



NORFOLK STATE

UNIVERSITY



NURSING PROGRAM

STUDENT HANDBOOK

2019 – 2020

Fall 2019 Edition

The policies and procedures in this handbook pertain to both Traditional Bachelor of Science in Nursing and RN-BSN On-line students unless otherwise specified.

DISCLAIMER

This handbook describes departmental requirements and policies at time of distribution. Implicit in each student's enrollment is an agreement to comply with the departmental requirements and policies that the department may modify to exercise properly its educational responsibility. This handbook is subject to change and students will be notified of the change. Towards the goal of continuous quality improvement, changes in the handbook will be distributed to students, with student signature of receipt.

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HISTORICAL OVERVIEW

The nursing program at Norfolk State University began as an associate degree program that was established in 1955 and was one of the first in the nation. The program was part of the original experiment in associate degree education, referred to as the Cooperative Research Project. The Project originated at Teacher's College, Columbia University under the direction of Dr. Mildred Montag.

The baccalaureate degree program began in 1981 as part of the Virginia Enhancement Plan to integrate state-supported institutions of higher education and began as an RN to BSN program. The baccalaureate degree program now consists of two (2) tracks. The traditional baccalaureate completion track enables students who have declared nursing as their major and have completed all prerequisite courses to complete their degree in five (5) semesters. An upper-level online baccalaureate track enables qualified RNs with an associate degree or a diploma to complete the course requirements for the baccalaureate degree.

The Bachelor of Science Degree Program has approval from the Virginia Board of Nursing and has continued accreditation with conditions from Accrediting Commission for Education in Nursing (ACEN). Addresses for the agencies appear below:

ACEN

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

Virginia Board of Nursing

Perimeter Center

9960 Maryland Drive; Suite 300

Richmond, VA 23233-1463.

MISSION STATEMENT

The mission statement of the Nursing Program embraces the mission statement of the parent institution and the philosophy of the Nursing Program. Through exemplary teaching, scholarship, and outreach, the Department aims to prepare selected individuals for diverse nursing roles in multiple settings. Further, the Department strives to foster the development of a sense of social responsibility, personal growth, and life-long learning in its learners without regard to race, gender, socioeconomic status, age, disability, or national origin. The Department aims to encourage leadership in the participation of research and utilization of its findings to promote optimal health of the community. Finally, the Department aspires to promote the development and implementation of programs in response to assessed health needs of diverse communities, fostering the growth of productive global citizens.

PHILOSOPHY OF THE DEPARTMENT OF NURSING AND ALLIED HEALTH

The Nursing Faculty embraces the mission of the University, which has historically provided educational programs responsive to the needs of the community. The philosophy of the nursing

program provides a holistic set of beliefs and values that helps shape academic programs and learning environments.

The nursing faculty at NSU believes that nurses are collaborative partners in complex healthcare environments. Nursing has the responsibility to continue to develop and expand the body of nursing knowledge through research such that client outcomes, nursing practice, and nursing education are enhanced. This responsibility is met through excellence in teaching and learning. The faculty believe that teaching and learning is an interactive process between teacher and learner, the outcomes of which include changes in cognitive, psychomotor, and affective behavior. This process promotes self-understanding and motivation for continued learning and personal growth, thereby enhancing the development of the individual as a contributing, responsible member of the discipline of nursing and a global society. The nursing faculty are committed to promoting an educational environment that values, respects, and reflects diversity. The core values reflect the values and beliefs of the nursing faculty, staff and students at NSU:

Caring

We demonstrate respect for human dignity. We exemplify compassion when interacting with others. We exhibit patience, empathy, and sensitivity in a non-discriminatory manner.

Collaboration

We demonstrate cooperativeness, flexibility and responsiveness to the needs of others. We respect the diversity, unique talents, and perspectives of all individuals. We promote open and honest communication among faculty, staff and students.

Diversity

We promote a culture respectful of all people, cultures, ideas, beliefs, identities, socio-economic backgrounds, and perspectives.

Excellence

We establish high standards of performance in teaching, scholarship, and evidence-based practice. We embrace creativity, perseverance and innovation while striving to enrich the communities we serve.

Integrity

We are committed to personal, academic, and professional honesty. We demonstrate ethical decision making and responsibility in all actions.

Definitions of End-of-Program Student Learning Outcomes and Role-Specific Competencies:

- **End-of-Program Student Learning Outcomes:**

Statements of learner-oriented expectations written in measurable terms that express the knowledge, skills, or behaviors that the students should be able to demonstrate upon completion of the nursing program regardless of the nursing program option. End-of program student learning outcomes must be consistent with standards of contemporary nursing practice.

- **Role-Specific Professional Competencies:**

Expected, measurable levels of graduate performance that integrate knowledge, skills, and behaviors. Competencies may include, but are not limited to, specific knowledge areas, clinical judgments, and behaviors based upon the role and/or scope of practice of the graduate.

End-of-Program Student Learning Outcomes and Role-Specific Professional Competencies

| Curricular Concept | End of Program Student Learning Outcome Upon completion of the BSN program, the student will be able to: | Role-Specific Professional Competencies |
|----------------------------------|---|---|
| Safety | Demonstrate safe, competent, evidence- based nursing care to individuals, families, groups, communities, and diverse populations by employing leadership concepts, skills, decision making, and professional accountability in a variety of settings. | <ul style="list-style-type: none"> a. Demonstrate nursing behaviors which are guided by scientific evidence that promotes a safe patient environment. b. Identify the benefits and limitations of selected safety-enhancing technologies. c. Apply the nursing process to provide care in assigned patient care setting. d. Demonstrate effective use of strategies to reduce risk of harm. |
| Evidence - Based Practice | Apply research findings, based on data, to promote quality and safety for the client, nurse, and healthcare team members, while proposing critical thinking | <ul style="list-style-type: none"> a. Apply current evidence-based research when implementing steps of the nursing process. |

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| | <p>questions based on evidence-based practice and processes that may improve current clinical practice.</p> | <ul style="list-style-type: none"> b. Use clinical reasoning/clinical judgment to make decisions to ensure accurate and safe care in all nursing actions, including addressing anticipated changes in the client’s condition. c. Integrate research findings to improve current and relevant clinical practice. d. Evaluate patient outcomes utilizing evidence based research and revise the plan of care to make appropriate modifications. e. Use critical thinking to interpret data to promote quality care and safe practice. |
| <p>Communication</p> | <p>Use appropriate interpersonal and communication skills to promote a culture of caring and safety which fosters disease prevention and health promotion.</p> | <ul style="list-style-type: none"> a. Communicate effectively verbally, non-verbally in writing or through information technology. b. Utilize therapeutic communication skills when interacting with patients and support persons. c. Demonstrate public speaking and active listening skills. d. Demonstrate interpersonal communication skills. e. Demonstrate professional writing and communication skills while assessing personal critical thinking skills. f. Demonstrate professional writing and communication skills to explain key principles in critical thinking. |

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| <p>Inter-professional Collaboration</p> | <p>Promote inter-professional collaboration by synthesizing theories from nursing, the natural and behavioral sciences, and the humanities to promote a culture of caring and safety, within simple to complex organizational systems.</p> | <ul style="list-style-type: none"> a. Demonstrate effective communication skills (verbal and charting) with all members of the health care team when making decisions and planning care. b. Identify which inter-professional healthcare team-member, and when to communicate collected data. c. Demonstrates respect for cultural diversity while providing culturally sensitive care. d. Collaborates with inter-professional health team members in the management of clients with actual or potential health problems. |
| <p>Quality Improvement</p> | <p>Employ principles of quality improvement, health care policy, and fiscal-effectiveness to initiate both microsystem and/or system wide changes to incrementally improve the system and foster continuous capabilities for change.</p> | <ul style="list-style-type: none"> a. Identify methods to deliver care in a timely and cost effective manner. b. Identify processes/projects that improve care in the microsystem/macro-system. c. Participate in the analysis of variance reporting to promote system improvement. |
| <p>Information Management</p> | <p>Use information management and innovative technology to develop and enable system changes.</p> | <ul style="list-style-type: none"> a. Apply the use of CIS to document interventions related to achieving nurse sensitive outcomes. b. Utilize information technology to improve patient care outcomes and create a safe care environment. c. Demonstrate the value of nurse created data in the |

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| | | <p>implementation of nursing interventions.</p> <ul style="list-style-type: none"> d. Apply safeguards and decision making support tools embedded in patient care technologies to support a safe practice environment. e. Evaluate data from all relevant sources, including technology, to make informed decisions regarding the delivery of care. f. Apply patient care technologies as appropriate to address the needs of a diverse population. |
| Leadership | <p>Demonstrate effective leadership and management skills as a member of the health care team, utilizing an understanding of organizational structure, mission, vision, philosophy, and values.</p> | <ul style="list-style-type: none"> a. Employ leadership and management theories when interacting with members of the healthcare team. b. Demonstrate accountability for nursing care given by self or delegated to others in all healthcare settings. c. Practice within the legal and ethical frameworks of nursing practice in accordance with organizational guidelines. d. Apply management skills and knowledge of organizational structure, mission, vision, philosophy, and values while practicing in various healthcare settings. |

TECHNICAL STANDARDS

The NSU Department of Nursing and Allied Health is responsible for providing education without regard to disability while assuring that academic and technical standards are met. This document defines the non-academic criteria for advancement through and graduation from the Nursing programs at Norfolk State University.

The following technical standards describe the essential functions that a student is expected to demonstrate in order to fulfill the requirements of a nursing education program, and thus, are required for advancement through and graduation from the program. The technical standards for each category identified below are consistent with the expectation of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008. The technical skill areas include motor, sensory/observation, communication, cognitive and behavioral.

Technical Standards:

Motor Skills

- **GENERAL:** A student must have sufficient motor function to execute movements essential to providing effective healthcare activities required of a nurse.
- **SPECIFIC:** A student must possess the sensory and motor skills to perform inspection, palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests and diagnostic procedures. Such actions require coordination of gross and fine muscular movements, equilibrium and functional uses of the senses of touch and vision.
- **SPECIFIC:** A student must be able to perform basic life support including CPR, transfer and position patients with disabilities, physically restrain adults and children who lack motor control, and position and reposition him/herself around the patient and chair in a sitting or standing position. A student must promote and support the ability of co-workers to perform prompt care. A student must be able to use and calibrate equipment. A student must possess the ability to move safely within any confined client setting and assist patients with physical weaknesses. A student must be able to stand and/or sit for prolonged periods of time.

Sensory/Observation

- **GENERAL:** A student must be able to acquire information through demonstrations and experiences in basic sciences and nursing courses consistent with standards of nursing care.
- **SPECIFIC:** Such information includes, but is not limited to, information conveyed through: physiologic, pharmacologic, microbiological and microscopic images of microorganisms and tissues in normal and pathologic states, written documents and images.
- **GENERAL:** A student must possess auditory, visual and tactile abilities sufficient for observation and assessment necessary to provide nursing care.
- **SPECIFIC:** A student must be able to use sight, hearing and touch necessary to perform examinations, diagnose and treat conditions requiring nursing care.

Communications

- **GENERAL:** The student must be able to communicate in ways that are safe and not unduly alarming to patients.
- **SPECIFIC:** A student must have sufficient facility with English: to retrieve information from texts and lectures and communicate concepts on written exams and patient charts; elicit patient backgrounds; describe patient changes in moods, activity and posture; and coordinate patient care with all members of the healthcare team. A student must be able to communicate in lay language so that patients and their families can understand the patient's conditions and, thereby, be more likely to comply with treatment and preventive regimens.

Cognitive

- **GENERAL:** A student must be able to measure, calculate, reason, analyze, integrate and synthesize complex information and demonstrate acquired knowledge across multiple care settings.
- **SPECIFIC:** A student must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem solving requires all of these intellectual abilities. A student must be able to perform these problem solving skills to ensure appropriate and timely patient care. A student must be able to make sound and rational decisions.

Behavioral

- **GENERAL:** A student must possess the mental health required for full use of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients.
- **SPECIFIC:** A student must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes. A student must be able to manage apprehensive patients with a range of moods and behaviors in a tactful, professional manner so as not to alienate or antagonize them. A student must be able to accept criticism and respond by appropriate modification of behavior. A student must be able to interrelate among colleagues, staff and patients with honesty, integrity, respect and nondiscrimination.

ACADEMIC STANDARDS, HEALTH REQUIREMENTS AND DRESS CODE

A. Grading System

1. The grading scale for the nursing programs is as follows:

Grading Scale

| | |
|----------|----------------|
| A | 97- 100 |
| A- | 94 - 96 |
| B+ | 91 - 93 |
| B | 88 - 90 |
| B- | 85 - 87 |
| C+ | 81 - 84 |
| C | 78 - 80 |
| C- | 75 - 77 |
| D+ | 72 - 74 |
| D | 68 - 71 |
| D- | 64 - 67 |
| F | 63 and below |

Only the final grade will be rounded. The FINAL COURSE GRADE will ONLY be rounded according to the number value in the tenth place (i.e. 77.5 = C; 77.4 = C-). Course assignments, tests, quizzes, unit tests/exams, final test/exam will not be rounded

2. Students must earn a grade of “C” or above in all courses in the curriculum.

For didactic courses that have a related clinical (laboratory/practicum) component, a student must satisfactorily complete both components of the course package. An overall course average of 78% is required for successful completion of the theoretical/didactic component. Additionally, a grade of pass (P) is required for successful completion of the clinical (laboratory/practicum) component of the course package. **Students who fail either portion of the course package will not be allowed to matriculate in the nursing program.**

3. Drug Calculations Examinations for Pre-Licensure Students

- A. Students in clinical courses must pass a dosage calculation exam achieving greater than 85% prior to administering medication using the nursing program’s rounding rules (Appendix A).
- B. Students will be given two attempts to pass the dosage calculation exam with a score of 85% or greater.

- C. Students who are not successful on the first attempt will be given a second attempt. Students will be required mandatory remediation prior to second attempt. If the student is not successful on the second attempt, which should be given no later than the second week of the semester, the student will be administratively withdrawn from the course. Failure of the dosage calculation examination will count as an internal course failure and will affect program progression.
- D. Students who withdraw or fail the course based upon results of the dosage calculation exam are not permitted to continue in the program and must apply for readmission, if eligible.

B. Matriculation in the Nursing Program

- 1. Nursing courses are to be taken in a sequential order per applicable curriculum guide.
- 2. A grade of “C” or above is required in all courses in the program of study - nursing and non-nursing courses.
- 3. Students who earn an overall course average of less than 78% in **any** nursing course are not permitted to matriculate in the nursing program.
- 4. **The failure of any two nursing courses in the nursing program will result in dismissal from the program.**
- 5. If a failing student withdraws from a course, the failing “W” will be counted as an internal course failure and will affect program progression. The student will be subjected to readmission guidelines of students with previous course failures.
- 6. Steps for removal of an “I”- University policy for “Incomplete Grade” can be found in NSU University Student Handbook. his policy will be followed by the Department of Nursing and Allied Health.
- 7. Students must complete their respective Nursing program within 5 years after being admitted.

C. Readmission to Nursing Program

- 1. **Readmission to the nursing program is highly competitive and is based upon classroom and clinical availability. Readmission is not guaranteed.**
- 2. If a student earns a grade of C- or below in one (1) nursing course and is eligible for readmission into the nursing program, the follow steps are required:
 - a. Student must apply to repeat the course with the next cohort by completing a readmission application (Appendix B) and submitting the application to the

admissions coordinator for review by the Admissions, Promotion and Retention Committee.

- b. **Traditional BSN students:** Student must have a cumulative GPA of 2.8 or greater and meet current admission requirements.
- c. **RN to BSN students:** Student must have a cumulative GPA of 2.5 or greater and meet current admission requirements.
- d. If student has had a lapse in continuous enrollment of the nursing program, the student must demonstrate previous course competencies through cognitive and psychomotor assessments. If the student is unsuccessful after two attempts demonstrating the previous course competencies through cognitive and psychomotor assessments, the student will not be eligible for readmission.
- e. Readmitted students must complete a background check and drug screen if there has been a lapse in continuous enrollment in the nursing program.
- f. It is recommended but not required that the student audit previous nursing courses if applicable.

D. Monitoring of Student Performance

1. All students are monitored throughout the program by their mentor/advisor, faculty, and program coordinator; pre-licensure students must meet with their mentor/advisor at least three times per semester.
2. Documentation of areas of concern is made on the Student Performance Monitoring Form (Appendix C). This form is used to provide feedback to the student and the student's advisor. Student performance is monitored on a regular basis to ensure student learning and success in the nursing program.
3. Nursing students must maintain a cumulative GPA of 2.5 in order to graduate.
4. The GPA is not rounded up: Thus, a GPA of 2.49 is not 2.5. Additional courses will be required to raise the GPA to 2.5. Students **cannot** graduate if the cumulative GPA is not 2.5.
5. If a student does not score greater than 900 on any specialty final standardized exam prior to final semester, the student must complete prescribed remediation assigned by course instructor. * In NUR 463, students are required to score 900 on the HESI EXIT Exam. If student does not achieve a score of 900 on the first attempt, students will be allowed a 2nd attempt. If after the 2nd attempt the student does not achieve a score of 900, the student be required to follow the **Matriculation in the Nursing Program** policy.

E. Class and Clinical Attendance

1. The Nursing Program is governed by the University's policy relative to class attendance. Attendance at all classes is expected. Not more than 20% of class meetings (excused and/or unexcused) may be missed by a student. At the discretion of the instructor, a student whose absences exceed 20% of scheduled class meetings for the semester or term may receive a grade of "F" for the course (Norfolk State University Catalog, Ed.).
2. Clinical attendance is a critical and necessary element of nursing education. Absence and tardiness from the clinical area is not acceptable. Tardiness is defined as being late seven

minutes or more to the clinical site or on-campus lab. Three or more instances of tardiness will constitute one absence. **Two absences (excused or unexcused) will be considered grounds for failure of the clinical section.** The call-out time to the clinical instructor for students who are not able to attend clinical is two hours prior to start of clinical.

3. A minimum total of 500 direct patient care hours are required to complete the pre-licensure programs. Students who do not complete the minimum of 500 clinical hours will not be eligible for graduation.
4. All absences from on-campus laboratory and off-campus clinical experiences will be documented.
5. **ABSENCE FROM FINAL EXAMINATIONS-** If a student misses a final examination because of an emergency, he/she should notify the instructor within 48 hours after the examination was scheduled. Excuses for missing a final exam are issued by the Office of Student Services/Judicial Affairs only with the consent of the instructor. Such excuses are given only in **EXTREME EMERGENCIES**, and official, written documentation **MUST** be presented before an excuse is issued. Failure to follow the procedure outlined for absence from final examinations will result in a grade of “0” for the examination, and a final grade will be computed and given for the course. If a student is absent from a test, the student will take a different test than the one administered to the class. This test may be of a different format as well (essay, short answer, etc.).
6. Before a test or quiz is given, all watches must be removed, backpack and cell phones must be placed at the front of the classroom or in the designated area. Cell phones turned off.
7. A number of local health care agencies cooperate with Norfolk State University to provide practice areas for nursing students. Students must maintain appropriate demeanor and adhere to policies established by each clinical agency. Agencies have individualized standards and policies and may reserve the right to decline student’s clinical privileges per agency policies.
8. Students are held responsible for their actions and the consequences of their actions. Disruptive or rude behavior will not be tolerated and will result in dismissal of students from the classroom, laboratory or clinical area. Full-time and adjunct faculty should be respected in class and at clinical sites in keeping with the NSU Department of Nursing and Allied Health’s Core Values.
9. **Students are expected to be on time for classroom lectures, examinations, laboratory and clinical experiences. Late students may be denied admission to the classroom and clinical site.**
10. The use of cell phones for **PERSONAL USE IS PROHIBITED** in the classroom and clinical areas. Student must adhere to individual clinical facility policies regarding cell phone use. Agency phones should be used for business **ONLY**.
11. Students with a university approved clinical absence may be required to make-up the clinical hours.

12. When inclement weather occurs, University officials will notify students, faculty and staff via “Everbridge” – our emergency alert system. Students are to sign up via the following link: <https://member.everbridge.net/index/1332612387831954>.

Information about the closure of NSU will also be posted on the following:

- a. Website bulletin board (www.nsu.edu)
- b. SpartanNet (Message of the Day)
- c. University’s switchboard voice mail (823-8600)
- d. Message marquee on Brambleton and Park Avenues

Additionally, the following communications channels are used during times of inclement weather:

- a. WTKR News Channel 3
- b. WVEC Channel 13
- c. WAVY Channel 10

F. Transportation

Students are responsible for their own transportation to and from clinical facilities. The clinical facilities are located primarily within the five major cities surrounding the University. Public transportation is available and car-pooling is encouraged. The University assumes no responsibility for the transportation of students.

G. Written Work

All written work (papers, tests, etc.) become the property of the Department of Nursing and Allied Health. Unless otherwise indicated, all written work submitted to the Department of Nursing and Allied Health should be formatted in accordance with American Psychiatric Association (APA) guidelines.

H. Health Requirements

Note: Documentation of all initial and ongoing health requirements must be submitted prior to beginning the program, at the beginning of each semester as well as at the beginning of each clinical rotation. Students whose health records are not complete will not be allowed to report to their assigned clinical agencies until all documentation is received. Students who incur two or more absences for failure to submit proof of health requirements and/or failure to maintain compliance will fail the course.

Students must provide evidence of good health (fitness for clinical) by providing proof of a complete physical exam including:

1. PPD annually, unless prohibited; in which case a chest x-ray and/or TB questionnaire is required.
2. Measles, Mumps and Rubella (MMR) titers and/or immunizations are required.
3. A positive varicella titer or 2 varicella vaccinations is/are required whether or not the student has had chicken pox. A negative varicella titer indicates that you are not immune and must receive two varicella vaccines.

4. Tetanus or Tdap booster should be received every ten (10) years throughout the life span.
5. Students must receive the meningitis vaccine or sign the waiver form (see Appendix D).
6. Students must receive the entire hepatitis series or sign a waiver. All health professionals risk exposure to blood and blood products, therefore a waiver is discouraged.
7. Flu vaccination is required annually in the current flu season (fall). Students who refuse to take the flu vaccination may be denied clinical privileges by the clinical agency.

I. Pregnancy Policy

Students who are pregnant on entry or become pregnant during the program are responsible to:

1. Advise their Course/Clinical Instructor, Clinical Coordinator and their Program Coordinator of the pregnancy in writing immediately during the admission process or immediately after obtaining the diagnosis.
2. Obtain a written clearance from their medical provider stating that the student is physically able to safely complete the course requirements inclusive of clinical assignments. The notification should include a statement indicating that she can perform the duties of a Student Nurse as outlined in this Handbook throughout the course of the pregnancy.
3. Immediately notify the Course/Clinical Instructor, Clinical Coordinator, and Program Coordinator, in writing, of any complications, problems and/or restrictions that occur during the pregnancy. This written statement will become a part of the student's clinical and medical files.
4. Determine, after consultation with their medical provider, if they are able to meet the stated requirements of the course during the pregnancy. If the student is unable to complete the semester because of the pregnancy, she will be required to follow the withdrawal policy as outlined in the Student Handbook.

J. Other Certifications/Requirements

1. **CPR** - The Department of Nursing and Allied Health requires that all students successfully complete American Heart Association Health Care Provider Course CPR/Basic Life Support Certification for health professionals (1 man, AED, 2 man, adult, child) in the month prior to starting in the nursing major and maintain the certification while a student in the program. It is the student's responsibility **to maintain and provide documentation of a current CPR certification at all times.**
2. **Malpractice Insurance** - Students are required to secure liability insurance (\$2,000,000/4,000,000) prior to beginning the program as specified in the offer of admission letter and to maintain same throughout the program.
3. **Criminal Background Check** - Students are required to submit a criminal background report (criminal history and sex offender searches.) The independent vendor (Castlebranch) has been identified by the Department of Nursing and Allied Health to provide the criminal background check. Students are responsible for initiating the background check by registering and paying on the CastleBranch website.

4. **Drug Screen** - 10 Panel Drug Screen is required and is to be completed through Castle Branch via Lab Corp lab Company via urinalysis.

Individuals who do not give permission to the conduct of the criminal background check/drug screen or who fail to provide the reports as required will not be allowed to matriculate or continue enrollment in the Nursing Program.

K. Disability Services

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT

In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990, we ask if you have a disability or think you have a disability, please contact the:

Office of Accessibility Services/International Student Services (O.A.S.I.S.).

Contact Information:

Coordinator, Accessibility Services (O.A.S.I.S.)

Location: James Bowser Building, Suite 121

Telephone: 757-823-2014

Fax: 757-823-2640

L. TECHNICAL Resources

NSU ONLINE <http://www.nsu.edu/oel/services-and-support>

To help you get comfortable with the online course environment, please enroll and complete the Blackboard (Bb) 101 Student Orientation. You can move through the course at your own pace. Completing the orientation course will help you succeed as an online student.

TO ACCESS THE BB 101 ORIENTATION

Log in to MyNSU, then Blackboard.

Select the “Student” Tab, the Bb 101 Orientation.

Click “Enroll” to self-enroll in the course.

Submit.

Help and Tech Support

<http://www.nsu.edu/oel/help-and-tech-support>

For Blackboard assistance, please email nsuonline@nsu.edu, call toll free (844) 266-4990, or submit a ticket. You may also access Blackboard help by visiting the Blackboard Help website.

Blackboard Tutorials

How to access course content, take tests, submit assignments, use SafeAssign, and perform other course-related activities?

TROUBLESHOOTING TIPS

The Blackboard Learning Management System can be accessed using most web browsers. However, it is very important that your web browser is configured correctly. Additionally, your course may require the use of course contents from publishers or online proctoring tools.

Run the Blackboard Browser Checker to see if your browser is supported.

Add the specific publisher's website to the browser security trusted sites.

Disable any popup blockers as required.

A best practice is to delete cookies and browser history at least once per month. Please close all applications in your computer, start the browser, use the CTRL+SHIFT+DELETE keys to delete or clear the cookies and the browser history.

For the best online learning experience, you will need:

Windows 7 or, Mac OS X 10.6 or later

At least 512 MB RAM

Broadband Internet Connection (1.5 Mbps required, 3.0 Mbps recommended)

Adobe Flash 10.1 or later

Latest version of Java

User privileges to install software for required software installations

Microphone and webcam (headphones with microphone recommended) for courses that require online meetings with audio and/or video participation and for online proctoring.

NOTE: While mobile devices, especially smartphones, are convenient and may be utilized for some course functions, they cannot be the primary device for completing your online course work.

Technical Support list:

Library.nsu.edu

Quick Answers

- **Wireless Access:** (<http://www.nsu.edu/wifi/>) Get help configuring your devices for wireless access.

- **Blackboard Support:** (<http://www.nsu.edu/blackboard>) Log into Blackboard, get support and watch Blackboard Tutorials.
- **HelpDesk:** (<http://www.nsu.edu/blackboard/>) Contact the OIT Client Services for problems with account access, IT-related issues and other issues concerning NSU computers.

Library.nsu.edu resource

http://library.nsu.edu/screens/resources_distance.html

M. Veterans Affairs

The Veterans Affairs Office serves as a liaison between the NSU student veteran and dependents and the U.S. Department of Veterans Affairs (DVA). Eligible student veterans, active servicepersons, dependents, and reservists are assisted with the processing of VA forms for DVA education benefits; are advised about certain procedural requirements, and certify enrollment of veterans and dependents to the DVA. The main goal of the Veterans Affairs Office is to provide timely and proper service for educational assistance benefit programs and other supportive services to the veteran and eligible dependents enrolled at Norfolk State University. The Veterans Affairs Office (VAO) is located on the third floor of the Student Services Center. The VAO phone number is (757) 823-2586 or email veteransaffairs@nsu.edu

N. Counseling Services

The Counseling Center offers a variety of services designed to enhance the overall educational experiences of students of the University. Free counseling services are available 7 days per week and 24 hours/day for all students. These services include individual and group counseling, crisis intervention, and outreach programs. The Counseling Center phone number is (757) 823-8173.

O. Clinical Requirements

1. Students **will not** be permitted to participate in clinical experiences if any of the following are missing in the student's Castlebranch record: (1) any health requirement documentation; (2) current CPR/AED (Basic Life Support) certification card; (3) evidence of current malpractice insurance (\$2,000,000/4,000,000) –appropriate to status-unlicensed student enrolled in RN program (recommend coverage for two years) or licensed RN enrolled in RN program (recommend coverage for one year); and (4) Criminal History Report (refer to Section H and J for the specific requirements). **Students who do not have an up-to-date record on file of all required immunizations, health requirements, insurance, CPR certification, drug screen, and criminal background check will be administratively withdrawn from all nursing classes.**

*As a student enrolled in one of the nursing programs at NSU, the required clinical requirements will be collected, filed, and may be released, if requested, to any and all clinical agencies/clinical sites (Appendix E). If a student refuses to consent to the release of requested information, the student will not be allowed to obtain the clinical experience and will fail the course. Upon

refusal, the student will have to drop/withdraw from the course or be administratively removed from the course.

2. A laboratory practicum may be administered in clinical nursing courses. The laboratory practicum evaluates skill performance, critical thinking, and use of the nursing process. Students must satisfactorily pass the practicum in order to receive a passing grade in their clinical nursing course.
3. Faculty will complete a student performance monitoring form if a student's practice in the clinical area is deemed unsatisfactory and/or unsafe. The performance monitoring form will be reviewed in a conference with the student and the instructor. A copy of the plan will be placed in the student's record. Unsafe practice can result in dismissal from the nursing program. (Student performance monitoring form--Appendix C).
4. **Students must report to the clinical area at the time and location designated by their instructor.** Clinical attendance is a critical and necessary element of nursing education. Absence and tardiness from the clinical area is not acceptable. Tardiness is defined as being late seven minutes or more to the clinical site or on-campus lab. Three or more instances of tardiness will constitute one absence. **Two absences (excused or unexcused) will be considered grounds for failure of the clinical section.** The call-out time to the clinical instructor for students who are not able to attend clinical is two hours prior to start of clinical. **Students must be prepared to attend clinical at the times and locations as assigned.** If the student is not prepared for the clinical day, he/she may be sent home. Students should eat prior to their arrival at the clinical facility. Students may not report to the patient care areas consuming food or drink nor chewing gum.
5. Students must come to the clinical site prepared with a pen, stethoscope, watch with a second hand, and notebook with paper.
6. There is limited space at the clinical facilities to accommodate back packs and textbooks. Please check with your clinical instructor regarding what resources you need to bring to the clinical site.
7. All students are to park in designated areas as outlined by the clinical facility. Students are not to park in "Patient" parking areas.
8. Students completing greater than 4 hours of clinical will be assigned a 30-minute meal break by the clinical faculty. Students may purchase meals in the agency cafeteria or bring their own. **Students may not leave the clinical site at any time during the clinical experience.**
9. Students may not be in the patient care areas without the presence of the clinical faculty, unless otherwise instructed by course professor. All clinical procedures should be completed under faculty supervision, unless student deemed competent by clinical instructor.
10. Student in clinical courses are required to:
 - Sign the Norfolk State University Confidentiality Agreement (Appendix F)
 - Maintain and submit the Clinical Tracking Form in conjunction with clinical instructor

* All required clinical forms are in the Clinical Forms Manual which will be distributed to students by faculty.

* Clinical courses are evaluated on a pass/fail basis. **If a student passes the clinical course but fails the classroom course, the student must repeat both the clinical course and classroom course.**

P. Policy on Student Incidents in the Clinical/Laboratory Settings

1. Any student involved in an incident related to laboratory and/or clinical experiences must adhere to the following:
 - A. Any incident must be reported immediately to the clinical supervisor/faculty at the facility. In addition, the program coordinator must be notified within 24 hours of the incident.
 - B. The Department of Nursing and Allied Health Student Incident Report Form is to be completed and signed by the student, clinical supervisor/faculty, and program coordinator (Appendix G).
 - C. The completed incident form should be returned to the program coordinator within seven (7) days of the incident.
2. The program coordinator will file the completed incident report forms with the Chair of the Department of Nursing and Allied Health. The Department of Nursing and Allied Health will maintain a file of completed incident forms for a period of five (5) years.
3. Students who have encountered an exposure must follow the Exposure Protocol for Nursing Students (Appendix H).

Q. Dress Codes

1. **Dress Code for Classroom** - Students are expected to attend class dressed neatly and well groomed. Clothing should be clean and in good repair. For safety reasons, students are expected to be clean-shaven without facial hair. All students are expected to wear appropriate undergarments. Caps and sunglasses (unless accompanied by a doctor's note) should be removed in the classroom. The following are examples of dress items considered inappropriate and a student so attired will be asked to leave the classroom:

- | | |
|--|--------------------------------------|
| *Short shorts | *Micro-mini skirts |
| *Constrictive clothing | *Suggestive or lewd printed T-shirts |
| *Baggy pants revealing underwear | *Halter or tube tops |
| *Leggings | *Muscle shirts |
| * Bare mid-drifts | *Unlaced tennis shoes |
| *Sexually suggestive clothing | *Slippers |
| * Do-rags | *Pajamas |
| * Sheer fabrics revealing undergarments or lack thereof | |
| * Free of noxious orders such as perfumes, body odor or tobacco | |
| * Politically suggestive items such as clothing hats, tote bags, shirts etc. | |

Students should not come to campus wearing the same clinical uniform that was worn at their clinical site earlier in the day. This practice is intended to reduce the transmission of

potentially infectious organisms or hazardous materials from the clinical setting to the community. The lab instructor reserves the right to determine what is appropriate.

2. Dress Code for Clinical – All students must report to their clinical site in the approved NSU nursing student uniform. This consists of NSU scrub uniform, white lab coat (jacket), white hose (socks) and white shoes. Also, the student is required to have a watch with a second hand, bandage scissors, stethoscope, black ink pen, pen light, name tag and pocket-size notebook. Students should not wear their school uniforms while working on other jobs. Students who report to the clinical site without the approved clinical attire will be sent home. In addition, students must adhere to the following:

- A. Shoes and Attire - Students should obtain and wear the specified school uniform (or the specified appropriate attire for community and psychiatric clinical) at all times in the clinical areas. Standard White Nursing Shoes (sneakers, tennis shoes, crocs, and clogs are not acceptable) and hose/socks should be worn with the clinical uniform. Clothes and shoes must be clean, non-stained, fabric pressed and free of wrinkles, in good condition, well-maintained and not in need of repair.
- B. Jewelry - Students are allowed to wear one pair of small post earrings and a plain band ring. Students must remove jewelry from piercings of other areas of the body. Chains/necklaces if worn should not be visible.
- C. Hair - All students must have hair off the collar in such a fashion that it will not fall forward into a work area or brush across a client. No outrageous hairstyles, hair colors or hair accessories. No head scarves and uncombed wraps. When in conflict, we must comply with the agency's policy. For safety reasons, students are expected to be clean-shaven without facial hair.
- D. Fingernails - Acrylic/artificial nails are prohibited. Nails must be neat and no longer than one-quarter inch past the nail bed. Nails should be bare and free of polish.
- E. General Appearance – Makeup should not be excessive, no perfume or aftershave. False eyelashes are not permitted. There should be no sweatshirts, hooded, or zip jackets worn over the uniform.
- F. **All tattoos must be covered.**
- G. Nametag – Student nametags and picture ID are to be worn on the left side of the uniform top at all times when in the clinical setting.
- H. All students must wear the official NSU white lab jacket.

3. Psychiatric and Community Health Clinical Rotations Required Dress/Appearance

- A. Clothes should be neat, clean and pressed.
- B. NSU Green Polo Shirt (available in Book Store).
- C. Black Slacks (no jeans).
- D. White lab coat (agency dependent).
- E. Minimal jewelry: small earrings/watch.

- F. Flat, fully enclosed black shoes with rubber or gripping type soles, no sparkles or glitter.
- G. Hair off the collar and neatly pinned when necessary.
- H. Short, clean, bare and trimmed nails.
- I. Conservative hair styles and colors and no accessories.

*** In addition, students must follow all of the grooming standards detailed in the Dress Code for Clinical as above.**

R. Non-Tuition Expenses

Students are required to purchase books, school clinical uniforms, lab coat, scissors, stethoscope, name pin and annual liability insurance. **Laboratory fees are charged for each clinical nursing course and include online programs, lab equipment and supplies. Background checks, immunization tracking and drug screening also qualify as a non-tuition expense.**

S. Financial Aid

Applicants who anticipate financial difficulties should apply early for assistance. Requests for such assistance should be filed with the Financial Aid Office of Norfolk State University. Nursing students may inquire within the Department regarding the availability of nursing scholarships from external sources and /or consult the Scholarship Guide.

T. Academic Honesty

1. In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University for the use of its libraries, computers, or other facilities.
2. “Academic or academically related misconduct” includes, but is not limited to: unauthorized collaboration or use of external information during examinations; plagiarizing or representing another’s ideas as one’s own; furnishing false academic information to the University; falsely obtaining, distributing, using, or receiving test materials; obtaining or gaining unauthorized access to examinations or academic research materials; soliciting or offering unauthorized academic information or materials; improperly altering or inducing another to alter improperly any academic record; or engaging in any conduct which is intended or reasonably likely to confer upon one’s self or another unfair advantage or unfair benefit representing an academic matter.
3. All students are expected to maintain high ethical and moral standards. An important component of this is the Honor Code (Appendix I). All students are expected to attest to the following statement in all written work, quizzes, and examinations; this statement is to be written or typed on every assignment submitted by a student.

“On my honor, I pledge to do work to the best of my ability with NO assistance on graded assignments or tests. I also pledge to report any breach of the honor code to the appropriate faculty member.”

I understand and agree to comply with the NSU Honor Code.

NAME (Print) _____

SIGNATURE _____ DATE _____

4. **Students who fail to comply with the rules associated with academic honesty are subject to immediate dismissal from the nursing program.**

U. Department Assessment Statement

Students enrolled in the Department of Nursing and Allied Health can expect that they will be required to participate in a number of department-specific assessment activities. Assessment strategies selected are evidence-based and appropriate for students enrolled in nursing programs. The activities may include tests, surveys, focus groups, portfolio reviews and open discussions. The primary purpose of the assessment activities is to determine the extent to which the department’s programs meet the University, Department, regulatory and accrediting agencies standards for excellence in nursing education. Where appropriate, and when given proper notice, selected assessment findings may be used in the calculation of students’ course grades. The cost of most assessments is included in the student fees assessed for a clinical course.

V. Graduation Requirements

The University awards the Bachelor of Science in Nursing Degree to those students who successfully complete the requirements set forth by their particular degree track. Candidates **must** complete an application for graduation and pay the required University fee(s). Graduating nursing students are expected to check with the Registrar and their Advisor or Department Head concerning completion of requirements for graduation.

Candidates for graduation from the Department of Nursing and Allied Health shall complete their respective curriculum with a cumulative GPA **of 2.5 or above**. All courses in the curriculum must be completed with a grade of “C” or above. Graduates are expected to attend the commencement ceremony and to adhere to the University dress code. The University hosts two commencement ceremonies annually in December and May. Information regarding graduation, commencement, including fees, will be disseminated by the Office of the Registrar.

1. All requirements must be completed successfully according to departmental curricular guidelines before you can be cleared for graduation.
2. The **academic transcript** is the official document of degree completion.
3. If transcripts for employment or graduate school purposes are needed, students must indicate “**HOLD FOR DEGREE**” **on your transcript request if the degree information is required**. Otherwise, students will have to pay for another transcript request.
4. E-mail notifications of graduation status will be sent to the NSU e-mail address along with any outstanding financial obligations. Transcripts and diplomas will not be released if money is owed to the University.

5. If student has received an “I” for a course, the student must meet the requirements for removal of the “I” before the student can be cleared for graduation.

Nursing also has a pinning ceremony. This ceremony is the occasion to dedicate yourself to the tenants of the profession in preparation for graduation. All requirements must be completed successfully according to departmental curricular guidelines before you can be cleared for the Nursing pinning ceremony. Further details on the pinning ceremony are presented prior to end of program.

W. Social Media and the use of the Cell Phone

The use of Social Media and other electronic communication is expanding rapidly. Social Media is an exciting and valuable tool when used wisely. Nurses and nursing students must recognize that they have an ethical and legal obligation to maintain Patient Privacy and Confidentiality at all times (Appendix J).

The following are to be adhered by Nursing Students at all times:

1. You are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
2. You must not share, post or otherwise disseminate any information or images about a patient or information gained via the nurse/patient relationship with anyone unless there is a patient-care-related need to disclose the information or other legal obligations to do so.
3. You must not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
4. You must not refer to patients in a disparaging manner, even if the patient is not identified.
5. You must not take photos or videos of patients on personal devices, including cell phones. Nursing students should follow agency policies for taking photographs or videos of patients for treatment or other legitimate purposes using agency-provided devices.
6. Do not engage in online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the student nurse does not permit the student nurse to engage in a personal relationship with the patient.
7. You must promptly report any identified breach of confidentiality or privacy.

8. You must be aware of and comply with agency policies regarding use of agency-owned computers, cameras and other electronic devices, and use of personal devices in the workplace.
9. You must not make disparaging remarks about agency, university, faculty, or classmates. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments via any type of social media.
10. You must not post content or otherwise speak on behalf of the clinical site unless authorized to do so and must follow all applicable policies of the clinical site.
11. You must not include the name of the agency or unit on which you are assigned on any method/type of social media.

Consequences of Non-compliance:

- The Department of Nursing and Allied Health can lose the Clinical Site where the incident occurred.
- The Nursing Student can be suspended or terminated from the program depending on the severity of the incident.
- All faculty members who become aware of any breach of confidentiality or privacy must complete a Student Performance Monitoring Form and submit to the Department Chair.
- All incidents will be reviewed by the Department Chair. The Chair will consult with the faculty member and determine appropriate action required.

X. Center for Innovative Nursing Education (CINE)

1. **Mission Statement** - Utilizing simulation technology and expert faculty to prepare our nurse graduates for a smooth transition into a challenging health care environment. Our nurse graduates will be empowered with the cognitive, affective, and psychomotor skills needed to provide competent nursing care to individuals, families and the community at large.
2. **CINE Policies** - To maintain an environment of professionalism and promote professional development, students and faculty are required to adhere to the Center for Innovative Nursing Education (CINE) dress code. Students participating in learning activities in the CINE Lab must be dressed in a manner that is consistent with Norfolk State University's Nursing Program clinical dress code (fully dressed in uniform) or they must be in professional attire with a lab coat (this rule applies to all students who are dressed in their civilian scrubs or professional attire). Student's hair must also be properly groomed and above the collar while in the CINE lab.

While in the CINE Lab:

- A. Name Tags are to be displayed at all times.
- B. Cell phones and paging devices must be silenced.
- C. Children are not permitted.

- D. There is no eating or drinking.
- E. All students must be in full nursing uniform during skills labs, simulation and during practicum evaluation.

3. Supply Bags Intended Usage Notification

The supply bags provided by the Department of Nursing and Allied Health and the supplies and equipment used in the Center for Innovative Nursing Education are for demonstration and simulation purposes only. The sterility of the supplies is not guaranteed. The supplies and equipment are not to be used on humans or animals.

4. Clinical Skill Requirement: Clinical Skills Evaluation Guidelines

- A. It is expected that students perform their skills to in its entirety.
- B. A reasonable amount of time will be granted to execute each component of the clinical skills evaluation.
- C. Students will adhere to the honor code. Students are not allowed to review information, or converse with their peers once they have entered the evaluation area (CINE LAB).
- D. At the completion of evaluation, students will be given the opportunity to verbally correct their assigned procedures or skills.
- E. Faculty will not provide cueing, coaching or feedback during skills evaluation. Remember this is a test. Students will be debriefed at the completion of the evaluation.
- F. Students must maintain a professional demeanor at all times.
- G. During clinical skills evaluation, the evaluator may simulate the voice of the “client”. Students will be held accountable for the information provided via the “client”.
- H. Following the clinical skills evaluation, students are prohibited from sharing information regarding the practicum until all students have been evaluated.
- I. Students who do not successfully complete all components of the clinical skills evaluation on the first attempt are required to complete a minimum of two hours of skill remediation in the CINE LAB during open lab prior to the day of re-evaluation. Students who do not successfully complete all components of the clinical skills evaluation on the second attempt are required to complete a minimum of ten hours of skill remediation in the CINE LAB during open lab hours prior to the day of re-evaluation. **Students who do not successfully complete the clinical skills evaluation on a third attempt will receive a failing grade for the lab portion of the course. Receiving a failing grade for the lab portion of a course will prohibit the students from advancing in their courses of study. See CINE LAB student statement of understanding (Appendix K).**

Y. Licensure Procedures

Graduating, pre-licensure nursing is required to complete an Application for RN Licensure and Registration to Exam (NCLEX) to become a Registered Nurse. After completing the exit procedures as listed below at NSU, students will then need to apply for licensure in desired state

and then register to take the NCLEX (through the company Pearson Vue). The procedures are outlined below:

PREPARING TO TAKE NCLEX-RN

Procedures for NSU (3 steps)

- Ensure that all school fees are paid in full
- Complete a graduation application; pay all applicable fees
- If testing in a state other than Virginia, request a transcript to be sent to the Board of Nursing (as BON requires; some states require a sealed letter); should request that transcript is sent **when degree has been conferred** (must be noted on transcript).

Procedures for Board of Nursing and Pearson Vue (8 steps)

1. Apply for RN licensure with one board of nursing.
 - In Virginia, application must be completed online.
 - Cost and Procedures may vary by state
2. Register & pay Fees for EXAM with Pearson VUE online, telephone or by U.S. mail.
 - Use the exact name that is on your ID (see #7).
 - Using an email address ensures that all further information/ letters from Pearson VUE will come via email. Otherwise, U.S. mail will be used.
 - You must be made eligible by the board of nursing (#4) within 365 days of your registration and payment.
 - Third-party payments (by school, agency or employer) must be sent to the address listed at www.ncsbn.org/2017.htm.
 - There are no refunds of NCLEX fees for any reason.
3. Receive Acknowledgement of Receipt of Registration from Pearson VUE.
 - Your username and password for the Pearson VUE website is located on this document.
4. Board of Nursing makes you eligible in the Pearson VUE system.
5. Receive Authorization to Test (ATT) letter from Pearson VUE.
 - You must test within the validation period (date BON makes you eligible) usually 90 days.
 - Check that your name matches your ID exactly (see #7).
 - There are no extensions.
6. Schedule your exam appointment via the Internet (accessing your online account)
 - May schedule by telephone for international scheduling only.
 - If you need to reschedule your appointment:
 - Tuesday, Wednesday, Thursday or Friday appointments must be changed 24 hours in advance of the original date and time.
 - Saturday, Sunday or Monday appointments must be changed no later than Friday at least 1 full business day in advance of the original date and time.

7. Arrive for exam appointment and present your printed ATT letter & acceptable identification:
 - In U.S., American Samoa, Guam, Northern Mariana Islands and U.S. Virgin Islands test centers, the only acceptable forms of ID are:
 - U.S. Driver's license issued by Department of Motor Vehicle (if expired, a renewal slip that includes a photograph and a signature must be presented as well)
 - U.S. State identification (Department of Motor Vehicle-issued)
 - U.S. military identification
 - Passport
 - In International test centers, only a passport is acceptable.
 - All IDs listed above must be: written in English, signed in English, valid (not expired) and include a photograph.
 - IDs from a U.S. Sanctioned (Embargoed) country must follow the policy (proof of residence) listed at www.ncsbn.org/1221.htm.
 - Driver's/learner's permits, temporary identification (examples include limited term IDs and any ID reading "temp" or "temporary") and passport cards are not accepted for admittance to the NCLEX.
 - If you cannot provide your printed ATT letter and acceptable ID at your appointment, you will have to reregister and repay for the NCLEX.
8. Receive your results from your board of nursing approximately four weeks after your exam.

Important Information

Please access the NCLEX Candidate Bulletin for detailed information on the NCLEX registration process, policies and rules at www.ncsbn.org/1213.htm.

Contact Information

Contact Pearson VUE about registering, methods of payment, Authorization to Test (ATT) letters, scheduling/rescheduling, acceptable identification and comments about the test center at:

Visit: www.pearsonvue.com/nclex

Call: NCLEX Candidate Services

- United States – Call (toll-free) [1-866-49N-CLEX](tel:1-866-49N-CLEX) M-F/7a-7p, U.S. Central Time.
- For international calls please see the website for contact information.
- Candidates with hearing impairments who use (TDD) call the U.S.A. Relay Service at 1.800.627.3529. These services are available 24 h/day, 7d/wk.

Write: NCLEX Examination Program Pearson Professional Testing
5601 Green Valley Drive
Bloomington, MN 55437-1099

Email: pvamericascustomerservice@pearson.com.

Contact your board of nursing about licensure, name or address changes, name corrections on your ATT, and endorsement at the contact information found at:
https://www.ncsbn.org/2014_NCLEX_Information_Flyer.pdf

SCHOLARSHIPS, HONORS AND AWARDS

The Committee for Scholarships, Honors & Awards in the Department of Nursing and Allied Health accepts nominations, makes recommendations and selects award recipients.

Willie Mae Blanchard Brown Nursing Scholarship - (Application deadline: April 20th)

The Willie Mae Blanchard Brown Nursing Scholarship is a monetary award of \$500 that was established in 1992 and is presented annually in memory of the late Mrs. Willie Mae Blanchard Brown, R.N., wife of Dr. George Brown, retired Chair, and NSU Department of Biology. The award is given to Bachelor of Science Nursing junior who has demonstrated outstanding scholastic ability (GPA 3.0) while maintaining full-time status throughout the program of study.

Marie Hoffman Gerszewski, R.N., Endowed Memorial Scholarship - (Application deadline: April 20th)

The Marie Hoffman Gerszewski, R.N., Endowed Memorial Scholarship was established in 2004 in memory of Marie Hoffman Gerszewski, a nurse who specialized in psychiatric and geriatric nursing. Five hundred dollars (\$500) is awarded annually to a nursing student, who exhibits Ms. Gerszewski love for nursing and has an earned GPA of 2.8 or above.

Lillie Mae Lindsay Book Scholarship - (Application deadline: Family Decides)

The Lillie Mae Lindsay Book Scholarship was established July 2004, in honor of the late Lillie Mae Lindsay. She became a Nurse's Aide late in life and always stressed the importance of education to all her family members. This scholarship is a community outreach effort to assist nursing students attending Norfolk State University. Five-hundred-dollar scholarship (\$500) will be awarded each year to two junior or senior nursing students. The students must carry a minimum of 12 credit hours and have an earned GPA of 2.5 or above. Students must submit a 250-word essay justifying their need for the scholarship.

Mary Marshall Nursing Scholarship - (Application deadline: June 30th)

The Mary Marshall Nursing Scholarship is awarded annually to nursing students enrolled in undergraduate or graduate nursing programs in Virginia. To be considered for a Mary Marshall Nursing Scholarship, an applicant must meet the following criteria:

1. Resided in the Commonwealth of Virginia for at least one year.
2. Acceptance or enrollment as full-time or part-time student in a school of nursing in the Commonwealth of Virginia.
3. Demonstration of a cumulative grade point average of at least 3.0 in required courses, not electives.
4. Demonstration of financial need verified by the Financial Aid Office/authorized person at the applicant's nursing school: and
5. Submit a completed application and official grade transcript to the Office of Health Policy and Planning. If no college courses have been attempted an official high school transcript or equivalent must be submitted.

Levitin Family Endowed Scholarship - (Application deadline: April 1st)

The Levitin Family Endowed Scholarship was established in 2013. The scholarship amount varies and will be awarded, based on need, to student enrolled in the nursing program full time and maintain a GPA of 2.5 or above.

Margaret A. Pemberton Endowed Scholarship in Nursing - (Application deadline: June 7th)

The Margaret A. Pemberton Endowed Scholarship in Nursing was established in 2005. Margaret A. Pemberton is a 1959 graduate of NSU's Associate Degree Program and CEO and owner of MARG-2 Enterprises, residential facilities for mentally challenged adults. A scholarship valued up to Three thousand dollars (\$3,000) will be awarded each year to a junior or senior student enrolled in the Bachelor's Degree Program. The student must demonstrate professional qualities of a nurse and have an earned GPA of 2.5 or above.

Augusta and Herta Okonkwo Scholarship - (Application deadline: April 1st)

The Augusta and Herta Okonkwo Scholarship shall be utilized exclusively for scholarship assistance for a student majoring in nursing who has maintained a minimum GPA of 3.0 and exhibits the leadership, compassion and positive attributes of the nursing profession, such as good character, professional conduct and civility in manner. Additionally, the student must have completed at least one year at NSU and be enrolled in the 2nd year of the RN to BSN program and demonstrate promise to graduate from Norfolk State University. To evaluate the student's intent to successfully complete the nursing program, the student must write a 100-250-word essay describing career goals related to nursing. The faculty of the Department of Nursing and Allied Health will review the essay and select the scholarship recipient. In the event of a tie, the person with the highest GPA will be awarded the scholarship. This scholarship will be awarded to the student who meets above criteria without respect for religion, sex, color, or creed.

Ailene C. Ewell Scholarship (Chi Eta Phi Sorority, Inc. Scholarships-National) – (Application deadline: February 1st)

The Ailene C. Ewell Scholarship was established to honor the Founder of Chi Eta Phi Sorority, Inc. and to assist deserving undergraduate students who are pursuing a nursing degree. Scholarships are administered based on financial need, scholastic ability, interest in nursing and leadership potential. The scholarship is awarded each year. Recommendations for scholarships must be submitted by a graduate chapter of Chi Eta Phi Sorority, Inc.

Northeast Region (Chi Eta Phi Sorority Inc.) Scholarship Henrietta Chisholm Scholarship- (Application deadline: March 1st)

This scholarship was established to honor one of the founding members of Chi Eta Phi Sorority Inc. The Henrietta Chisholm Scholarship is awarded on the basis of scholastic ability, financial need, and leadership potential. Recommendations for scholarships must be submitted by Beta Chapters of Chi Eta Phi Sorority, Inc.

Porter, Ward, Vann Memorial Scholarship (Omega Chapter, Chi Eta Phi Sorority, Inc.) – (Application deadline: September 1st)

The Porter, Ward, Vann Memorial Scholarship is awarded to a nursing student to advance knowledge in the area of nursing science and practice. Five hundred dollars (\$500) is awarded each year in October. The students must be currently enrolled in or show a letter of acceptance to a nursing program and have an earned GPA of 2.5 or above. Students are expected to demonstrate a commitment to nursing and "Service for Humanity." For information, contact Omega Chapter, Chi Eta Phi Sorority, Inc.

Marion B. Godwin Book Scholarship (Omega Chapter, Chi Eta Phi Sorority, Inc.) – (Application deadline: June 1st)

The Marion B. Godwin Book Scholarship is awarded to current year high school graduate admitted to a nursing program. One hundred-fifty dollars (\$150) is awarded each year in October. The applicant must be admitted to a nursing program and have earned a GPA of 2.5 or above from high school.

Fostine Riddick Roach Scholarship (Eta Chapter, Chi Eta Phi Sorority, Inc.) – (Application deadline: January 15th)

The Fostine Riddick Roach Scholarship is awarded annually to a nursing student who exhibits academic potential, leadership abilities and demonstrates genuine interest and the ability to excel in nursing. One thousand dollars (\$1,000) is awarded each year in May. The student must be currently enrolled in or show a letter of acceptance to a nursing program and have an earned GPA of 2.5 or above. Students must submit a 250-word essay on “Why I Chose Nursing as a Profession.” **The application and essay should be submitted to a member of Chi Eta Phi, ETA Chapter.**

Josephine McBride Book Scholarship (Eta Chapter, Chi Eta Phi Sorority, Inc.) - (Application deadline: January 15th)

The Josephine McBride Book Scholarship is awarded to a nursing student to advance knowledge in the area of nursing science and practice. Five hundred dollars (\$500) is awarded each year in May. The student must be currently enrolled in or show a letter of acceptance to a nursing program and have an earned GPA of 2.5 or above. Students must submit a 250- word essay on “Why I Chose Nursing as a Profession. **The application and essay should be submitted to a member of Chi Eta Phi, ETA Chapter.**

Dorothy L. Price Memorial Scholarship (Application deadline: April 18)

The Dorothy L. Price Memorial Scholarship is awarded to a nursing student who excels in nursing and demonstrates caring behaviors. The student must have an earned GPA of 2.5 or above. Students must submit a 250 –word essay on “Nursing as a Caring Profession.” The student to whom the scholarship is awarded may be enrolled in any of the nursing programs.

AWARDS/ RECOGNITION - (Faculty Driven/Nominations given by Nursing Department-No Funds awarded)

Nursing graduates may receive the following awards:

Dorothy Lewis Powell Award

The Dorothy Lewis Powell Award is presented annually to the graduating student from the Upper Level Baccalaureate Program for Registered Nurses (RN to BSN Program), who has earned the highest cumulative grade point average and has completed a minimum of thirty (30) resident hours at Norfolk State University.

Shepard-Swann Award

The Shepard-Swann Award is presented to a graduating nursing student who has demonstrated outstanding scholastic ability while maintaining full- time status throughout the program. The recipient of this award exemplifies active participation in departmental activities and service to the community. This award is given in honor of Mrs. Lillian Shepard and Mrs. Marie Swann,

two dedicated former faculty members who together contributed 22 years of service to Norfolk State University, Department of Nursing and Allied Health.

Community and Professional Service Award

The Community and Professional Service Award is awarded to the graduating student who provides exemplary community and/or professional service. The recipient is selected by the faculty.

NSU Nursing Peer Mentor Award

The NSU Nursing Peer Mentor Award is awarded to the student who demonstrates exemplary service as a peer mentor. Faculty and student nominations are accepted. The award recipient is selected by the Faculty/Student Liaison Committee.

NSU Student Nurses Association Award

The NSU Nursing Association Award is presented to a graduating senior who has demonstrated outstanding leadership abilities and contributed greatly to the successful accomplishments of NSU SNA and its goals. The recipient is selected by the NSU SNA. Must be an SNA Member

NURSING PROGRAM STUDENT GOVERNANCE

Selected nursing students will serve on the following departmental committees for a term of one year.

1. Administrative and Faculty Committee
2. Curriculum Committee
3. Student Committee
4. Student/Faculty Liaison Committee

The Student/Faculty Liaison Committee is composed of representatives of students and faculty from each program. The Committee meets on a regular basis to discuss issues and concerns brought forth by both the faculty and the student body. Students should use their student representatives to address their concerns. Student representatives will be elected by the student body as follows:

- 1st Year Traditional Student
- 2nd Year Traditional Student
- RN to BSN Student

STUDENT ADVISEMENT/MENTORING

1. Each faculty member has posted office hours for the purpose of advising and mentoring students. Advisees are encouraged to consult their advisor on any matter pertinent to their academic pursuits. Students will retain the same advisor/mentor throughout their entire course of study at NSU.
2. Faculty Mentors should meet with their student advisees at least three (3) times per semester

3. Student requesting faculty recommendation statements (Appendix L) need to submit a written request at least two weeks prior to due date.
4. Students with concerns or complaints should be directed to and follow the Chain of Command (Appendix M).
5. **The Department Chair holds office hours by appointment only.** Appointments should be made in advance by contacting the Administrative Specialist on the fourth floor nursing office in NGE. The Administrative Specialist can be reached by phone at (757) 823-9013.

STUDENT ACTIVITIES

NSU Student Nurses Association

The NSU Student Nurses Association is a member chapter of the Virginia Nursing Students' Association (VNSA) and the National Student Nurses' Association (NSNA). The VNSA is a student managed organization that represents over 1400 future nurses throughout Virginia. VNSA fosters the professional and personal development of student nurses by providing educational resources, leadership opportunities, and career guidance. The Norfolk State University Chapter of the Student Nurses Association of Virginia is open to all interested nursing students (pre-nursing and nursing students) in good academic standing.

Undergraduate Chapter of Chi Eta Phi Nursing Sorority, Inc. (Eta Beta)

Eta Beta Chapter is the undergraduate chapter of Eta Chapter, Incorporated, Chi Eta Phi Sorority, Incorporated, a professional organization of registered nurses and nursing students. The goals of Chi Eta Phi Sorority, Incorporated are to promote the education, character development and service obligation of nurses and nursing students as it builds a corps of nursing leaders. The chapter is open to all interested nursing students in good academic standing. Eta Beta Chapter is a member of Norfolk State University's Counsel of Independent Organizations (CIO).

Bachelor of Science Degree Honor Society (BSN Honor Society)

The BSN Honor Society is for all Bachelor of Science Degree Nursing Students. The purpose of this honor society is to recognize students in the Bachelor Degree program who have demonstrated academic excellence. Inductions are held during the spring semester.

UNIVERSITY ACADEMIC STUDENT CONCERNS

(Grievance and Appeal Process)

The Nursing Program adheres to the University Academic Student Concern process as detailed in the University Student Handbook. Please refer to the University Student Handbook for information regarding concerns about grades or other assessments and/or concerns involving a faculty member.

DEPARTMENTAL STUDENT RESOLUTION

Students with issues, concerns or complaints should follow the Nursing Program Student Chain of Communication (Appendix M) utilizing the College of Science, Engineering, and Technology Student Resolution Form (Appendix N).

Revised: 8/2019

Rounding Rules and Time Calculation for Drug Calculations
Norfolk State University School of Nursing

1. **For rounding purposes**, round up for 0.5 and higher (example: $1.5 = 2$); and round down for numbers less than 0.5 (example: $3.4 = 3$).
2. **For kilograms in adults**: Calculate to the hundredth place, round to the nearest tenth. Examples: $45.67 \text{ kg} = 45.7 \text{ kg}$; $10.33 \text{ kg} = 10.3 \text{ kg}$
3. **For kilograms in children**: Calculate to the thousandth place, round to the nearest hundredth. Examples: $9.323 \text{ kg} = 9.32 \text{ kg}$; $9.327 \text{ kg} = 9.33 \text{ kg}$.
4. **Drops per minute**: Calculate to the tenth place and round to the nearest whole number. Examples: $20.3 \text{ drops} = 20 \text{ drops}$; $20.8 \text{ drops} = 21 \text{ drops}$.
5. **Adult medication dosages**: Calculate to the hundredth place and round to the nearest tenth. Examples: $1.34 \text{ mL} = 1.3 \text{ mL}$; $1.38 \text{ mL} = 1.4 \text{ mL}$; for milligrams (mg), calculate to the nearest tenth and round to the nearest whole number. Examples: $12.5 \text{ mg} = 13 \text{ mg}$; $12.2 \text{ mg} = 12 \text{ mg}$.
6. **Pediatrics**: children medication dosages and dosage ranges: Calculate to the hundredth place and round to the nearest tenth. Examples: $2.54 \text{ mL} = 2.5 \text{ mL}$; $2.58 \text{ mL} = 2.6 \text{ mL}$; Example range: $341.24 \text{ mg} - 682.47 \text{ mg} = 341.2 \text{ mg} - 682.5 \text{ mg}$.
7. **To set flow-guard IV pumps at mL/hr**: Calculate to the tenth place and round to the nearest whole number. Examples: $125.8 \text{ mL/hr} = 126 \text{ mL/hr}$; $125.4 \text{ mL/hr} = 125 \text{ mL/hr}$. (There may be an exception for nursery and Critical Care where certain drips may be rounded to the tenths place. IV pumps can be programed to deliver tenths of a mL).
8. **Injectable and liquid oral**: For dosages of less than one milliliter (mL); since the 1 mL syringe is calibrated in 100th mL increments, the answer should be expressed in 100ths. If the math calculation does not work out evenly to the 100th place, then the division is carried to the 1000th place and rounded to the 100th place. For example: $0.876 \text{ mL} = 0.88 \text{ mL}$.
9. **Injectable and liquid oral**: For dosages of greater than one milliliter (mL); since 3-6 mL syringes are calibrated in 10th mL increments, answers should be expressed in 10ths. If the math calculation does not work out evenly to the 10th place, then carry division to the 100th place and round to the nearest 10th. Example: $1.75 \text{ mL} = 1.8 \text{ mL}$.
10. ***DO NOT ROUND ANY NUMBERS UNTIL YOU HAVE COMPLETED ALL CALCULATIONS!!!!!!!!!!***

Time Calculation

Calculate time problems to one decimal place (tenths). Take the number in the tenths position and multiply it by 60 minutes to get the number of minutes the IV is to run.

Example: Calculations show that the IV is to run 15.6 hours.

$$\text{Multiply } 0.6 \times 60 = 36,$$

Therefore the IV is to run 15 hours and 36 minutes.

Appendix B

Application for Continuation/Readmission

This form is to be used for any student who fails a Nursing Course.

DATE

| | | | |
|------|------|-------|--------|
| NAME | Last | First | Middle |
|------|------|-------|--------|

| | | |
|------------|------|------|
| PHONE Home | Work | Cell |
|------------|------|------|

| | | | |
|--------------|------|-------|------------|
| HOME ADDRESS | City | State | County Zip |
|--------------|------|-------|------------|

| | | | |
|---------------|------|-------|------------|
| LOCAL ADDRESS | City | State | County Zip |
|---------------|------|-------|------------|

PREVIOUS NAME (If applicable): _____

PLEASE ANSWER THE FOLLOWING:

LAST DATE OF ATTENDANCE AT NSU: _____

LIST COURSES

| | | | |
|---------------------|----------------|----------------|------------|
| FAILED/or WITHDREW: | Name of course | Semester taken | Year taken |
| | _____ | _____ | _____ |
| | Name of course | Semester taken | Year taken |
| | _____ | _____ | _____ |

Have you attended any other institution of higher learning since you were last enrolled at NSU?
If "Yes," please specify institution: _____ YES _____ NO _____

- a. In what major? _____
- b. Did you graduate? YES _____ NO _____
- c. If "Yes" what degree did you receive? _____
- d. If "No" what was your reason for leaving? _____

Please answer the following three questions:

1. Describe your perception of the contributing factors that lead to your failing a course in the Nursing program at Norfolk State University your reasons for failing a course in the Nursing program at NSU:

2. Describe your reasons for seeking continuance/readmission to the Nursing program at NSU:

3. Describe what you have done to prepare for readmission and what you will be doing differently in order to be successful in the nursing program.

Signature: _____

Date: _____

COMMITTEE ACTION:

Recommended _____ Not Recommended _____

Comments:

Appendix C

Student Performance Monitoring Form

| | |
|--|---|
| STUDENT'S NAME | DATE |
| COURSE | FACULTY |
| STUDENT'S ADVISOR | |
| BEHAVIOR <input type="checkbox"/> Two clinical absences <input type="checkbox"/> Two instances of tardiness <input type="checkbox"/> Repeated occasions of leaving class early <input type="checkbox"/> Inappropriate behavior (disrespectful; threatening; side conversations) <input type="checkbox"/> Insufficient class preparation <input type="checkbox"/> Violation of Social Media Policy <input type="checkbox"/> Use of cell phone during class/clinical <input type="checkbox"/> Violation of testing guidelines/and practices <input type="checkbox"/> Integrity Violation <input type="checkbox"/> Sleeping in class or clinical <input type="checkbox"/> Other _____ | AREAS OF CONCERN PERFORMANCE <input type="checkbox"/> Unsatisfactory clinical performance <input type="checkbox"/> Limited class participation <input type="checkbox"/> Assignment late, poor or incomplete <input type="checkbox"/> Scores on examination below 78% <input type="checkbox"/> Course grade LESS than 78% <input type="checkbox"/> Cumulative GPA < 2.8 <input type="checkbox"/> Other _____ |
| FACULTY COMMENTS and RECOMMENDATIONS | |
| STUDENT COMMENTS | |
| Faculty signature: _____ Date: _____ Student signature: _____ Date: _____ | |

Appendix D

State Council of Higher Education for Virginia
Waiver of Immunization against Meningococcal Disease

The Code of Virginia (Chapter 340 23-7.5) requires that “All full time students, prior to enrollment in any public four-year institution of higher education, shall be vaccinated against Meningococcal Disease.” Institutions of higher education must provide the student or the student’s parent or other legal representative detailed information on the risks associated with the Meningococcal Disease, and on the availability and effectiveness of any vaccine. The Code permits “the student or if the student is a minor, the student’s parent or the legal representative to sign a written waiver stating that he/she has received and reviewed the information on Meningococcal Disease and detailed information on the risks associated with Meningococcal Disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.”.

Name: _____

Institution: _____

Birth date: _____ Term/Year of first enrollment: _____

NSU Student ID Number: _____

Please check and sign applicable areas

- I have received and reviewed detailed information on the risks associated with Meningococcal disease.
- I have received and reviewed information on the availability and effectiveness of any vaccine (against meningococcal disease).

I choose **not** to be vaccinated against meningococcal disease.

Signature: _____ Date: _____

As the parent or other legal representative, I choose **not** to have the student named above Vaccinated against meningococcal disease.

Signature: _____ Date: _____

Appendix E

Student Consent to Release Information to Clinical Agencies/Sites

As a student enrolled in one of the nursing programs at NSU, I understand that the following information may be collected, will be filed, and may be release, if requested to any and all clinical agencies/clinical sites at which I may participate in clinical experiences;

1. Health requirements:
 - A. PPD (or Chest X-ray);
 - B. Seasonal influenza vaccination
 - C. Measles, Mumps, and Rubella titers and/or vaccination;
 - D. Hepatitis B titers and/or vaccination;
 - E. Varicella titers and/or vaccination,
 - F. Tetanus/TdaP vaccination
 - G. Meningitis vaccine and/or waiver
2. Criminal background check
3. CPR certification (healthcare provider)
4. Malpractice Insurance
5. Drug Screen

I further understand that if I refuse to consent to the release of requested information that is required of all students who participate in the affiliation, I will not be allowed to obtain the clinical experience and will fail the course. Upon refusal, I may drop/withdraw from the course or will be administratively removed from the course.

Student name (printed)

Student signature

Date

Appendix F

Student Confidentiality Report

The Nursing Program has distinct expectations of students regarding the confidentiality of patient related information, including classroom content, clinical content and student's individual acquisition of information.

Student Agreement Form

I am aware that as a student I will receive information about patients in written form and in verbal discussions with faculty and agency staff. I agree to abide by Federal HIPAA guidelines and individual agency policies related to the sharing of patient information. I understand that I am to hold all information in strict confidence and will consult a Nursing faculty member prior to sharing any part of clinical or classroom content related to patients. I agree that I will not send or receive patient information via electronic means unless instructed to do so by a Nursing faculty member. I understand that I am not to share any patient information from class or clinical with individuals who are not a part of that class or clinical experience, including my family and friends. I understand that violation of confidentiality laws/policies may result in my immediate dismissal from the Nursing program.

Failure to sign this form will result in dismissal from the nursing program.

Signature: _____

Print Name: _____

Student ID#: _____

Date: _____

Appendix G
Student Incident Report

Investigate all INCIDENTS: Help stop incidents by discovering how and why this one happened. Determine and correct the basic cause of the incident in the laboratory and help to prevent incidents in the future. Please type or print the information requested below and return to the Program Coordinator within 24 hours of the incident.

Name of Injured _____ Student ID _____ Birthdate _____

Home Address

(Number & Street) (City or Town) (State) (Zip)

INCIDENT

Date Incident Occurred _____ Time _____ A.M. _____ P.M.

Date reported _____ Time _____ A.M. _____ P.M.

Where Did Incident Occur

_____?

(Building)

(Room)

Brief description of how the accident occurred (Be specific and name any objects or substances involved and state what the employee was doing when injured).

Exact location of injury (Indicate the part of the body affected; e.g., right or left, upper or lower, index finger or thumb, etc.).

Did injured visit a physician? _____ YES _____ NO

What should be done to prevent repetition?

Has it been done _____ YES _____ NO If not, give reason

Was student instructed regarding hazards in the lab/clinical _____ YES _____ NO

Student's Signature _____ Date _____

Faculty Comments

Faculty's Signature _____ Date _____

Appendix H

Policy on Student Incidents in the Clinical/Laboratory Settings

Any students involved in an incident related to laboratory and or clinical experiences must adhere to the following:

Any incident must be reported immediately to the laboratory/clinical faculty and program coordinator and/or clinical coordinator. In addition, the Director of Nursing and Department Chair must be notified within 24 hours of the incident. The Department of Nursing and Allied Health Student Incident Report Form is to be completed and signed by the student, laboratory supervisor/faculty, and program coordinator. If referral for treatment is indicated, the student must report to the Student Health Services.

The completed incident form should be returned to the program coordinator within seven (7) days of the incident.

The program coordinator will file all completed incident report forms with the Administrative Assistant to the Chairperson of the Department of Nursing. The Department of Nursing will maintain a file of completed incident forms for a period of seven (7) years.

Clinical/laboratory faculty will have copies of the Department of Nursing Student Incident Report Forms available in the clinical /laboratory setting. A sample of the form is in the “Forms” section of the Department of Nursing and Allied Health Handbook.

Students who are unable to obtain appropriate follow-up at the facility when the incident occurred should call Student Health Services @ 623-3090. After hours’ assistance may be obtained from the Healthcare Provider on call for Student Health Services by calling NSU Campus Security at 823-8102.

(Hepatitis B Virus and Human Immunodeficiency Virus) (HIV and Hepatitis B Virus)

****NOTE: NURSING STUDENTS ARE REQUIRED TO FOLLOW THIS PROTOCOL. ALL MEDICAL CARE WILL BE AT THEIR EXPENSE AND WITH THEIR CHOICE OF HEALTHCARE PROFESSIONAL.**

I. Significant Exposures

- A. Contaminated needle stick.
- B. Puncture wound from a contaminated sharp instrument.
- C. Contamination of any obviously open wound, non-intact skin or mucous membranes by saliva, blood, or a mixture of both saliva and blood.

II. Post-Exposure Evaluation and Follow-Up

An exposure incident is defined as a specific eye, mouth, or other mucous membrane, non-intact skin, or potential (puncture, laceration) contact with blood or other potentially infectious materials and/or substances.

A. Student Reporting Responsibility

If a student nurse has been exposed to a source that is positive for HIV, AIDS, Hepatitis B, Hepatitis C, has high risk factors (IV drug abuser, history of multiple-unprotected sexual contacts, homosexual, hemophilia, etc.) or the source is unknown, the student is expected to notify the appropriate faculty member immediately.

B. Evaluation and Care of Affected Area

Assess type of injury and severity and apply the following care:

1. Severe lacerations are to be sent for immediate evaluation and treatment to the ER.
2. Wound care for minor punctures require immediately squeezing to bleed the wound, then wash with soap and water, clean with alcohol and apply a dressing.
3. Eye splashes will require flushing with sterile saline for 5-10 minutes, immediately or as soon after exposure as possible.
4. Splashes to the mucous membrane (i.e., inside mouth) also require immediate flushing with water.
5. Splashes to non-intact skin require immediate washing with soap and water, clean with alcohol and apply dressing.
6. Exposure to the client's blood or saliva on the unbroken skin is **not** considered significant. This type exposure **must** be followed with vigorous hand washing.

C. Prophylaxis Treatment

If exposure injury is the result of a puncture or laceration, a tetanus/diphtheria booster may be indicated in accordance with CDC guidelines.

If source patient is HBV, HCV, RPR, or HIV positive, high risk (IVDA, homosexual, hemophiliac, etc.) or unknown, the student is entitled to be evaluated by a physician and offered prophylaxis treatment for these diseases.

D. Exposure to the client's blood or saliva on unbroken skin is **not** considered significant.

1. Administrative

- A. Exposed nursing students will report the incident to the clinical instructor, agency and Employee Health Services **immediately** after contamination. The nursing student and clinical instructor must report the incident to the appropriate nursing program coordinator immediately after the student has completed the necessary emergency care.
- B. Exposed nursing students will be advised to obtain medical evaluation and follow-up from their choice of healthcare professional.

- C. Exposed nursing students will complete the Department of Nursing and Allied Health Student Exposure Incident Report within 24 hours of the incident.

2. **Medical**

- A. Immediately cleanse the wound with soap and warm running water. If eyes or mucous membranes are involved flush with water. Mouth can be rinsed with warm water or mouthwash, whichever is more readily available.

Appendix I

Honor Code

All students are expected to maintain high ethical and moral standards. A very important component of this is the Honor Code. All students are expected to support the following statement in all written work, quizzes, and examinations. **The following statement is to be written or typed on every assignment submitted by a student.** University and departmental procedures are outlined in the University and Nursing Department Student Handbooks.

“On my honor, I pledge to do work to the best of my ability with NO assistance on graded assignments or tests. I also pledge to report any breach of the honor code to the appropriate faculty member.”

I understand and agree to comply with the NSU Honor Code.

NAME (Print) _____

SIGNATURE _____

DATE _____

Appendix J

Social Media and the use of the Cell Phone

The use of Social Media and other electronic communication is expanding rapidly. Social Media is an exciting and valuable tool when used wisely. Nurses and nursing students must recognize that they have an ethical and legal obligation to maintain Patient Privacy and Confidentiality at all times.

The following are to be adhered by Nursing Students at all times:

1. You are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
2. You must not share, post or otherwise disseminate any information or images about a patient or information gained via the nurse/patient relationship with anyone unless there is a patient-care-related need to disclose the information or other legal obligations to do so.
3. You must not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
4. You must not refer to patients in a disparaging manner, even if the patient is not identified.
5. You must not take photos or videos of patients on personal devices, including cell phones. Nursing students should follow agency policies for taking photographs or videos of patients for treatment or other legitimate purposes using agency-provided devices.
6. Do not engage in online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the student nurse does not permit the student nurse to engage in a personal relationship with the patient.
7. You must promptly report any identified breach of confidentiality or privacy.
8. You must be aware of and comply with agency policies regarding use of agency-owned computers, cameras and other electronic devices, and use of personal devices in the workplace.
9. You must not make disparaging remarks about agency, university, faculty, or classmates. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments via any type of social media.
10. You must not post content or otherwise speak on behalf of the clinical site unless authorized to do so and must follow all applicable policies of the clinical site.

11. You must not include the name of the agency or unit on which you are assigned on any method/type of social media.

Consequences of Non-compliance:

- The Department of Nursing and Allied Health can lose the Clinical Site where the incident occurred.
- The Nursing Student can be suspended or terminated from the program depending on the severity of the incident.
- All faculty members who become aware of any breach of confidentiality or privacy must complete a Student Performance Monitoring Form and submit to the Department Chair.
- All incidents will be reviewed by the Department Chair. The Chair will consult with the faculty member and determine appropriate action required.

I have read and understand the Social Media and use of Cell Phone regulations:

Signature

Name Printed

Appendix K

CINE Lab Student Statement of Understanding

ALL NURSING STUDENTS ARE RESPONSIBLE FOR ADHERENCE TO THE ESTABLISHED CINE LAB POLICIES.

CINE Policies - To maintain an environment of professionalism and promote professional development, students and faculty are required to adhere to the Center for Innovative Nursing Education (CINE) dress code. Students participating in learning activities in the CINE Lab must be dressed in a manner that is consistent with Norfolk State University's Nursing Program clinical dress code (fully dressed in uniform) or they must be in professional attire with a lab coat (this rule applies to all students who are dressed in their civilian scrubs or professional attire). Student's hair must also be properly groomed and above the collar while in the CINE lab. All standards for clinical attire as detailed in the student handbook must be adhered to.

While in the CINE Lab:

- A. Name Tags are to be displayed at all times.
- B. Cell phones and paging devices must be silenced.
- C. Children are not permitted.
- D. There is no eating or drinking.
- E. All students must be in full nursing uniform during skills labs, simulation and during practicum evaluation.

I have reviewed, understand and will abide by the established NSU Nursing Program's policies contained within the 2019-2020 Nursing Handbook and the statements listed above as they relate to the CINE Lab.

Student Signature/Date: _____ Course Number: _____

Appendix L

Request for Faculty Recommendation

Directions:

1. Submit this request for faculty recommendation to desired faculty, allowing a minimum of two weeks for completion.
2. Attach a Resume or other personal information that will help the faculty member write the recommendation.

Date request submitted _____ Date needed _____

Request submitted to faculty (faculty name) _____

Request submitted by (student name) _____

Dates of association and in what capacity, did you know the faculty member (for example semester and year and what course you had the professor) _____

I hereby give permission to _____ to write a letter of recommendation to:

Name:

Title:

Organization:

Address:

City/State/Zip:

Recommendation is sought for (specify award, position, etc.)

Student Cumulative GPA _____ Most recent nursing major GPA _____

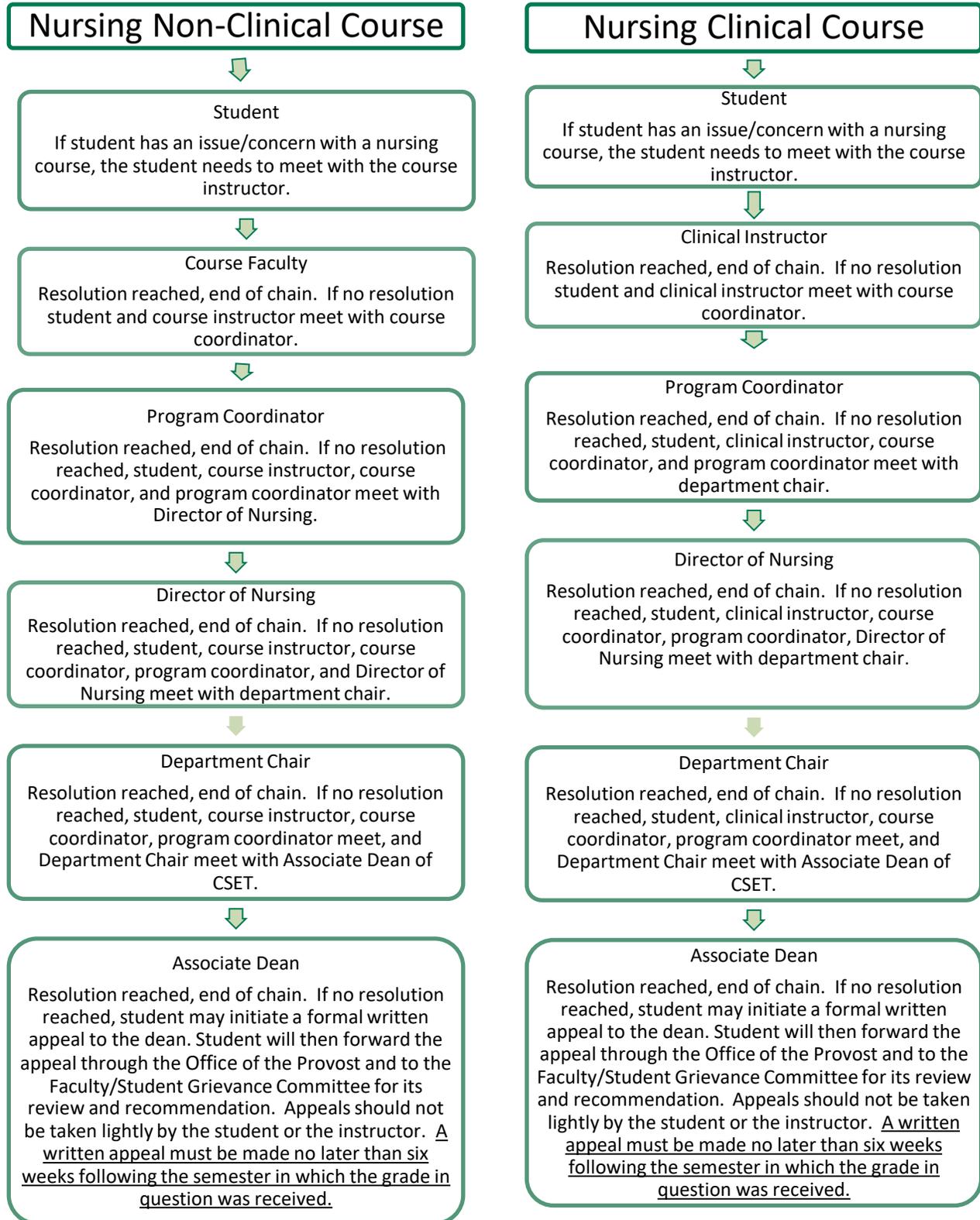
On a separate sheet of paper:

1. Describe professional, student, or community service activities in which you have been involved. Include any committees on which you have served or offices that you have held.
2. Describe any relevant work experience, internships or externships that you have had. Describe pertinent volunteer activities.
3. Describe other activities, awards, or qualities that you feel should be highlighted in this recommendation.

I verify that the data supplied with this request is accurate. I waive _____ do not waive _____ my right to review a copy of this letter at any time in the future.

Signature: _____ Date: _____

Appendix M
NSU Nursing Program
Student Chain of Communication



Appendix N
College of Science, Engineering, & Technology
Student Resolution Form



Student Information

| | | | |
|-------------------------------------|------------------------------------|---------------|--|
| Full Name (please print) | | Today's Date: | |
| Local Address: | City | State and Zip | |
| Local Phone Number () - | Cell Phone Number () - | | |
| Email | Permanent Address: | | |
| City | State | Zip | |

Student Department/Major

| | |
|-------------|------------------------|
| Department: | Program Major/Program: |
| Student ID# | |

Student /Faculty Resolution Information

STEP ONE:
 Students are encouraged to discuss their concern or academic challenges through conferences with the appropriate instructor and /or staff.

1. Have you made an attempt to **resolve this concern with the individual instructor/staff?**
 Yes No

2. **Briefly describe your academic related concern or issue?** Specify any pertinent dates, faculty/staff you dealt with, and major academic concern etc. Use additional paper, if necessary. Attach any documentation that will help describe the concern and substantiate your allegations. (i.e. medical documentation, incomplete grade form, syllabus highlights, substitution request, correspondence, etc.).

3. As a result of your conference, please provide the **findings or outcome:**

Were you satisfied with the outcome of this resolution process? Yes No

If you answered no, what outcome did you hope to achieve after the informal conference:

By signing this form, I acknowledge my understanding that information contained in this resolution document will be confidential to the extent possible. Furthermore, information may be shared with University officials to conduct a thorough investigation. I certify that all information provided on this form is accurate.

Student Signature and Date: _____

Faculty/Staff Signature and Date: _____

Where this process does not result in a satisfactory resolution, the student may proceed to the **STEP TWO Resolution Procedures** by submitting this **completed form with required signatures (faculty/staff)** to the Department Chair for review.

Department Chair Document of Resolution

STEP TWO

4. Department Chair Approval of Request Yes No
Please provide a summary and/ or comments regarding the resolution outcome of your student conference.

Student Signature and Date: _____

Department Chair Signature and Date: _____

Is the above decision acceptable to the student? Check one box Yes No

____ I hereby appeal this decision to Step Three, Dean/Associate Dean Level.

ACTION TAKEN BY DEAN/ASSOCIATE DEAN'S OFFICE

STEP THREE

**Steps One and Two must be completed /signed prior to review by the Dean/Associate Dean's Office.*

5. Dean/Associate Dean
Please provide a summary and/ or comments regarding the resolution outcome of your student conference.

Check the appropriate resolution:

Dept. Counseling/Advising Faculty Conference Upheld Dept. Chair Decision Referral

Academic/Student Affairs Disabilities Office Student Counseling Center Student Success Center

Student Signature and Date: _____

Associate Dean/ Dean's Signature and Date: _____

Is the above decision acceptable to the student? Check one box Yes No

____ I hereby appeal this decision to Step Four, Office of the Provost.

STUDENT ACKNOWLEDGEMENT FORM

Student Nursing Handbook (2019-2020)

Fall 2019 Edition

I have read, fully understand, and agree to comply with the policies and procedures contained in the Nursing Handbook, including, but not limited to, student and faculty expectations and responsibilities, grading scale, and academic progress and graduation requirements. Should I have any questions or concerns, I understand that I should seek information from faculty of the Department of Nursing and Allied Health, who will answer the questions or concerns and/or refer me to the appropriate person(s). I understand that changes may be made to this handbook on an annual basis and I am expected to comply with whatever handbook that is current.

NAME (Print) _____

SIGNATURE _____ DATE _____