculty of the School of Nursing that students enrolled in the Nursing sequence should be in attendance in all planned nursing course activities. In the event of student absences and in accordance with recommendations of the Kentucky Board of Nursing, the faculty of the School of Nursing has adopted the following attendance policy that applies to nursing students:

1. Students are expected to be in attendance in all planned nursing course activities.
2. Maximum number of absences from class or clinical will be assessed as the following:
   
   a.  for a two (2) hour course, no more than two (2) cuts allowed;
b. for an eight (7) hour course, no more than seven (7) cuts allowed;
c. for an nine (9) hour course, no more than nine (9) cuts allowed
d. for a ten (10) hour course, no more than ten (10) cuts allowed.

For each absence (excused or unexcused) over the maximum number allowed, the instructor may lower the course grade one full grade level.

Each 50 minutes in the classroom is equivalent to 1 credit hour. Each 3 hours in clinical is equivalent to 1 credit hour. (Clinical lab cut: three hours absence equals one cut)

**Academic Honesty**

Students are expected to be honest in their academic work. Although group work is often encouraged and sometimes required by faculty, students must be careful to use the work of others only when such use is appropriate, expected, and properly credited.

Examples of cheating and other forms of academic dishonesty which students must avoid include, but are not limited to, the following:

1. Cheating of any kind on exams and quizzes (including getting assistance from any source or using any notes or other testing aids without the explicit approval of the instructor). A student who has unauthorized notes on or around his/her person during a quiz or major examination shall be considered to be in violation of this policy;
2. Copying and or discussing any proctored ATI exam question;
3. Copying or discussing any nursing course exam or quiz question – unless approved by the faculty member;
4. Use of a cell phone during a quiz or exam is a direct violation of the Academic Honesty Policies of Kentucky State University. *Any use of a cell phone during a quiz or an exam is considered an act of cheating.* Students are advised not to bring cell phones to exams to avoid misunderstandings. If a cell phone must be brought to the quiz or exam, it must be turned off and kept out of site;
5. Misrepresenting work done by others as one’s own work;
6. Claiming credit for a group report or assignment when one has not participated in completing the group task or fulfilled the responsibilities to the group;
7. Getting assistance from others or directly copying the work of others when the faculty has assigned individual work;
8. Failing to credit contributions by those who helped in an assignment when receiving such assistance is expected or allowed by the faculty;
9. Plagiarism in essays, formal research papers, and other formal written work by failing to paraphrase properly from source materials;
10. Plagiarism in essays, formal research papers, and other formal written work by not giving credit to the sources of information and ideas. When preparing essays or research papers, follow source citations guidelines designated by faculty;

11. Altering completed test papers or assignments after grading and then claiming an error in grading; and

12. Assisting other students in any of types of dishonest activities as described above.

Students will be required to sign an Honor Code for each examination and/or quiz. Students are encouraged to study the above list carefully and avoid any behaviors which could be interpreted as being academically dishonest; otherwise faculty may suspect academic dishonesty. Also, students should be careful to avoid leaving any assignments or written work on hard drives of computers in computer laboratories to avoid other students using the work.

**Penalties for academic dishonesty are serious.** Penalties for academic dishonesty range from a zero on the work in question to dismissal from the University. The University’s policies governing academic offenses appear in the KSU Student Handbook and in the Academic Policies and Regulations section of the academic year Catalogue. The examples given above are consistent with the definitions of cheating and plagiarism given in that policy and the penalties will be consistent with the Sanctions for Academic Offenses.

**Unsafe/Non-Professional Behavior**
The School of Nursing has a responsibility to the public and Kentucky Stakeholders to produce safe, professional, and ethical registered nurses. The School of Nursing cannot tolerate unsafe and/or non-professional behavior. Students violating this policy will not be allowed to return to clinical or class, and will be required to attend a faculty meeting to discuss program status.

A nursing student demonstrating violent behavior can be dismissed from the School of Nursing with no possibility of readmission and the academic transcript will reflect these actions stating: dismissed from program; not in good standing. This policy is consistent with the School of Nursing’s core nursing competence for safe practice.

Violent behavior includes, but is not limited to, horizontal or lateral violence, physical, verbal abuse, and bullying against fellow nursing students, professors, clinical agency staff, and clients. If necessary, legal charges could be made depending on the nature of incident.

**Horizontal (or Lateral) Violence** takes on many different characteristics but include overt and covert nonphysical hostility such as criticism, sabotage, undermining, infighting, scape-goating or finger pointing, and bickering.
**Physical Abuse** defined by one or more episodes of aggressive behavior, usually resulting in physical injury with possible damage to internal organs, sense organs, the central nervous system, or the musculoskeletal system of another person.

**Verbal Abuse** involves the spoken or written word with cruel intentions and can include profanity. This form of abusive behavior can leave a victim feeling emotionally attached with feelings of lowered self-worth, hurt, and depression.

**Bullying** defined by Kentucky Safe Schools as “Bullying happens when a person with greater power takes unfair advantage of a less powerful person and these negative actions are repeated into a pattern of behavior. Bullying means there is an imbalance of power so that the victim cannot successfully defend himself or herself. Power can be physical size, strength, numbers, social standing, verbal skill, economic power, cultural or ethnic power, level of intelligence, popularity, gender, etc. Bullying is the persistent abuse of an underdog. The bully watches for opportunities to pick on the victim and the victim feels tormented and defenseless.”

If faculty deem a student *unsafe and/or that the student demonstrates **inappropriate behavior either on campus or in the clinical setting, the faculty members will meet with the course team members and determine consequences of the student’s behavior. The student may be placed on probation. If the student demonstrates further unsafe practice and/or inappropriate behavior he/she will be dismissed from the program. Faculty reserve the right to determine automatic/immediate dismissal based on competencies of safety and professionalism.

* unsafe practice is defined as a threat to self, patients, and/or others.
** inappropriate behavior is defined as behavior that would be inconsistent with expected behavior of a reasonably prudent nursing student.

**Social Media and Internet Use**
Nursing students are expected to maintain professionalism when using social media and internet environments. Students must use discretion when interacting in these environments to respect fellow nursing students, nursing faculty & staff, healthcare workers, and clients. Consistent with the mandatory regulations of HIPPA and FERPA; nursing students who assume social media tools to apply the same level of caution, common sense, professionalism, and respect for privacy that applies to traditional communications/interactions in the involved environments (healthcare & academic). Students in violation will be placed on academic probation and/or dismissed from the nursing program without the possibility of readmission at the discretion of the nursing faculty. The School of Nursing’s Violence and Violent Behavior Policy will apply to acts of extreme, outrageous or persistent “cyber-bullying” directed at anyone in the healthcare and academic environment.
Nursing students must also keep in mind that online life can affect future employment as a registered nurse. Employers as a part of applicant selection do a web search for any, but not limited to, videos, social media interactions, personal pages, or blogs that one’s name is associated with to help determine if one is professionally appropriate to employ.

“Social media can be defined as the constellation of Internet-based tools that help a user to connect, collaborate, and communicate with others in real time. Social media enables one to participate in an active, digital dialog or conversation in contrast to a passive, digital monologue, for example, the reading of a static webpage. Web 2.0 refers to active, as compared to passive, use of the Internet. Websites, such as blogs, wikis, YouTube, and LinkedIn that allow for user-generated content or comments are classified as Web 2.0 websites. Social media tools are a subset of Web 2.0 sites. As its name implies, social media creates a social interaction or a conversation between users” (Ressler, P. & Glazer, G., 2010).

Citation: Ressler, P., Glazer, G., (October 22, 2010), "Legislative: Nursing’s Engagement in Health Policy and Healthcare Through Social Media" OJIN: The Online Journal of Issues in Nursing. Vol. 16 No. 1. DOI: 10.3912/OJIN.Vol16No01LegCol01

Clinical Policies

Students are required to practice nursing skills in the Learning Resource Center (LRC) as indicated in the course syllabus. Proficiency of the skills is reflected when “checked off” on the skills. The student is required to come to clinical prepared to perform skills as reflected in the course syllabus. If the student is having difficulty with a nursing skill, the faculty may ask the student to spend extra time in the LRC to practice the skill with the LRC personnel.

Technical Performance Standards

Nursing at the Associate Degree level requires the application of the nursing process with an emphasis on technical knowledge and skills. The Associate Degree education in nursing leads to competence in providing direct nursing care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, applicants seeking admission to the program and students enrolled in the program who desire to successfully complete the program should possess:

1. Sufficient visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, Doptones, fire alarms, etc.

3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs.

4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual’s interest.

5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

**Learning Resource Center (LRC)**

**Purpose /Goal:**
The nursing skills/simulation LRC provides an environment for students to attain basic nursing skills. Students are expected to be oriented to new skills, practice those skills and attain basic level of proficiency in performing those skills. Competency skills are required for the program and are listed in the course syllabi. LRC is an extension of student clinical experience and the academic curriculum. Student may be videotaped and/or audio taped for educational purposes to be used by School of Nursing faculty as a debriefing/teaching tool for individuals and groups. The primary goal of the LRC is for the student to become competent, safe, and efficient with entry level nursing skills.

**General LRC Rules:**
Students not adhering to the LRC rules will be asked to leave and the grade will be reflected in the clinical evaluation.

1. No food or drink in LRC
2. No children in LRC
3. No cell phones while testing or when simulations are in progress.
4. Keep all lab rooms in order.
5. Wear Student ID.
6. Remove shoes when practicing in beds.
7. Do not remove equipment from the lab or between labs.
8. Bring skills check manual to all lab appointments.
9. Sign log sheet each time using LRC
10. Report malfunctioning equipment immediately to LRC personnel.
11. Seek assistance with use of all mannequins.
   a. Use gloves at all times when handling mannequins or their parts.
   b. Do not move or remove parts without help from nursing faculty.
   c. DO NOT use betadine on mannequins.
d. ONLY use 22 gauge needles on mannequins in the appropriate areas.

12. Notify LRC personnel as soon as possible for changes in appointment.
13. No call/no show may reflect negatively on clinical evaluation.
14. Principles of infection control and safety stressed with all LRC procedures.

LRC skills requirements:
1. One hour of faculty scheduled lab per week, to be counted as one hour of clinical, excluding NUR 212;
2. Scheduled group demonstration of new skills identified in course syllabus, excluding NUR 212;
3. Required signup for return demonstrations with LRC personnel/course faculty, prior to performing in clinical hospital setting,
   a. Attend scheduled demonstration of skill
   b. Practice skill in LRC for proficiency (Scheduled appointment required) (Walk-in practice based on space availability)
   c. Return demonstration and evaluation of skill with faculty or LRC personnel (Scheduled appointment required)
4. Required signup for competency testing with LRC manager, LRC coordinator, or course faculty by deadline date reflected in the course syllabus.
   a. Practice skill in LRC for proficiency (Scheduled appointment required) (Walk-in practice based on space availability)
   b. Return demonstration and evaluation of skill with faculty or LRC personnel (Scheduled appointment required)
   c. Bring competency sheets to LRC for end of semester testing.

Student Criminal Background Checks
Students are required to obtain an online criminal background check from American DataBank. The background check must be completed no later than established date of each year. Students who have been convicted of a misdemeanor or felony should notify the Chair of the School of Nursing or the Kentucky Board of Nursing to obtain information concerning the Kentucky Board of Nursing’s Guidelines for Review of Licensure Application Conviction Record (www.kbn.ky.gov).
**Student Drug Screening Requirement**
Students are required to submit to a drug screen as delineated by agency and/or faculty policy. The drug screen must be completed in the prescribed timeframe and by the agency designated by the School of Nursing. Failure to complete the drug test in designated timeframe or failure of the drug test will result in student being dismissed from the program. The School of Nursing reserves the right to require a random drug screen based on “unsafe” criteria.

**Liability Insurance**
Students are required to purchase nursing liability insurance. The School of Nursing has an agreement with an insurance company that provides the insurance at a reasonable cost. The liability insurance must be purchased at the beginning of each academic year. One cannot attend class or clinical without liability insurance.

**Immunizations**
Students are required to submit proof of immunization. It is the responsibility of the student to complete all required immunizations and to keep them up to date. One cannot attend class or clinical without all completed immunizations.

**Cardiopulmonary Resuscitation Certification (CPR)**
Students are required to be certified in adult and infant CPR. One can obtain CPR training from a local hospital or the Red Cross. Before completing a CPR course, make sure that the certification will be in both adult and infant CPR. CPR training must be renewed every two years and it is the responsibility of the student to keep their CPR certification up to date. One cannot attend class or clinical without completion of CPR training.

**TB Skin Test**
Students are required to submit a current TB skin test (ppd) result on file. TB skin tests must be renewed each year. One can obtain a TB skin test from the health department, work site, or a physician. It is the responsibility of the student to keep TB skin test results updated. One cannot attend class or clinical without a current TB skin test result on file.

**Health Insurance Portability and Accountability Act (HIPAA)**
HIPAA is a regulation from the federal government that provides greater assurance to patients that their medical records are kept confidential. All health care providers should be aware of the HIPAA regulations and must follow these mandate—including nursing students. One must view a video on HIPAA in the School of Nursing lab and sign the form in the back of this handbook before going to clinical. The HIPAA regulations can be found in the Federal Register: August 14, 2002 (Volume 67, Number 157, pp. 53181-53273). Copies of the Federal Register are in the School of Nursing audio-visual lab and on reserve in Blazer Library. The Federal Register can also be accessed online at the following address: [http://www.hhs.gov/ocr/hipaa/privruletxt.txt](http://www.hhs.gov/ocr/hipaa/privruletxt.txt). One cannot attend clinical having not viewed the HIPAA video and signed the HIPAA
confidentiality form. **Any violation of client confidentiality could result in dismissal from the nursing program.**

**Body Piercings and Tattoos**

Body piercings and tattoos are currently fashionable. When in the clinical area, tattoos must be covered. Regardless of the number of body piercings, the only area where one may wear an earring is in one hole for each ear. Body piercings that are covered by the uniform are not subject to this rule. One will not be allowed to attend clinical if tattoos are not covered or the wearing of more earrings than allowed. One will receive an unexcused absence.

**Exposure to Blood Borne Pathogens/Emergency Care**

Exposure incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material resulting from performance of the student’s duties. If a student is involved in an exposure event, the following procedure should occur at the student’s expense:

**ON CAMPUS:**

1. Documentation of the exposure incident, which shall become part of the student’s medical record, including the:
   a. Route of exposure;
   b. Circumstances surrounding the incident; and
   c. HBV and HIV status of the source person, if known.

2. Confidential medical evaluation and follow-up of the incident should include:
   a. Private and confidential counseling through Health Works, or healthcare provider of personal choice.
   b. Immunoassay to exposed person (immunoassay means an approved serological test or group of tests which is currently performed in an accredited clinical laboratory for the determination of HBV and HIV infection). This will be arranged by the Health Works provider, or healthcare provider of personal choice.
   c. Follow-up immunoassay at six weeks, twelve weeks, and six months post-exposure.
   d. Medical evaluation of any acute febrile illness that occurs within twelve weeks post-exposure.
   e. Use of safe and effective post-exposure measures according to recommendations for standard medical practice.

The address: Health Works

#4 HMB Circle
Frankfort, Kentucky 40603
Phone number: 502-695-9990
Fax # 502-695-9627
Contact person Myra Pieratt, Nurse Practitioner
IN A CLINICAL FACILITY:

The student will follow the Blood Borne Pathogen Exposure policy of the institution where the exposure occurred. The student is responsible for any expense incurred from the exposure. (Most agencies require student to follow their educational institution’s policies.)

Emergency Care During Class or Clinical Time
The student will follow the policy of the University for any situation considered to be an emergency. This policy can be found on website: www.kysu.edu. (emergency procedures). Should emergency care be needed during class or clinical time, the student is responsible for any expense incurred.

Uniform Guidelines
Students are expected to follow the uniform guidelines when attending any clinical activity. If a clinical activity requires that other attire be worn, the faculty will inform students of the proper attire for that activity. One will be asked to leave the clinical site and counted as absent (unexcused) if not dressed according to the uniform guidelines. A copy of the uniform guidelines is in the back of this Handbook.

Personal Hygiene
Personal cleanliness is requested for class and required for clinical. In the classroom, a disheveled appearance and offensive body odors interfere with the learning environment. A high level of personal hygiene is required in the clinical area. Hair must be clean and neat. Hair that touches the collar must be pulled back and secured. Beards and mustaches must be trimmed. A bath and deodorant are required to attend clinical. The uniform must be clean and ironed for each clinical day. Shoes must be clean and in good condition. Fingernails are a source of microorganisms. Fingernails must be short and clean. Acrylic nails are not allowed in clinical. One will not be allowed to attend clinical if personal hygiene does not meet these standards and will receive an unexcused absence.

General Policies

Responsibilities as a Nursing Student
Admission to the nursing program embarks the student on a career path that could take many directions. Success in this nursing program depends largely on the individual and the priority placed on nursing education. The nursing faculty has a responsibility to teach the student, but the student must put forth the effort to learn the material.

Working students:
It is understood that many students have to work while attending school. However, nursing students are encouraged to work as little as possible while taking advantage of student loans, grants, scholarships, and other forms of financial aid.
Nursing students should keep in mind that the nursing program cannot change its requirements for students who work. Students should think carefully about their financial and life responsibilities before beginning a nursing program. It is the student’s responsibility to solve the problems associated with working and attending school.

Questions working students should ask themselves:
- Can I arrange my work schedule and class schedule in a way that is compatible?
- After attending class and meeting my work responsibilities, when will I study and go to the nursing lab?
- What other responsibilities do I have in my life?
- Who will be my support system during the next two years?
- Are there ways I could work less over the next two years?

Complaints/Grievances:
The School of Nursing follows the University’s Complaints and Grievances as found in University Student Handbook. A nursing student with a problem or complaint should speak to her/his faculty advisor. If the problem involves a faculty member, the student should request a conference with the faculty member to discuss the problem. If the student is not satisfied, the student may then bring the problem to the attention of the course coordinator or chair. If the student is still not satisfied, the problem should then be taken to the Dean of the College of Professional Studies. Students should be prepared to put their complaint in writing. “Due process” procedures are followed, including “right of appeal.”

Use of E-mail and Blackboard
Students must have Internet access. E-mail and/or Blackboard are used to obtain assignments, handouts, and to receive communications from faculty. Each student is assigned an e-mail address for the University e-mail system, and must use the University e-mail address when contacting the faculty. Use of a private e-mail address is prohibited. Under direction of the Family Educational Rights and Privacy Act (FERPA), faculty will not respond or communicate with students using non-KSU email. Course Blackboard access will be available to students using the KSU email address ONLY.

For personal protection, please exercise discretion when using e-mail. Keep in mind that anything written to someone in an e-mail can be viewed or retrieved by anyone. Negative or inappropriate comments in an e-mail will not be tolerated. Unprofessional use of e-mail and/or the Internet could result in dismissal from the nursing program. The student must comply with the policy for computer conduct in accordance with Information Technology.

Children in the Classroom, LRC, and Clinical
The School of Nursing must comply with OSHA and clinical agency regulations. The School of Nursing does not allow children to be present in the classroom, LRC, or at the clinical site.
Photocopying and Recording Lectures
The School of Nursing does not make copies for students. A copier is available for student use in the Blazer Library. Keep in mind that permission may be required to copy some documents.

Many students find that recording lectures is helpful to them. However, the student must have the faculty’s permission to record lectures. Recording lectures should not cause any unnecessary disruption in the classroom.

American Disabilities Policy
Kentucky State University has policies for accommodating students with disabilities. If one has special needs, one must contact the Disability Resource Center (DRC) located in the Carl Hill Student Center, ext 5093. The School of Nursing will only accept documentation from DRC.

Behavior in Class
Students are expected to attend all nursing classes and to be on time. (Refer to the policies on attendance.) All nursing classes allow time for discussion and asking questions. However, students should be aware that excessive social conversation in class is distracting and disrespectful to other students and faculty.

Fellow students should be treated with respect. The classes are small and most students become well acquainted after a period of time. Keep in mind that the students in class will one day be nursing colleagues. Make an effort to relate to all classmates in a friendly manner and begin to develop a collegial relationship with each other.

Revised: 6/07; 7/09; 7/10; 8/11; 5/13
Important Websites and Addresses
Throughout the nursing program, the student may seek additional information about the University and about nursing or the nursing program from the following sources:

KSU Website - www.kysu.edu

KSU Mailing Address - Kentucky State University, 400 East Main St., Frankfort, KY 40601. School of Nursing phone number: (502)597-5957.

Kentucky Board of Nursing Website - http://kbn.ky.gov

Kentucky Board of Nursing Mailing Address - 312 Whittington Pkwy, Suite 300, Louisville, KY 40222-5172. (800)305-2042.

Accreditation Commission for Education in Nursing, Inc. (ACEN) Mailing Address – 3343 Peachtree Road NE, Atlanta, GA 30326. - Website – www.acenursing.org (Formerly NLNAC, National League for Nursing Accrediting Commission, Inc.)

Student Advising
Nursing students are assigned a faculty advisor when they begin the first nursing course. Making an appointment for a meeting with the advisor will ensure that the faculty member has time set aside to discuss the needs. Preregistration requires an appointment with the faculty advisor. All faculty have offices and mailboxes in the Betty White Health Center building.

Remedial Work for Class Content and Nursing Skills
Being successful in the nursing program is a priority, with the expectation of passing NCLEX-RN on the first take. When students have problems with an exam or assignment, they should contact their instructor for assistance. When faculty recognizes that a student is having consistent academic problems, the student may be asked to do some remediation in their identified area(s) of weakness. If the faculty identifies areas of weakness, it is important to follow the faculty’s suggestions for improvement.

Remedial work for class work or clinical skills is not meant to embarrass or to be a punishment. When asked to do remedial work or to spend extra time practicing a skill, make every effort to put in the extra work that is suggested. The faculty are here to help students attain the goal to be an excellent nursing professional.
**Study Resources**
These resources can provide extra help with course work or nursing skills:

1. Visit the office of FRIENDS (Student Center, Room 304).
2. Visit the office of Academic Center for Excellence (ACE) (Student Center, 1st floor).
3. Make an appointment with Faculty/LRC personnel.
4. Spend extra time on videos, computer software, or practicing skills, including use of ATI.
5. Read the course material and answer the objectives before coming to class.
6. Form a study group. (May not be helpful to all learner types.)
7. Use a study book to practice NCLEX-RN type questions.

**Student Representation in the Nursing Program**
Nursing students are encouraged to have input into decisions that are made about the nursing program. Every year, each nursing class chooses a class president and a vice president. These persons are responsible for representing the students in their class during faculty meetings, on search committees for hiring new faculty, or when a student has a problem while in the nursing program. Individual students may also attend faculty meetings and may represent themselves without involving the class officers if desired.

**Day/Evening Nursing Students**
Students should take special care to prepare for attending the nursing program. Students taking day classes may be required to attend events scheduled after the traditional “5:00 p.m. evening” hour. Students taking evening classes may be required to attend events prior to the traditional “5:00 p.m. evening” hour. It is important to arrange a schedule that will allow a short break and some food before and/or after class or clinical. Taking good care of oneself over the next two years will greatly enhance success in our nursing program.

Sometimes evening students feel left out of the daily activities of the nursing program. Day and evening students should make an effort to get to know each other. Make arrangements for study sessions or social activities. Whether attending the day or evening program, many fellow nursing students will one day be professional colleagues. Developing productive relationships now enhances this process.

**All Nursing Students**
Make arrangements now to ensure success in the nursing program. Map out time for class, clinical, the lab, and studying. Use the Weekly Schedule form in this handbook. Develop a good support system. Enlist the help of family and friends to assist with the responsibilities. Many sacrifices will be made over the next two years in order to complete the nursing degree. However, the sacrifices will end upon successful completion of the NCLEX-RN exam and the RN license—and the rewards will begin.

Good luck for successful completion of the program within the next two years.
FAQ’s

1. Do I need to come to every class and clinical?
   Yes. Class attendance is expected. There are special policies for attendance of clinical. Be aware of the attendance policies.

2. If class attendance is expected, what if I become pregnant or have to have surgery?
   The School of Nursing has special policies for absences due to pregnancy, surgery, recuperation from an injury/illness, or a death in the family. Documentation is required to be excused from class/clinical under these circumstances. The student must notify the faculty if pregnant and enrolled in NUR 111, 112, 211, or 212. Notify the faculty as soon as possible when you become aware that an extended absence may be necessary. Some medical conditions may require a doctor’s statement before being allowed to return to class and clinical. Some absences may not be excused.

3. Do I need computer skills to be a nurse?
   Yes. Many nursing assignments will require the use of a computer. NCLEX-RN is a computer generated exam and some computer literacy is necessary to be successful. If computer skills are lacking, sign up for a basic computer course.

4. Do I really need to pass my nursing boards on the first try? Couldn’t I take them the first time just to see what they are like?
   The graduate needs to be prepared to successfully take NCLEX-RN one time only. It costs approximately $300 to take the NCLEX. Failure after the first try “just to see what they are like” will result in having to repeat the exam and to pay the $300 again. Failure to pass the NCLEX on the first try results in having to wait at least 45 days to work as an RN and to make the salary of an RN.

   Nursing programs are judged on how their graduates do on the FIRST attempt to pass the NCLEX. The Kentucky Board of Nursing requires that all nursing programs have at least 85% of graduates to pass the NCLEX-RN on the first attempt. The goal in this nursing program is to consistently have over 90% of our graduates to pass the NCLEX-RN on the first attempt.
### Female Uniform Includes:
1. Nurse’s white pant suit or nurse’s white uniform (NO SCRUBS) with KSU nursing emblem sewn on left sleeve
2. Approved KSU green tunic
3. White stockings/socks
4. White nursing shoes
5. Approved KSU name pin
6. Bandage scissors
7. Watch (digital or with second hand)
8. Current KSU photo ID

### Male Uniform Includes:
1. Professional style approved uniform jacket with KSU nursing emblem sewn on left sleeve or white oxford shirt (no knits)
2. White trousers with black belt (NO SCRUBS)
3. White socks
4. White nursing shoes
5. Approved KSU name pin
6. Bandage scissors
7. Watch (digital or with second hand)
8. Current KSU photo ID

### Complete Uniform: (NO SCRUBS)
Must be clean and wrinkle free at all times when worn or student will not be allowed to participate in scheduled activity; a student not in complete uniform for clinical experience will receive an “Unsatisfactory” evaluation for that clinical day.

1. The complete uniform is to be worn in the clinical laboratory and elsewhere, as designated by the instructor. Street clothes with name tags may be worn to some clinical areas as designated by the instructor. More specific information will be provided by the instructor concerning appropriate clothes.
2. A plain white sweater may be worn in the clinical area.
3. The dress/skirt uniform is to be worn at the knees or below and uniform pants at the ankle.
4. No jewelry except wedding band and a wrist watch may be worn in the clinical laboratory areas.
5. If ears are pierced, one small stud-type earring per ear may be worn.
6. Fingernails must be clean, trim, short, and no fingernail polish is allowed. No artificial nails.
7. Hair is to be clean, off the shoulder or pulled back.
8. No perfume is to be worn or scented lotions/powders/cosmetics.
9. There may be specific uniform/dress requirements for selected clinical facilities.
10. No visible tattoos.
11. Pierced eyebrows, tongue, lip, nose, or any other visible body area: earrings or decoration of any type may NOT be worn in clinical.
12. A uniform must be worn for the Pinning Ceremony. Failure to comply with uniform standards will result in not being allowed to participate in the Ceremony.

_Revised: 7/2009; Reviewed: 7/2010; 5/11; 7/12; 7/13_
## Weekly Schedule

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Health Insurance Portability & Accountability Act (HIPAA)
Department of Health and Human Services

Student Statement of Confidentiality of Patient Information
2013-14

I have been informed of and understand the current HIPAA privacy regulations that are relevant to my practice as a nursing student. I agree to abide by the HIPAA privacy regulations.

_________________________________
Print Name

_________________________________
Signature

_________________________________
Date

Please tear off this page and return it to the School of Nursing.

Adopted 2003
HANDBOOK VERIFICATION FORM

The following signature indicates that I have received the Associate in Applied Science Student Handbook and Policy Manual (2013-14) and I agree to abide by the policies as stated in this book.

_________________________________
Print Name

_________________________________
Signature

_________________________________
Date

Please tear off this page and return it to the School of Nursing.