College of Pharmacy and Health Sciences

School Of Nursing

Student Handbook

2014-2015
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Welcome

The faculty and staff welcome you to the Lipscomb University School of Nursing. We are here to assist you in your journey through nursing school and beyond. Please use this resource as a reference for important information and what we expect of you in this program.

Mission Statement

The mission of nursing education at Lipscomb University School of Nursing is to educate baccalaureate nurses to be leaders in providing service to humanity as evidenced by quality, compassionate care that is focused on the holistic needs of patients and their families in the community.

Purpose

1) To provide a Bachelor of Science in Nursing.
2) To prepare professional nurses who demonstrate competency and leadership to meet the health needs of society.

Philosophy of the School of Nursing

The School of Nursing is committed to providing patient-centered care that focuses on a commitment to quality and safety while upholding Christian values. We foster excellence in both scholarship and service to the Lipscomb community, our surrounding community, and throughout the world while focusing on the holistic needs of individuals and groups of individuals.

The curriculum contains both liberal arts and professional courses. The central concepts of our profession are person, environment, health and nursing. These four concepts interact and serve as the basis for the practice of nursing.

Each person is a unique, complex being created by God. Humans are interactive beings that function within larger social systems and are capable of adapting to their environment. Each patient should be viewed holistically and have all basic human needs met.

The environment consists of all conditions, circumstances, and influences that exist outside one’s social system’s boundary. An intimate relationship exists between the
constantly changing environment and the person. The environment in which we live determines, to a degree, lifestyle and state of health. Development of the individual occurs throughout life within a pluralistic and culturally diverse society. Health is a dynamic state of being in which the developmental and behavioral potential of an individual is realized to the fullest extent possible. Individuals have the right to pursue that level of health perceived by them to be optimal, taking into account their social, spiritual, and cultural health. The level of health that individuals can attain is directly influenced by the health of their families and communities of which they are a part.

Nursing is a professional discipline that seeks to work collaboratively with members of the health care team to provide health promotion, promote healing from illness or injury, and comfort those dealing with end of life issues.

The discipline of nursing encompasses science, ethics, politics, and the heritage of nursing. The central focus of the discipline is the response to patient needs in a variety of settings. The practice of nursing is an art and a science used to help individuals improve their health potential.

The profession of nursing builds on a liberal arts education including psychology, religion, biological and natural sciences. The synthesis of knowledge from these disciplines, as well as from nursing, will enhance the ability of nurses to understand themselves, relationships with others, the nature of communities, diversity, the physical world, current health trends, and human needs and values.

The study of diverse disciplines contributes to the ability to think analytically, reason logically, and communicate effectively. Students are expected to continue to mature intellectually and spiritually, using their liberal arts education to deepen their understanding of nursing and health. University-wide inter-professional activities are actively sought for the intellectual exchange and stimulation they provide.

The program leading to the BSN at Lipscomb University constitutes an arena for excellence in nursing practice, as well as a forum for discussion and analysis of issues that affect health care, patients, the nursing profession, and society. The program is based on a variety of cognitive styles, life experiences, and professional backgrounds.

**Organizing Framework**

Course sequencing in the BSN program is designed to move from basic to advanced knowledge and skill level as evidenced by the work of Patricia Benner on Novice to Expert (Benner, 1982, p.402-407). It moves from simple to more complex practice situations and from memorization to critical thinking. Course objectives include content presented for each of the three learning domains: cognitive, affective, and psychomotor which is appropriately progressed throughout the four semesters.

The curriculum design has two components: prerequisite liberal arts education requirements and generalist nursing courses. The prerequisite liberal arts education requirements assist the student in acquiring basic knowledge and understanding of human beings, culture, environment, health, and faith in the study of arts, religion, biological,
psychological, and physical sciences. This basic knowledge is applied to the study of nursing in the nursing components of the curriculum beginning with the foundations course.

The generalist nurse component of the curriculum consists of clinical and non-clinical courses that contain nursing practice and discipline content. Clinical experiences focus on situations that reflect an understanding of the nursing process and the nursing paradigm in health promotion and maintenance, illness care, and rehabilitation. The theoretical basis for practice is presented in the classroom. It also provides the scientific knowledge needed to formulate a nursing diagnosis and interventions to support patients’ responses to actual or potential health problems. Non-clinical courses focus on the discipline of nursing in ethics, economics, politics, research, legal issues, health care delivery systems, the heritage of nursing, leadership, and quality and safety in the education of nursing students.
STUDENT LEARNING OUTCOMES
2014-2015

Graduates of the Lipscomb University BSN program will be able to:

1. Synthesize knowledge from nursing, the humanities, and the biophysical, and social sciences into the practice of professional nursing.

2. Provide patient-centered health care to culturally diverse populations in a variety of environments, both independently and in collaboration with other health care team members.

3. Demonstrate skills in critical thinking, decision-making, information management, and the nursing process with individuals, families, and groups experiencing complex health problems.

4. Educate and counsel individuals, families, communities, and other groups using teaching/learning principles that promote, maintain and restore health.

5. Evaluate and apply evidence-based findings to professional nursing practice.

6. Utilize leadership skills in addressing professional nursing and healthcare issues.

7. Demonstrate accountability for decisions about nursing practice that provide safe and high quality care.

8. Demonstrate awareness of the historical and current aspects of economic, political, legal, spiritual and ethical issues related to health care in society.

9. Communicate and collaborate with members of the healthcare team and consumers to provide and improve the delivery of healthcare.
Role Specific Competencies for Graduates

Provider of Patient-centered care

The graduate from LUSON will be prepared to assume accountability for the delivery of safe, high-quality, patient-centered care based on evidence for diverse individuals, families, groups, communities, and populations in a variety of settings. Through the use of the Nursing Process, the baccalaureate generalists will use their skills to prevent illness and injury, and promote, restore, and maintain health across the lifespan.

Leader/Manager

The graduate from LUSON will be prepared to coordinate and manage care through the use of technology, resources, and information systems. The graduate will use their leadership skills to delegate tasks to other healthcare personnel and supervise and evaluate their performance.

Member of the Profession

The graduate of the LUSON will assume responsibility and accountability for their practice as a professional nurse and engage in continuous professional development and lifelong learning.

Patient Safety Advocate

The graduate of LUSON will demonstrate knowledge of professional, governmental, and accreditation standards pertaining to safe practice. They will apply technology and information management tools to support safe processes of care and evaluate the impact on patient outcomes.

Educator

The graduate of LUSON will assess learning needs and effectively teach patients about wellness, acute and chronic illness management.
The nursing program adheres to the American Nurses Association Code for Nurses, which reads as follows:

**Code for Nurses**

**Preamble**

The Code for Nurses is based on belief about the nature of individuals, nursing, health, and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities and whose values and circumstances command respect at all times. Nursing encompasses the promotion and restoration of health, the prevention of illness, and the alleviation of suffering. The statements of the Code and their interpretation provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality
health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

UPON ADMITTANCE INTO THE NURSING PROGRAM

Upon official acceptance into the nursing program the student must provide documentation of the following health care requirements for clinical placements:

- Students are required to submit documentation of negative tuberculin skin test or chest X-ray (annually). Date and Results required or for a history of a positive TB test, negative chest x-ray.

- MMR (Measles-Mumps-Rubella) documentation of 2 doses of MMR vaccine administered at least 30 days apart with the 1st dose given at 12 months of age or later. Vaccine is required of all students born after 1956. For students born before 1957, documentation of Rubella immunity (Rubella antibody titer) or Rubella vaccination is required.

- Hepatitis B vaccine series (3-injections) and a titer. Hepatitis B: A positive screen/titer is required. If the screen/titer is negative you must retake the series of 3 shots within a 6-month period. After one month from the third shot the student can draw the titer. If after the 2nd titer (repeat) is drawn and the result is negative again, then the student should provide a letter from his/her health care provider stating that two series were received (for a total of 6 shots) and the student remained negative.

- Student must have record of DTap and Tdap immunizations.

- Varicella titer (Students testing negative must be immunized) and then repeat with a titer. Proof of immunity is required by varicella titer regardless of illness history.

- Meningitis vaccine.

- A physical examination is required within the last six months.

- Annual seasonal flu vaccination.

- A criminal background check.

- A mandatory drug screen.
• Cardiopulmonary Resuscitation (CPR) Certification for Health Care Providers Completion. Student nurses are required to possess certification in a 2-person CPR course PRIOR to beginning class. A copy of the CPR card must be on file in the School of Nursing office. It is also the student’s responsibility to keep their CPR certification current without lapse. CPR certification (BLS-Health Care Provider) must be completed through the American Heart Association.

• Current Professional liability insurance. Payment of premium is required of all nursing students enrolled in nursing courses at the time of registration. This policy premium is included in your School of Nursing tuition fees. Payment of premium is required regardless of any other professional liability coverage the student might have, even for students taking only didactic courses. The policy covers only practice as a nursing student and does not extend to coverage of nursing practice outside of the student role.

• Health Insurance: Proof of current health insurance is required. Depending on the type of health insurance, one of the following is required:

  1) A copy of your current insurance card with your name on it.
  2) If you are covered under another person’s policy, please submit a copy of that card and a letter from the insurance company stating you are covered on that policy. After the initial letter, a copy of the insurance card is permitted.
  3) Active military can submit a copy of their current military ID.
  4) Military dependents need to submit a copy of their military ID and proper paperwork for verification of coverage.

Registration in Nursing Courses

Each semester, at a time specified in the calendar, all students are required to confer with their academic advisors and register for courses for the next semester. Students should check carefully with their faculty advisors concerning progress toward completing degree requirements and make the necessary revisions in their program of studies.

Faculty Advisors

Each student will be assigned a faculty advisor who will assist with planning a program of studies and help solve academic problems. The complete program should be approved within the first semester of enrollment.
**Academic Standards**

Students must achieve an examination average, including all course examinations and the final examination, equal to or greater than 76 percent in order to receive a passing grade for the course. An examination average of less than 76 percent, regardless of the course average, will result in failure of the course and a resulting grade no higher than a “D”. Grades for Prep-U assignment or Kaplan course testing will not be included in the 76 examination average necessary for course passage.

Rounding will not occur on individual course exams, the final examination or the final course average.

**Repeat Courses**

Students enrolled in the nursing program may repeat a nursing course only with the permission of the Admission and Progression Committee and the Executive Associate Dean.

1. A course taken in the nursing program may not be repeated outside the Lipscomb University School of Nursing for credit toward the degree.

2. Individual nursing courses may be repeated only once.

3. Students repeating a nursing course will be required to take Strategies for Nursing Success prior to repeating their course. Students in the Strategies for Nursing Success course may not take other nursing courses without the express written consent of the Executive Associate Dean of Nursing and the Admission and Progressions Committee.

**Course Failure**

If a student fails one nursing course they will be eligible for remediation (Strategies course) the next available semester it is offered. Students may not take any other nursing course while enrolled in the Strategies course.

If a student fails two nursing courses, whether in the same semester or separate semesters, they will be dismissed from the nursing program and are not eligible to apply for readmission until the next academic year. Student who are failing and withdraw from a nursing course will not be eligible to apply for readmission until the next academic year.
Completion of Program

Students admitted to the nursing program must complete all nursing courses within three calendar years from the time of admission. Leaves of absence are counted in this time frame.

Leave of Absence

Leaves of absence from the nursing program are granted for a maximum of one year and must be approved by the academic advisor and Executive Associate Dean of Nursing. Leave of absence time is included in the total time taken to complete the degree.

Students are ineligible for a leave of absence if they have any grade of I (Incomplete) for the previous semester. Students must notify the Executive Associate Dean of the Nursing Program, in writing, of their intent to return. Failure to notify will be considered withdrawal from the Nursing Program and require readmission to the Nursing Program to resume study in the nursing program.
Nursing Course Fees

**Nursing Course Fees**

- Malpractice Insurance Fee (per year)  $38.00
- Drug Screen  $40.00
- Background Check  $63.00
- E-Value Portfolio  $120.00
- Bridge to Care System  $100.00
- Clinical Educational Fee  $1,890.00

**Standardized Testing Fee:**

- $390.00 (NURS 3045) KAPLAN Juniors - Fall
- $440.00 (NURS 4016) KAPLAN Seniors - Fall

**Note:** Additional lab fees apply to all Nursing courses that have a lab component

*Cost Subject To Change*
Lipscomb University Student Nurses Association (LSNA)

Students are eligible to join the LSNA upon admission to the School of Nursing. Participation in the LSNA allows opportunities for leadership and networking with other schools of nursing.

Class Officers

Each nursing class will elect two class officers in September to serve for the academic year and be responsible for representing the class at selected faculty meetings. Faculty of the School of Nursing will conduct class officer elections. A faculty member will be assigned as an advisor to the class officers. Class officers may not serve successive years.

Student Events

A Pinning Ceremony is planned prior to graduation in the spring of the students’ senior year. The pinning ceremony is a special event at which time the student will be presented a pin representing the history of the nursing program from the school of nursing. Attendance and participation is required.

Each student is responsible for ordering an official School of Nursing pin from the School of Nursing office prior to graduation. A payment of $60.00* (upgrades are additional) is due when the order is placed in the nursing office. The pin will be awarded in May at the annual pinning ceremony to students who have completed all degree requirements.

*Price subject to change
WEBSITES FOR NURSING

Lipscomb University School of Nursing  www.lipscomb.edu/nursing
American Nurses Association  www.nursingworld.org
Discover Nursing  www.discovernursing.com
Honor Society of Nursing  www.nursingsociety.org
(Sigma Theta Tau)
National Council of State  www.ncsbn.org
Boards of Nursing
Tennessee Board of Nursing  www.2state.tn.us.org
Tennessee Nurses Association  www.tnaonline.org
National League of Nursing  www.nln.org
National Student Nurses  www.nsna.org
Association
Understanding Scholarships  www.scholarshiphelp.org
National Education Loan  www.bhpr.hrsa.gov/nursing/loanrepay.htm
Replacement Program
ADMISSION POLICIES

Students who are interested in a nursing degree must meet the criteria for admission to Lipscomb University School of Nursing. Upon admission to the university, students may declare a pre-nursing major and begin the coursework that is required for formal admission to the nursing program. Students must complete the prescribed 63 credit hours of liberal arts courses prior to admission.

The Bible requirement of 18 hours for graduation and the Chapel requirement will be the same as all other students enrolled at Lipscomb University. When enrolled in upper division nursing courses Chapel requirements may be modified.

Admission to Lipscomb School of Nursing is based on the following factors:

1. Applicants must have a cumulative 3.00 grade point average or above.

2. Complete and submit an application online to the School of Nursing, including letters of recommendation and a goal statement.

3. An interview with the Admission Committee.

4. Standardized admission Entrance Exam must be completed and the score submitted to the School of Nursing.
UNIVERSITY ACADEMIC INTEGRITY POLICY

As students of the Lipscomb School of Nursing community of scholars and learners, students along with the faculty and staff, share the responsibility of maintaining a climate of integrity. Providing an environment for individuals to grow in Christ’s image demands that, in every facet of academic work and campus life, the pursuit of truth, knowledge, and excellence is paramount. It is the personal responsibility of each student to treat their peers respectfully, fairly, and honestly; to refuse to accept cheating, lying, defrauding, or stealing and thus commit to academic integrity that will serve as the foundation for lifelong integrity.

If a student nurse suspects that another student has committed an academic integrity violation or if the student receives information to that effect, the student is obliged to report this action to the faculty class coordinator. The student reporting the incident will remain anonymous unless the case goes to a hearing. In such case, the student nurse may be asked to provide testimony to what was witnessed or reported.

Refer to the Academic Integrity Policy for definitions of violations and specific procedures in the Lipscomb University Student Handbook (www.lipscomb.edu). Click on Campus Life, then Student Handbook.

If a faculty member suspects a student is guilty of violating the University’s academic integrity policy, they will meet individually with the student to discuss the incident. If the situation is unresolved the case will be forwarded to the Academic Integrity Council. Refer to specific procedures in the Lipscomb University Student Handbook.

Honor Code

All work in the nursing program is based on the Honor Code of Lipscomb University. Each student is responsible for reading and understanding the Honor Code Policy as listed in the Lipscomb Student Handbook, including consequences of violations. Students must take exams independently without assistance from others.

According to the Lipscomb University Catalog, academic honesty is required in all situations. Plagiarism and other forms of misrepresentation or dishonesty are grounds for failure and/or dismissal from the program. A student’s written work is that person’s guarantee that the thoughts and expressions in it, except where credited to another source, are the student’s own.

Violation of the integrity and honor code policy may result in dismissal from the School of Nursing and/or Lipscomb University.
PROGRESSION POLICY

Nursing courses are sequential and a student who fails to pass such a course cannot progress in the nursing curriculum until the course is passed.

Students must achieve an examination average, including all course examinations and the final examination, equal to or greater than 76 percent in order to receive a passing grade for the course. An examination average of less than 76 percent, regardless of the course average, will result in failure of the course and a resulting grade no higher than a “D”. Grades for Prep-U assignment or Kaplan course testing will not be included in the 76 examination average necessary for course passage.

Rounding will not occur on individual course exams, the final examination or the final course average.

A student who is not making satisfactory progress toward the degree may be dismissed from the nursing program or may be allowed to continue in the Strategies for Nursing Success course at the discretion of the Admission and Progression Committee and the Executive Associate Dean of Nursing.

Because the nursing program is a professional program, students will receive a failing grade in a nursing course due to a failure in the clinical component of a course, such clinical requirements being defined in the course syllabus.

The Admission and Progression Committee on the recommendation of the student’s instructors, Executive Associate Dean of Nursing, and/or academic advisor, promotes only those students who have demonstrated integrity and personal, professional, and intellectual achievement consistent with faculty expectations at the student’s particular stage of professional development.

GRADUATION POLICY

Graduation requirements for nursing will be completion of 63 semester hours in the general education and core curriculum requirements for Lipscomb and 65 semester hour credits in the nursing major for a total of 128 semester hours.

RE-ADMISSION POLICIES

A student who has withdrawn from the program may apply for readmission unless barred by other section(s) of this handbook.
Policy for Commitment to Civility

Lipscomb University School of Nursing values integrity, collaboration, and humility. Faculty, staff, and students are committed to promoting a caring, Christian environment that supports learning. Academic integrity, open communication, coupled with personal and professional development, is among the attributes of our diversified faculty. We respect the civil expression of diverse perspectives within our academic community.

Civility is the act of treating others, as well as ourselves, with respect, dignity, and care. Civility is apparent when we are sensitive to the impact that our communications, practices, and behaviors have on others, and when we acknowledge each person’s self-worth and unique contributions to the community as a whole.

As members of the School of Nursing community, we are committed to learning and practicing in a civil and accepting environment. The following are examples of how we create and sustain civility:

1. Support the autonomy and just treatment of self and others by facilitating an open, respectful, and caring environment.
2. Accept responsibility and accountability for one’s own behavior when interacting with students, faculty and staff.
3. Respect and protect the rights and property of others.
4. Speak and behave in a manner that does not disrupt or interfere with the learning or work of others.
5. Model personal and academic integrity and expect it from others.
6. Demonstrate respect for others by actively discouraging prejudice, bias, bigotry, violence, coercion or intimidation against any member of the academic community.
7. Demonstrate a willingness to listen and to hear the perspectives of others.
8. Explore controversial issues through open dialogue and respectful deliberation.
9. Respect freedom of expression while recognizing that such tolerance does not require agreement with expressed ideas.
10. Engage institutional resources and persons to resolve conflict when necessary.

Disrespectful or abusive language in any form of communication including electronic, oral, verbal, or non-verbal will not be tolerated. Each member of our community has the responsibility to foster a safe and supportive learning and work environment. This responsibility can include asking others to refrain from disrespectful or abusive speech and/or disruptive behavior. Collectively, faculty, staff and students in the School of Nursing are responsible for ensuring a safe and supportive learning and work environment.

Attendance Policy

Students are required to attend all class sessions including: class meetings, clinical orientation, labs, and clinical. Each nursing course contains important academic content
that builds on previous content. Attendance will be taken in each class. Attendance and punctuality are expected of every student.

**Student Absence from Class**

Students are expected to attend the classes for which they are assigned or for which they are registered. The fact that a student may be absent from a class does not, in any way, relieve that student of the responsibility for the work covered or assigned during the absence. It is the responsibility of faculty to excuse or refuse to excuse absences of students who miss their classes. If possible absences should be prior approved and excuses must be presented to the faculty member upon the student’s return to class.

Excused absences include death in the family, significant illness of the student or the student’s minor child, or pre-approved University related activity to fulfill a scholarship requirement.

**Unexcused Absences**

Unexcused absences that affect the student’s ability to meet clinical objectives are considered unsatisfactory clinical performance and will result in failure. Refer to individual course syllabus for further information about tardiness and absence from class and/or clinical. Unexcused absences may result in deduction of points on exams and assignments or additional assignments.

**Classroom Policies**

**Late work**

Assignments submitted late will receive no credit unless arrangements have been made with the Professor in advance. This includes all assignments i.e. care plans, clinical paperwork, and care maps, etc.

**Examinations**

Students are expected to take exams at the times specified in the course syllabus, or as announced by the course coordinator. The specified time to take an examination will begin at the time the faculty starts the examination. If a student is late for an examination it is up to the instructor whether to allow the student to take the examination. If the instructor grants permission to the student to take the examination they will have whatever time is remaining to complete the examination. Students must receive permission from the faculty prior to the scheduled exam to take the exam at a different time. A missed examination must be rescheduled with the instructor. If the examination was missed due to an unexcused absence, it is up to the instructor to determine whether the student may take the missed examination and whether there will be any deduction of points.
Grade Reports

Nursing students are notified of mid-semester deficiencies in nursing courses in writing; copies of the notice are sent to the student’s faculty advisor and the Executive Associate Dean of Nursing. Students receiving mid-semester deficiencies are encouraged to meet with the course instructor and their faculty advisor to identify resources available to assist in successfully completing the course.

Standardized Testing

Lipscomb School of Nursing students will be required to participate in KAPLAN testing throughout the program. These standardized computer exams are administered to assess the student’s knowledge of nursing content and help prepare the student for the NCLEX examination.

Testing in Courses

Student progress in the nursing program is measured through various methods. Nursing courses are designed to be sequential and progressive with each semester building on the semester before and becoming progressively more difficult in the evaluation of content mastery. A large portion of the evaluation process occurs through formative testing in each course. These tests are largely written in the multiple choice format, but also include alternate style questions such as select all that apply, interpretation of monitor strips, location of sites on a picture, and audio recognition. These questions are designed to measure the competencies needed to progress from novice to expert throughout the program. Testing begins with the majority of questions being application and comprehension in the first semester. It progresses to application, comprehension, and analysis during semester two and three. In semester four, testing is made up of few application and comprehension questions and the majority of the questions being analysis and synthesis questions.

APA Format for Written Papers

The Publication Manual (6th ed.) of the American Psychological Association is used for the style and format of all papers required in the Nursing Program. Students are required to purchase the APA manual to have as a personal reference. APA format must be used in the preparation of written papers.

Children in the School

Children should not accompany faculty, staff or students to school unless under exceptional or emergency circumstances. Any child brought to school must be supervised at all times, by their parent or guardian. Children are not permitted in the media center, skills lab, or computer labs.
Student Complaint and Grievance Procedure

Faculty members welcome the opportunity to work closely with you to facilitate learning and assist in meeting course objectives. Students should first discuss any concerns regarding the course or instructor with the instructor involved. If further discussion is needed the student should contact the course coordinator. If the problem still persists, the student should make an appointment with Dr. Robert Spencer who will be coordinating the student grievance process. At the time of the appointment the student should bring a written statement of the problem or grievance. If the issue remains unresolved the student should make an appointment with the Executive Associate Dean of the School of Nursing.

If unresolved in the School of Nursing the student may contact the Dean of the College of Pharmacy and Health Sciences.

Disability and Accommodation

Lipscomb University is committed to assisting students with disabilities by making reasonable accommodations to assure that all students have equal access. If you know or suspect that you have a disability, please contact the Office of Disability Services (ODS). It is the policy of Lipscomb University to comply with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and State and local regulations regarding students with disabilities. Pursuant to these laws, no qualified individual shall unlawfully be denied access to or participation in any services, programs, or activities of Lipscomb University on the basis of their disability. These laws require institutions of higher learning to provide reasonable accommodations for the needs of qualified students as they pursue post-secondary education.

In carrying out this policy, we recognize that “disabilities” may be physical, psychological, and/or learning, and we will attempt to provide accommodations to individuals with qualifying disabilities, to the extent it is reasonably achievable. However, we are unable to make accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program, course, or activity.

Students requesting accommodation and receiving approval from the Center for Academic Achievement, Office of Disability Service can present to the course coordinator an executed request for accommodation. The course instructor shall sign the request for accommodation or contact Disability Service for further clarification. The student, at the request of the course coordinator, may be required to meet with the course coordinator and a representative of the Disability Services Office to agree on specific language to be included on the request for accommodation.

If the student has an executed request for accommodation for, but not limited to, extension of time or environmental conditions during testing the student is required to take all examinations in the Center for Academic Achievement. If the student wishes to
remain in class rather than taking the examination in the Testing Center, they may do so. However, they will be required to sign an agreement indicating they have waived any rights relating to complaints concerning the testing environment and testing length based on classroom availability.

All students are required to sign the Lipscomb University School of Nursing Accommodation Statement indicating they understand and are able to perform the core competencies contained in the agreement without accommodation.

**Class Schedule Disruption Policy**

The Nursing Program has established an inclement weather policy to provide uniformity for students, faculty and staff regarding the closure of the nursing classes due to severe weather conditions.

Except in the rarest of instances, Lipscomb University has not canceled classes or closed offices due to inclement weather. However, should a weather or other event arise that requires disruption of the entire Lipscomb University class schedule, students, faculty, and staff will be notified via multiple venues including the Lipscomb homepage (www.lipscomb.edu), a text message sent through LU ALERT (http://lualert.lipscomb.edu), and the Lipscomb Weather Information Line (966-1836). Weather related closures would also be included on local television stations (2-WKRN, 4-WSMV, 5-WTVF and 6-WZTV, and Channel 9 on campus).

**Campus Security and Safety**

Lipscomb Security and Safety can be reached 24 hours a day from off campus by dialing 966-7600, and at ext. 7600 when dialing from an on-campus phone. Their role at Lipscomb is to help create and maintain a safe and secure environment for the entire Lipscomb community. There is a “Bison Safety Walk” program whereby students can call 966-6700 (24 hours a day) and receive an escort to or from their vehicles, as well as from any point on campus to another location on campus.
POLICIES FOR CLINICALS

STUDENT CLINICAL PLACEMENT POLICY

Clinical placement is an essential and valuable component of nursing education. Students may be assigned on day, evening, or weekend clinical rotations during the course of the nursing education program.

Clinical Dress Policy

Students are expected to attend clinical in appropriate attire. Identification as Lipscomb Nursing students is required in all clinical agencies.

A. Uniform: Scrubs with a white top and navy blue pants will be required. The uniform must be clean, wrinkle free. Students must also purchase a white lab coat. The uniform top and lab coat must have a Lipscomb School of Nursing patch on the left sleeve. Patches may be purchased in the School of Nursing office.

B. Shoes: White leather shoes that are closed toe and closed heel are required for clinical. White leather athletic shoes are acceptable.
   a. Shoes with colored lettering and designs are not permitted.
   b. White hose or socks must be worn with shoes during clinical.

C. Other: Name badges are to be worn at all times on the uniform and the lab coat. Occasionally health care agencies may require additional ID badges to be worn during clinical.
   1. A watch with a second hand is required.
   2. Rings: Wedding bands and engagement rings may be worn.
   3. Earrings: One pair of small stud earrings may be worn.
   4. Other: No nose rings, lip rings, cartilage rings or other jewelry may be worn during clinical.
   5. Stethoscope: Students are required to have their own stethoscope.

D. Personal Grooming
   1. Hair must be clean and should be pulled back from the face.
   2. Male student’s beard should be short and neatly trimmed.
   3. Fingernails should be short and neatly trimmed. Acrylic nails or artificial nails are not allowed. Only clear nail polish may be used, except in a surgical rotation where none is allowed.
   4. Perfume and cologne are not allowed.
   5. Limit the use of cosmetics.
   6. No chewing gum is allowed in the clinical areas.
   7. No visible tattoos are allowed.
E. Preparing for Clinical Assignments
1. When preparing for clinical assignments all students are to wear appropriate professional attire covered by a LUSON lab coat.
2. A name badge must be worn by students on entering all clinical agencies.

Specialty Clinical Rotations

Depending on location and facility attire for some clinical rotations attire may deviate from the standard policy. Psychiatric clinical, as well as, labor and delivery clinical require specific dress codes. Students are required to follow agency guidelines.

Professional Behavior Policy - Clinical

*Critical Incident Reports* will be issued any time a student representing Lipscomb University School of Nursing fails to meet standards of dependent and independent nursing interventions and/or professional behaviors in the clinical or simulated clinical setting. A Critical Incident Report may be issued for, but are not limited to, the following behaviors:

- Tardiness to the clinical site
  - Times are to be determined by facility and/or faculty
  - Appropriate notification of tardiness or absence must occur prior to the clinical unless there is an extenuating circumstance
  - Students arriving late may be sent home
  - Any student who is late may automatically receive an unexcused absence
- Arriving unprepared for the clinical day
- Unexcused absences for clinical or simulation lab
- Violation of the dress code at the clinical site or simulation lab
- Failure to submit required documentation and assignments when due as required by the course syllabus
- Violations of patient confidentiality (HIPAA 1996)
- Failure to report and/or document accurate and appropriate patient information in a timely manner
- Unprofessional, rude, or disrespectful behavior (outlined in Commitment to Civility)
- Failure to adhere to the policies mandated by our clinical area/facility
- Failure to maintain required immunizations, certification, drug screenings, influenza vaccines, TB skin testing, or other required documents
- The unauthorized use of social media during clinical experiences including: Facebook, text messaging, email, etc.
- Violation or noncompliance with health care facility policies (failure to turn in general orientation or site specific orientation at assigned date)
All Critical Incident Reports will be forwarded within five (5) days to the Executive Associate Dean of Nursing and the Chairperson of the Admission and Progression Committee for review and placed in the student’s academic file.

**Excused Clinical Absence**

If a student misses a clinical day due to illness or emergency, this will be considered an excused absence; however, the student should:

- Notify the clinical instructor no less than one hour prior to the start of the clinical if possible.
- Submit documentation of illness (i.e. note from provider or student health services). This should include when the student is allowed to return to the clinical area.
- Complete any assignments deemed necessary by the course coordinator to ensure that course objectives are fulfilled
- Make-up clinical

**Unexcused Clinical Absence**

Unexcused clinical and simulation lab absences will be made-up at the discretion of the Course Coordinator and Executive Associate Dean for the School of Nursing. If a student is not allowed to make up an unexcused clinical they will fail the clinical and the course.

Procedure:
1. All clinical objectives must be met for successful completion of the course.
2. Any expense for the make-up clinical day must be borne by the student.
3. Arrange clinical make-up date, if allowed, with the course coordinator. This may include a variety of experiences as deemed comparable by the instructor and course coordinator. It is the student’s responsibility to contact the instructor.
4. Failure to complete make-up assignments and hours will result in failure in the course.
5. Please note that clinical and simulation lab make-up days may be on weekends and/or during holiday or semester breaks.

**Policy on Exposure to Blood and Body Fluids**

If a student has an exposure to blood or body fluids (i.e. a needle stick, splash to eyes or mouth, or contact with non-intact skin) during a clinical rotation, these are the steps that should be taken:

**Immediate First Aid at the Work Site**

- Wash the exposed area, excluding eyes, immediately with soap and water.
• Remove contacts immediately if eyes are exposed.
• Flush eyes or mouth with tap water for 15 minutes. Obtain the name, medical record number, and location of the patient source of the exposure. You will give this important information to the Emergency Room practitioner at the clinical agency.
• Contact your clinical instructor/supervisor immediately.
• Incident Report must be completed. (See Appendix “E” for form).

Confidentiality and Privacy of Patient Information

Trust and confidentiality are at the heart of the nurse/patient relationship. The ANA Code for Nurses requires students to strive to protect the rights of patients – and one of their essential rights is the right to privacy and to have information about them kept confidential. In addition to professional codes, all health care organizations will have policies regarding confidentiality that reflect ethical standards, as well as state and federal laws. Recent federal regulations are bringing a new measure of uniformity to confidentiality practices across the healthcare industry.

Students are expected to conform to the Federal Health Insurance Portability and Accountability Act (HIPAA).
DRUG TESTING POLICY

INTRODUCTION:

All students in the Lipscomb University School of Nursing are required to submit to an annual drug screen, drug testing for responsible suspicion of use and randomized student screens.

Clinical agencies affiliated with the University have drug and alcohol policies. Compliance with the Lipscomb University School of Nursing drug testing requirement meets the clinical agency standards.

Lipscomb University complies with federal, state and local statutes and regulations dealing with the usage and detection of illegal drug use. This policy is subject to change at the sole discretion of the University and is meant to supplement other relevant University policies, including but not limited to, the Alcohol-and Drug-Free Campus and Workplace Policy and the Lipscomb School of Nursing Reasonable Suspicion Drug and Alcohol Policy and Testing Guidelines for Students. If necessary, this policy is in addition to any drug and alcohol testing policies and procedures required at clinical sites, their policy and procedures taking precedent over those of the University.

Definitions

For the purposes of these guidelines, the following terms shall have the following meanings:

A. “Drugs” means all of those drugs included in the current Medical Professional Panel Drug Screen. These include, but are not limited to:
   Amphetamines (including Methamphetamine)
   Barbiturates
   Benzodiazepines
   Cocaine
   Metabolites
   Cannabinoids (THC, Marijuana)
   Methadone
   Opiates (Codeine, Morphine, Heroin, etc.)
   Phencyclidine (PCP)
   Propoxyphene
   Narcotics
   Meperidine
   Oxycodone
B. “Student” means any student enrolled in the School of Nursing program at Lipscomb University.

C. “Medical Review Officer (MRO)” is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under these guidelines who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any other relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.

D. “Test positive for drugs” is identified by the MRO in accordance with guidelines established for healthcare workers.

E. “Test positive for alcohol” means an alcohol test that is equal to or exceeds the Department of Transportation Guidelines for blood, breath, or saliva testing depending on the test used by the given agency, e.g. blood alcohol content of 0.04 or greater (DOT Guidelines)

POLICY AND PROCEDURES

All Students prior to participation in a clinical course in the program will be required to complete an Acknowledgment and Consent to Drug Testing form, submit to a Drug screen at the designated time and place at the expense of the student, and test negative for Drugs before engaging in any Clinical Activity. The testing will be completed by an outside agency according to their established procedures.

The laboratory will test the specimen for evidence of the drugs referenced above, and if tests positive based on concentration levels established by the lab, the lab will perform a confirmation test of the specimen. If the confirmation test is positive, the lab will report the positive test result to the MRO describing which drugs were detected. The MRO will contact the student who tested positive, and the student may provide an explanation for the positive test result. The MRO may request verification for any prescription medications. The student may elect by verbal or written request to have the remaining portion of his or her specimen tested, at his or her own expense. The student must request this testing from the MRO within 72 hours of being notified of his or her confirmed positive test result, unless the MRO concludes that the student had a legitimate explanation for failing to do so.

If the student declines the opportunity to discuss a positive test result with the MRO or fails to contact the MRO within three days of notification, the MRO will report the Drug test as positive to the School of Nursing Office, the Executive Associate Dean of Nursing. If the MRO is not able to contact the student within ten calendar days of the date on which the MRO received the confirmed positive test result from the laboratory, the MRO may report the Drug test as positive to the School of Nursing Office, the Executive Associate Dean of Nursing, and the clinical site.
If a student provides an explanation for a positive Drug test result, the MRO will determine whether a valid medical explanation exists. If a determination is made, and in the MRO’s discretion, there is a legitimate medical explanation, the drug test results will be recorded as negative and reported to the School of Nursing Office. If the MRO determines that there is not a legitimate medical explanation, the drug test results will be recorded as positive and reported to the School of Nursing Office, the Executive Associate Dean of Nursing, and the clinical site.

By participating in the drug screening process, the student is authorizing release of the drug test results in accordance with this policy.

Consequences

A. Refusal to Test - If a student fails to produce the requested sample by the date and time designated, the student will be treated as if the test result was positive.

B. Negative Test Result - If the drug test is negative the student will be allowed to participate in clinical activities.

C. Positive Test Result - Any student who tests positive for drugs on the above referenced list, or who does not comply with any notice, request, or procedure provided for hereunder, shall be withdrawn from all clinical courses, and may be subject to recommendation for discipline pursuant to the regulations governing student conduct, disciplinary proceedings, and appeals, up to and including dismissal from the program. If the student is not dismissed from the program, the student will not be permitted to participate in clinical activities until the student undergoes the rehabilitation process set forth below. In addition, future participation in clinical activities is dependent on the length of time needed for the rehabilitation process and space availability.

Rehabilitation

If the student is not dismissed from the program, the student will be required to sign a student agreement to undergo a professional evaluation by the University Counseling Center and by an independent certified drug and alcohol counselor for evaluation and treatment at the student’s expense. The student must complete the treatment prescribed by the approved counselor at the student’s expense. Upon completion of the treatment plan, the counselor shall conduct a follow-up evaluation and issue a report to the University Counseling Center. If the counselor reports the student successfully completed the treatment plan and is ready to engage in clinical activities, the student will be tested for illegal drugs use at the student’s expense. If the drug test is positive, the student will be dismissed from the program. If the drug test result is negative, the student can submit a written request to engage in clinical activities and will be eligible to enroll in clinical coursework depending on space availability and acceptance by clinical sites. A contract will be developed with the Executive Associate Dean of Nursing outlining the treatment and progression plan. Depending on the length of the rehabilitation program, the student may have to wait for the next available class before continuing in the nursing program.
After a student has completed the required treatment plan prescribed by the certified drug and alcohol counselor, has a negative drug screen and is participating in clinical activities, unannounced drug testing will occur periodically until the student graduates from the program. The drug screen coordinator will notify the student of the designated time and place for the drug screening which will be completed, at the student’s expense, on the day of notification. If a positive drug screen occurs, or if the student fails to complete a drug test as requested or otherwise comply with this policy, the student will be dismissed from the program and barred from reapplying.

An unlicensed student will need to report violations of this policy in accordance with applicable laws in the state in which seeking licensure. Any professional licensed student who violates this policy may be reported to the Tennessee Board of Nursing or the Attorney General’s Office as indicated by ethical and legal parameters specified in the Nurse Practice Act.

Confidentiality

The University will take reasonable measures to ensure individual privacy under this policy including, without limitation, keeping all drug test results confidential to the extent possible. Drug test results will be released in accordance with this policy and applicable federal and state laws and regulations.

Grievance and Appeal Procedures

Pursuant to the University’s Bill of Student Rights, any student can seek redress for any complaints related to the application or enforcement of this policy through applicable University grievance policies and procedures, including program appeal procedures.

Access to Records

The University will maintain records relating to this policy as required by law. Upon written request to the nursing office, a student will be provided copies of records pertaining to his or her drug tests. The University may charge the student a reasonable fee for copying these records.

Questions

Questions should be directed to the Executive Associate Dean of Nursing.

Guidelines for Drug and Alcohol Testing on Reasonable Suspicion

Substance abuse is a major issue on college campuses and in the medical professions. Student nurses involved in clinical activities must uphold the standards of the nursing profession to ensure safe, effective, and supportive client care.

In order to protect the integrity of the program and the nursing profession and to safeguard the welfare of student nurses, and patients receiving treatment from students;
drug and alcohol testing will be performed based on a reasonable suspicion of drug or alcohol use. The testing of student nurses based on reasonable suspicion of drug or alcohol use will be completed through an independent agency contracted by the program.

Lipscomb University prohibits the use or possession of alcohol and the use or unlawful possession of illegal drugs during any class or clinical.

Students may be tested for the use of alcohol and drugs upon “reasonable suspicion.” Reasonable suspicion means that the student’s instructor, supervisor, or his/her designee believes that the behavior, speech, body odor, or appearance of a student, individually or in their totality, or other behavior which, based on their experience and judgment, would be indicative of the use of alcohol or drugs. While it is not the intent of the University to monitor students’ behavior outside of the program, students’ use or suspected use of drugs and alcohol outside of the program may affect their behavior during program clinical activities and lead to a reasonable suspicion drug or alcohol test. The student will bear the cost of the screening for reasonable suspicion.

The Executive Associate Dean of Nursing may, in her judgment, initiate randomized drug testing on a defined percent of the students as she may see fit. If this occurs, the School of Nursing will bear the cost of the randomized drug testing.

Faculty members are encouraged to consult with other faculty members, if possible, to validate the basis for reasonable suspicion testing. If drug use or alcohol abuse is suspected, the faculty member should take the following steps:

**Removal of student from the Clinical Activity:**

1. Address the student in a private setting and in the presence of a witness.

2. Discuss the suspicious behavior with the student and allow the student to explain.

3. Decide whether reasonable suspicion exists for drug and/or alcohol testing.

4. Make arrangements for drug and/or alcohol testing, if necessary, or allow the student to return to the clinical activity if reasonable suspicion does not exist.

If the faculty member determines that reasonable suspicion exists for a drug and/or alcohol test, the student must submit to a drug and/or alcohol test at the earliest time possible in accordance with arrangements made by the faculty member. A student tested for drug or alcohol based on reasonable suspicion will not be allowed to participate in clinical activities.

If a student is asked to submit to a drug or alcohol test in accordance with this policy, the involved faculty member will immediately notify the Executive Associate Dean of Nursing. The faculty member will also submit a written report as soon as practical describing the student’s conduct, names of witnesses, and a summary of the events. Dean of the College of Pharmacy and Health Sciences will be notified of this action.
Consequences, Rehabilitation, Confidentially, Grievance and Appeal 
and Access to Records

Consequences for students under this policy shall be identical to those Consequences, Rehabilitation, Confidentially, Grievance and Appeal and Access to Records policies stated under the Drug Testing Policies of this document beginning herewith on page 31.

Questions

If you have any questions about these guidelines please contact the Executive Associate Dean of Nursing.

Program Evaluation Policies

Students are expected to participate in program evaluation activities while enrolled in the nursing program and after graduation from the University. Procedures to protect individual confidentiality will be followed.

References


Acknowledgment

By my signature below, I acknowledge that I have read and understand all contents of the Lipscomb University School of Nursing Student Handbook. I agree to comply with all policies and procedures as contained therein.

Further, I understand that from time to time the policies and statements in the Lipscomb University School of Nursing Student Handbook may be revised. If such revision occurs, I will be given a copy of any change before it becomes effective.

Student Signature: ____________________________

Print: ______________________________________

    Last Name,    First Name,    Middle I.

L Number: _____________    Date: ________________
Publicity Acknowledgement

As a student nurse enrolled in Lipscomb University School of Nursing, Lipscomb School of Nursing or Lipscomb University may wish to use your name, likeness or information related to your enrollment for individual recognition and/or marketing to the general public. Your acknowledgement for inclusion in this type of publicity is appreciated.

Multiple types of media may be used and include but are not limited to printed materials, advertisements, videos and web related or other digital media. This type of publicity may include but is not limited to your name, your hometown, primary institution of pre-nursing work, quotations and your image either through photographs, video or other digital representations.

Lipscomb University School of Nursing has my permission to include me in Nursing or University related publicity.

Name ___________________________ Date ___________________________
Please Print

Signature ___________________________ Date ___________________________

Lipscomb University School of Nursing does not have my permission to include me in Nursing or University related publicity.

Name ___________________________ Date ___________________________
Please Print

Signature ___________________________ Date ___________________________

Please note that this form has no effect on individuals photographing or videotaping student groups or individual students in public spaces or gatherings such as athletic contests or other performances.

APPENDIX B
Authorization for Release of Information

I, ______________________________________, am a nursing student enrolled at Lipscomb University School of Nursing. I understand and agree that as part of my educational experience at Lipscomb University School of Nursing, I will be participating in clinical rotations at the facilities of other healthcare providers. I also understand and agree that in order to participate in such clinical rotations, the participating healthcare provider may require Lipscomb University to provide certain pages of my student records, which contain personal information including but not limited to: (1) results of a criminal background check, (2) health record immunizations, (3) CPR certification (4) nursing license and (5) drug screen results.

I hereby authorize Lipscomb University, by and through its Lipscomb School of Nursing, to release my Student Records to facilities at which I am being considered for placement in a clinical rotation; and I hereby release Lipscomb University School of Nursing and its representatives from any liability for their good faith efforts performed in connection with arranging my clinical rotation placements including, without limitation, releasing my student records.

Student Signature: ______________________

Print: __________________________
       Last Name,       First Name,    Middle I.

L Number: ___________     Date: ________________

APPENDIX C
Consent for Student Background Checks

I recognize that continued admission to Lipscomb University School of Nursing is conditional upon my successfully passing background screenings. I understand that Lipscomb University School of Nursing will conduct student background checks thoroughly and within the confines of all applicable state and federal laws.

In consideration of Lipscomb University School of Nursing’s review for continued student admission, I hereby release any individual, entity, governmental or other agency providing information pursuant to this consent and Lipscomb University School of Nursing from all claims or liabilities that arise from the inquiry into or disclosure of such information, including but not limited to any claims for defamation or invasion of privacy. This release is not intended to waive or release any duties, responsibilities, or liability arising out of the Fair Credit Reporting Act.

I hereby voluntarily consent to and authorize Certified Background, or its authorized representative bearing this release or copy thereof, in connection with my student admission to Lipscomb University School of Nursing to obtain a consumer report and/or an investigative consumer report for clinical placement purposes which may include, but not limited to:

- Criminal History
- Certification and Licensing
- Educational Credentials
- Social Security Number Check
- Sex Offender Status
- FACIS search (OIG, HHS)
- Other specific site checks, which may include, but are not limited to:
  - Credit Check, Department of Motor Vehicle History, Employment History

I further authorize that a photocopy or facsimile of this authorization be considered as valid as the original. If it is your intent to authorize Lipscomb University School of Nursing to conduct a background check, please complete the next page. Please see the next page of this form for the authorization.

According to the Fair Credit Reporting Act, I understand that I am entitled to know if admission or clinical placement is denied; because of information obtained from a consumer background reporting agency. If so I will be notified and given the name and address of the agency or the source, which provided the information.

A background investigation may include personal interviews to obtain information on a person’s character, general reputation, personal characteristics, or mode of living.
Consent for Student Background Checks

I have read the Consent for Student and Background Checks on page 40 of this handbook. I understand that if I do not consent to the background checks, then my student admission will be withdrawn.

I hereby authorize, without reservation, any person who may have information relevant to this investigation, including but not limited to any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by Lipscomb University School of Nursing or their agents to furnish the information described on the front page of this consent form and consent to this background check.

Signature: ____________________________ Date: ____________________________

The following information will be used to conduct the student background checks.

Please Print

Name: (Last, First, MI) _______________________________ (Maiden) ___________

*Date of Birth: ___________________________ Social Security #: ___/___/____

Month/Day/Year

Driver’s License #: ________________ State of Issue: ___________

Telephone Number (___) ____________ Classification : ___________

Street Address: ________________________ Apt#: (if applicable) ___________

City: _______________________________ State: _____ Zip Code: _____

(Last Prior Address) Street/Apt: ______________________________

City: _______________________________ State: _____ Zip Code _____

Education Verification

School: ______________________________ Degree: ___________ Year: _____

*In order to verify my identity for purposes of the background investigation I am voluntarily releasing my date of birth for my own benefit and fully understand that age is not a consideration of admission.
Incident/Injury Report Form

Complete the following information and return this to the Executive Associate Dean of Nursing. The form is to be completed by the student and/or faculty member as soon as possible after an injury, accident, or unusual occurrence.

Student or Employee Name: _______________________________________
Date of Incident: __________________________
Time of Incident: __________________________
Location: _________________________________
Instructor: _________________________________
Course: ____________________________________

Patient’s Name: ___________________________

Check type of incident:
__ Needle Stick   __ Exposure to blood/body fluids __ Medication Error __ Treatment error
Other (fall, car accident, etc.) ____________________________

Description: __________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

Note: Notify the Executive Associate Dean’s office as soon as possible.

Name of witness: _________________________________________

Faculty Signature: ___________________________ Date ____________

Student Signature: ___________________________ Date ____________

Describe the injury and treatment given (Use the back of this sheet if necessary)

APPENDIX E
CONFIDENTIALITY AGREEMENT

During your participation in a simulated clinical experience at the Lipscomb University Simulation Center, you will be both an active participant in simulated scenarios and an observer. The objective of the Simulation Center in the Lipscomb School of Nursing is to educate student nurses to better assess their patients through hands-on student learning and prepare them for multiple health care scenarios in a controlled environment. The Simulation Center is designed to challenge a student nurse’s response and judgment in a high stress environment. By signing this agreement, you agree to maintain strict confidentiality both yours and other’s performance, whether seen “live”, on video or otherwise discussed with you. You will be discussing and reviewing the scenarios during lab times. All that occurs in the Simulation Center may only be discussed in the Simulation Center. You are to maintain strict confidentiality regarding the specific scenarios and what happened during the simulation experience. A breach of this confidentiality may result in loss of privileges in the Simulation Center. I agree to maintain strict confidentiality about the details of the scenarios, participants, and performance of any participant(s).

VIDEOTAPING

I understand that the Lipscomb University School of Nursing in the Simulation Center will record my performance in simulation scenarios for teaching purposes only, and that it may be shown while other participants are present during the review portion of this learning activity. I understand that the recording will be deleted following completion of this learning activity and that it will not be used for any other purpose.

Student Signature: __________________________

Print: ______________________________________

Last Name,    First Name,    Middle I.

L Number: _____________    Date: ________________

APPENDIX F
Permission for Drug Screen Testing

I, ___________________________ hereby give my permission to be drug tested in accordance with policies contained in the Lipscomb University Student Handbook and the Lipscomb University School of Nursing Student Handbook:

Further, I have read the three statements below and understand and accept the conditions under which I may be tested for illegal or alcohol drug use.

1. The required drug testing before a student nurse is able to participate in clinical.
2. Students may be drug tested for reasonable suspicion of drug and alcohol use.
3. Randomized drug and alcohol testing as mandated by the Executive Associate Dean.

I understand the consequences for a positive drug test under all the scenarios identified above.

Student Signature: _______________________

Print: __________________________________________

Last Name,   First Name,   Middle I.

L Number: _____________   Date: ________________

APPENDIX G
Core Competencies for Nursing Students

The Lipscomb University School of Nursing is committed to equal access for all qualified program applicants and has identified core competencies essential to the delivery of safe, effective nursing care while enrolled as a student in the program. These competencies determine the student’s ability to acquire knowledge and develop the clinical skills required by the curriculum. The student must meet these standards throughout his/her course of study in nursing for successful program completion.

**Intent:** All students applying for admission to the School of Nursing must be aware of the core competencies required of all students in the program. Enrollment into the Lipscomb University School of Nursing is contingent upon signed submission of this form acknowledging that the applicant has read and understands the form and is able (with or without accommodation) to meet the standards as described below. This form must accompany the student application to the program.

**General Abilities:** Must be able to utilize the data typically received by the senses so it can be integrated into care in an accurate manner. Examples include: interpreting patient’s verbal and non-verbal expression of pain; identifying baseline physical assessment findings and changes in temperature, vibration, color and movement; identifying and interpreting heart, lung, abdominal sounds and blood pressure; having the ability to respond to equipment monitor alarms; interpreting charts and computer data accurately.

**Communication:** Must be able to communicate effectively with both spoken and written communication in real time with a primarily English speaking population. Examples include: performing patient teaching, communicating patient status changes, and maintaining accurate patient records.

**Patient Care:** Must possess the ability to independently perform nursing skills within a safe time frame and engage in activities over an extended period of time (i.e., 6-12 hour clinical practicum). Examples of activities include: the ability to support and transfer patients; position and manipulate medical equipment using both fine and gross motor skills; prepare and administer medications; use the techniques of palpation and percussion; perform CPR.

**Professional Behavior and Conduct:** Must be responsible and accountable in behavior and actions, demonstrating sound judgment consistent with the professions’ (ANA) Scope & Standards of Practice and Code of Ethics for
Nurses. Examples include: handling stressful situations in a calm manner, interacting with patients, families and other healthcare team members with compassion, concern and sensitivity; acting with honesty, integrity and confidentiality; dressing appropriately; acting professionally.

**Clinical Judgment:** Must have the ability to think critically and abstractly, and assess, analyze, problem-solve and make clinical judgments and decisions for safe patient care. Examples include: measuring, calculating, prioritizing, reasoning, recognizing urgent or emergent situations, responding appropriately and using both short and long term memory functions.

If you have questions about the accommodation process at Lipscomb University you can contact the Office of Disability Services at 966-6301 in the Academic Success Center.

By my signature below, I, ___________________________________________ hereby attest that I have read this form and understand the core competencies necessary for successful program completion. I further attest that I am able to meet these core competencies, with or without reasonable accommodations, consistent with the Americans with Disabilities Act (ADA).

________________________________________
Applicant Signature

________________________________________
Date

APPENDIX II