STUDENT HANDBOOK

BACHELOR OF SCIENCE IN NURSING
PROGRAM
2015-2016
(11/28/2015)

THE SCHOOL OF NURSING
4210 Harding Pike, Nashville, TN 37205
www.aquinascollege.edu

The premier center for nursing education preparing professional practitioners of nursing to embrace the Dominican imperative to preach the Gospel, serve others and engage culture in truth and charity (Aquinas College Mission Statement ~ Vision 2020)
We are pleased that you have chosen Aquinas College School of Nursing for your education in nursing. The provisions of this handbook are for information purposes only and should not be construed as a contract between Aquinas College School of Nursing and the student. As a student, you are expected to become familiar with and comply with the policies and procedures of Aquinas College and the School of Nursing. This Handbook is intended to highlight information specific to the School of Nursing and is only a supplement to the Aquinas College Student Handbook. Failure to read this Handbook does not excuse a student from the requirements and regulations described herein. Nursing Students will be required to sign a form acknowledging receipt of the current Handbook; the signed form will be retained in the student’s file. The School of Nursing reserves the right to amend this handbook at any time. Notice of amendments will be sent to all students via the Aquinas College e-mail and the updates changed in the Handbook posted on our website.”
Prayer for Dominican Nurses

Θ God, you gave us in the person of St. Dominic, a zealous preacher of Your Word for the salvation of souls.

Help us to recognize in each person, the dignity which you have bestowed on them.

Grant us the grace to be attentive to the needs of those we serve.

Grant us wisdom and understanding in our prayer and our study. Give us unity in our effort to build community.

In our prayer, study and community form us for Your service. Grant us fidelity to our intellectual and spiritual traditions.

Help us to nurture one another and our patients so to foster in them a love for Truth, Goodness and Beauty.

Support us in the cultivation of their character and in shaping their hopes and desires in bringing to fruition the New Evangelization.

In that final moment, lead us and those You have entrusted to our care to the peace of Your kingdom.

AMEN.
**Official Pin of the Aquinas College School of Nursing**

The official pin of the Aquinas College School of Nursing is a replica of the official coat of arms of Aquinas College. The cross incorporates the fleur-de-lis which represents the Triune God. The torch stands for the Truth of Christ preached by Saint Dominic and the Order of Preachers, which he founded and to which the Dominican Sisters of Saint Cecilia belong. The torch is superimposed on the cross and is also the emblem of Saint Thomas Aquinas, for whom the College is named. Saint Thomas Aquinas was a Dominican Friar, a scholar, a Doctor of the Church and a great saint.

The field of black and white forms the background of the College’s crest. White symbolizes purity which illustrates the human heart to love God and all persons. Black represents the cappa of the Dominican habit which denotes a spirit of penance and emptying of the self in order to serve God and others.
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I. APPROVALS, ACCREDITATION AND PROFESSIONAL MEMBERSHIPS

Program Approval: The BSN Program at Aquinas College is approved by the Tennessee Board of Nursing. Inquiries and comments can be forwarded directly to the Tennessee Board of Nursing, 665 Mainstream Drive, Nashville, TN 37243 (www.tennessee.gov/health).

Program Accreditation: The Bachelor of Science in Nursing Program is accredited by the Accreditation Commission for Education in Nursing Inc. (ACEN). As stated by the ACEN “accreditation is a voluntary, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the further improvement of the institutions or programs as related to resources invested, processed followed, and results achieved. The monitoring of certificate, diploma, and degree offerings is tied closely to state examination and licensing rules and to the oversight of preparation for work in the profession”. Inquiries and comments can be directly forwarded to the Accreditation Commission for Education in Nursing Inc. 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30376. (www.acenursing.org)

Professional Memberships: The School of Nursing holds membership in the following organizations:

1. American Association of Colleges of Nursing
2. The Catholic Medical Association
3. The Nashville Health Care Council
4. The National Catholic Bioethics Center
5. The National League for Nursing
6. National Organization for Associate Degree Nursing
7. Southern Regional Education Board: Council on Collegiate Education for Nursing
8. Tennessee Association of Deans and Director for Nursing
9. Tennessee Clinical Placement System
II. THE SCHOOL OF NURSING

PHILOSOPHY

The School of Nursing at Aquinas College, using an academic progression curriculum model, offers two degree options, a pre-licensure option leading to the Bachelor of Science in Nursing (BSN) and a RN-BSN option leading to the Bachelor of Science in Nursing. Each option supports and implements the mission and core values of Aquinas College founded on Christian principles of truth and charity in the Catholic-Dominican moral tradition.

The Faculty of the School of Nursing commits itself to:
1. provide a culture of learning in an educational community where Christian caring, critical thinking, moral decision-making, quality education, holistic nursing practice, and standards of professional nursing are modeled by faculty and acquired by students.
2. prepare women and men to practice nursing in a competent, professional, ethical, and effective manner within a culturally diverse society in a variety of settings.

In exercising their responsibility for creating a culture of learning leading to professional nursing practice, the Faculty sets forth the following beliefs:

1. Dignity and Flourishing of the Human Person: We believe:
   a. in the unique dignity and unrepeatability of every person who is created by God in His own image and is worthy of dignity and respect from the moment of conception to natural death.
   b. every person, as a citizen and member of a family, community and society has rights, privileges, and responsibilities regardless of age, sex, race, creed, ethnicity, socio-economic status, or station in life, and has been endowed with free will in the exercise of conscience and the potential for purposeful, moral and deliberate behavior.
   c. every person interacts holistically with, and responds physically, psychosocially, spiritually, developmentally, and culturally to others and to the environment.
   d. the formation of the moral person occurs in a community where dialogue, truth, charity, compassion and prayer are valued.

2. Health and Health Care: We believe:
   a. health is viewed as coexisting on a continuum that ranges from an optimal level of wellness and human flourishing to death.
   b. wellness is the optimum level of functioning and well-being that is attainable through an individual’s relationship with God, self, others, and the environment.
   c. providing quality and safe health and nursing care and advocating for equal access to health services, is a means of participating in the healing ministry of the Church with access to quality and safe care.
   d. health care is a right of each individual from the moment of conception until natural death and can be provided in a variety of settings.
3. **The Art, Science and the Practice of Nursing:** We believe:
   a. nursing is an art and a science of human caring, grounded in the moral tradition of the Catholic health care ministry, and the integration of the humanities, the natural, behavioral, and social sciences and religious studies and applied in a code of ethics and standards of professional behaviors.
   b. the changing and expanding role of nursing, as an inter-disciplinary partner in the healthcare delivery system, uses a holistic framework of nursing care for individuals, families, and communities that is necessary to protect human dignity and freedom, and to promote, maintain, or to restore the person to an optimum level of wellness and human flourishing as a member of a family, a community and society.

4. **Nursing Education:** We believe:
   a. nursing education is based on the integration and application of knowledge and competencies from the liberal arts, sciences and religious studies and professional nursing with a foundation in Christian principles.
   b. nursing education within the Christian learning community must apply moral principles and the exercise of an informed conscience in meeting the health care needs of a culturally-diverse society in an evolving and reformed healthcare system.
   c. nursing education must consider the diverse social, economic, cultural, educational, and religious beliefs and experiences within both the educational and the professional practice settings.
   d. developing and applying nursing practice competencies in the art and science of nursing can best be accomplished in an institution of higher learning, where students acquire a foundation in liberal arts, sciences and religious studies as the foundation for nursing in collaboration with faculty and students of other disciplines.
   e. the culture of learning fosters personal and professional growth necessary for the integration and synthesis of new knowledge that occurs when liberal arts, sciences, theology, philosophy and professional nursing are integrated and applied in caring for persons in a variety of clinical settings.
   f. nurse educators facilitate the acquisition and application of new knowledge, competencies and abilities through teaching-learning strategies that promote the successful achievement of core practice competencies in order to achieve program outcomes.
   g. learning is a cumulative, lifelong, individual process achieved within a dynamic, interactive, and collaborative setting where mutual respect and holding multiple perspectives without judgment are fostered.
   h. faculty and students share the responsibility for the success or failure of the learning process and its educational outcomes. The teaching-learning process is planned, actively involves the learner, and progresses from simple to complex that results in the attainment of specific outcomes.
   i. nursing educators, as facilitators of learning, enrich the Christian learning community and provide information, guidance, and reinforcement to stimulate
learning, the integration of truth and charity and the application of moral principles in the practice of nursing.

CALLED TO CARE AND HEALING: THE CODE OF ETHICS FOR NURSING STUDENTS

PREAMBLE
The indelible mark of the graduate of the BSN Programs at Aquinas College is captured in these characteristics and behaviors:

a. protecting and defending the dignity and freedom of every person regardless of gender, color, ethnicity, culture, diversity, socio-economic status or the reason for the illness or station in life;

b. integrating the values and traditions of the Dominican Sisters of St. Cecilia, founders of Aquinas College, the Mission of the College and the Philosophy of the School of Nursing into the professional practice of nursing built on the moral principles of truth, human dignity, compassion and charity for every person who has ever been born;

c. caring for the sick, the suffering, the disenfranchised, the vulnerable, those at the beginning of life, those at the end of life and those who live in the shadows of life;

d. providing excellence in nursing practice in caring and healing the whole person through the integration of the theories and science of nursing, the natural sciences, humanities and religious studies;

e. embracing responsibilities as leaders and citizens of the community and of this nation to participate in shaping health and social policies through professional nursing in the tradition of Aquinas College; and

f. engaging in life-long learning as a moral commitment to assure continuing competency in nursing practice.

As Aquinas College nursing students you are engaged in an exciting and dynamic culture of learning that enables you to acquire and synthesize new knowledge and develop core competencies for nursing practice. As nursing students, you are expected to exercise the same responsible and accountable behaviors that will be expected of you when you graduate and then practice nursing in an ever-expanding health care world. We expect you to engage in professional behaviors as shown by your relationships with faculty, staff, other students, by your professional demeanor in clinical experiences, in appearance and in all forms of communications. The administration and faculty of the School of Nursing hold you accountable for your behaviors in these areas.

THE CODE OF ETHICS
The Aquinas College School of Nursing, consistent with the Ethical and Religious Directives for Catholic Health Care Services promulgates a Code of Ethics for Nursing Students applicable to all students in the BSN Programs at Aquinas College. Questions regarding The Code of Ethics should be addressed to the Faculty, the Director of the BSN Programs or Dean of the School of Nursing.
The educational experience of students within the School of Nursing is based on the moral principles of human dignity and respect for life from conception to natural death, the pursuit of truth, freedom, compassion, the exercise of an informed conscience, integrity, responsibility, self-discipline and human service governed by charity as a health care professional and a citizen of the community which are inherent in the profession of nursing. The responsibility of students to adhere this Code of Ethics is parallel to the responsibility of professionals to adhere to the standards of professional nursing practice.

As nursing students at Aquinas College we embrace our first responsibility to all those entrusted to our care and with those with whom we work in the course of our studies through:

a. respecting and defending the dignity and freedom of every person: self, colleagues, faculty, patients and families and all those with whom we work;
b. respecting and advocating for the rights of all patients, families and colleagues;
c. maintaining confidentiality, truthfulness and integrity in all privileged information and in the use of methods of communication especially the emerging social networks;
d. providing compassionate care to every person entrusted to our care regardless of their age, color, gender, religious preferences, illness, the reason for their illness and wherever they call home;
e. engaging in evidenced based practice to assure the highest quality nursing care;
f. refusing to participate in any action, behavior or procedure that is unethical, violates the dignity, freedom, conscience and privacy of self or others and that places others at risk;
g. engaging in self-care behaviors and activities through a balance of work and leisure time;
h. facilitating the development of a caring community for other students in pursuit of their education through caring, listening, peer mentoring, advocacy, and other means of support; and
i. supporting policies, procedures and guidelines of Aquinas College and the School of Nursing and use existing structures to promote understanding, dialogue and to facilitate responsible change.

VIOLATIONS OF THE CODE OF ETHICS

1. **Plagiarism**: The verbal, written, graphic or three-dimensional presentation of borrowed material without citing its source or without indicating that the student’s wording is directly taken from another source. A student must cite the source of quotations, paraphrases, or borrowed ideas, models, information, or organization of material. If the student is not sure whether something requires citation, the student should see the instructor involved.

2. **Cheating**: Includes, but is not limited to: use of any unauthorized assistance in taking quizzes, tests, or examinations; use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor; the misrepresentation of papers, reports, assignments, or other materials as the product of the student’s sole independent effort, for the purpose of affecting the student’s grade, credit, or status in the College;
influencing, or attempting to influence, any College official, faculty member, or employee responsible for processing grades, evaluating students, or for maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student’s grade or evaluation; using unauthorized notes, study aids, and/or information from another person on an examination, report, paper, or other evaluative document; and allowing another person to do all or part of one’s work and to submit the work under one’s own name.

3. **Discrimination:** Engaging in any activity or behavior that knowingly discriminates against another person, group or culture in such a way that violates human dignity and human rights.

4. **Abuse of Others:** Engaging in any activity or behavior that causes emotional or physical harm to another person, group or culture.

5. **Multiple Submissions:** Unauthorized altering of a graded work after it has been returned, then submitting the work for re-grading without prior permission of faculty.

6. **Falsification of Data:** Dishonesty in reporting results, ranging from fabrication of data, improper adjustment of results, and gross negligence in collecting and analyzing data, to selective reporting of omission of conflicting data for deceptive purposes.

7. **Facilitating Academic Dishonesty:** Providing material, information or assistance to another person with the knowledge or reasonable expectation that the material, information or assistance will be used to commit an act that would be prohibited by this code or that is prohibited by law or another applicable code of conduct.

8. **Assignments:** Although independent study is recognized as a primary method of effective learning, at times students benefit from studying together and discussing home assignments. When any material is to be turned in for inspection, grading, or evaluation, it is the responsibility of the student to ascertain what cooperation between them, if any, is permitted by the instructor.

9. **Falsification of Academic Records and Official Documents:** Without proper authorization, altering documents affecting academic records, forging signatures of authorization, or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record or any other official University document.

10. **Unethical Use of Social Networks:** Communicating negative, harmful, demeaning and libelous comments, photographs, etc. about others, including HIPPA-protected information.

11. **Nurse-Client Relationships:** Students must assume personal responsibility for being in physical and mental condition to give safe nursing care and for the knowledge and skills necessary to give this care.

   a. **Unacceptable behaviors include, but are not limited to:**
      i. Providing client care in a predictably unsafe or harmful manner, for example:
         i. to carry out a procedure without competence or without guidance of a qualified person.
         ii. to willfully or intentionally do physical and/or mental harm to a client.
         iii. to exhibit careless or negligent behavior in connection with the care of a client.
iv. to refuse to assume the assigned and necessary care of a client and to fail to inform the instructor with immediacy so that an alternative measure for that care can be found.

ii. Disrespecting the privacy of a client, colleague, staff, or institution:
   i. to use the full name of a client in a written assignment and/or remove any data generated by the clinical facility of any sort and in any form and by any means (electronic; photographs; paper copies) that is removed from the clinical area.
   ii. to discuss confidential information in inappropriate areas, such as elevators, cafeteria, parking structures, etc.
   iii. to discuss confidential information about a patient with third parties who do not have a clear and legitimate need to know.

iii. Falsification of patient records or fabricate patient experiences.

iv. Failure to report omission of or error in treatments or medications.

12. Disruptive Behavior in the Learning Environment: Conduct that is inimical to good order, disrespectful of the rights and property of others, denotes a clear uncooperative demeanor with College policy or any behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction, excessive talking amongst peers, or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, or the use of any electronic or other noise or light emitting device which disturbs others).

13. Sanctions for Violation of the Code of Ethics: Disciplinary actions may include, but are not limited to verbal or written reprimand, immediate removal from the classroom, clinical setting or campus, or expulsion from the College or any other sanctions for violations of a student’s responsibilities as deemed appropriate. Each incident and each individual involved are unique, and all mitigating circumstances should be considered with each infraction. This does not, however, suggest that infractions can be dealt with lightly. (Refer to the Aquinas College Student Handbook, Disciplinary Procedure for more information)
III. GENERAL INFORMATION

The following general information pertains to both Pre-Licensure and RN-BSN students unless noted otherwise.

STUDENT LEARNING OUTCOMES

Upon the completion of the BSN Program the graduate will be able to:

1. Administer evidence-based, clinically relevant holistic care to individuals, families, groups and multi-dimensional populations with diverse demographic and cultural characteristics in a variety of settings.
2. Communicate effectively using oral, written and electronic methods, to transmit the analysis and integration of data required to provide safe quality care and inform nursing practice.
3. Integrate critical reasoning and problem-solving methods to make effective nursing judgments and help patients make relevant decisions to improve their health and quality of life.
4. Implement interventions that integrate ethical, legal, and Christian principles and behaviors, consistent with the Catholic and Dominican Tradition, in all professional nursing activities in order to advocate for the health, well-being and best interests of nurses, patients, families, significant others and the community.
5. Integrate teaching strategies to assist individuals, families and communities to achieve the highest level of health and well-being possible.
6. Collaborate in partnership with other healthcare team members to promote, protect, and improve health of patients at any point on the illness/wellness continuum.
7. Engage in leadership and management activities in a multi-disciplinary healthcare environment to plan, implement, delegate, evaluate and promote safe quality nursing care that is holistic and cost effective.
8. Participate in the ongoing changes in the profession and actions that promote safe quality patient care and engage in their ongoing preparation through continued learning and advanced practice education that advance the goals of the profession.

ADMISSION, PROGRESSION AND RETENTION

A. GENERAL REQUIREMENTS FOR ADMISSION

Students seeking admission to the BSN Program must be admitted to Aquinas College and meet the same criteria for admission as all other students. Applicants will be notified in writing regarding admission to the BSN Program following a review of all application materials. Early application is strongly encouraged since enrollment is limited in the BSN Programs. Spaces are assigned based on the timely completion of the application process.

1. FULL ADMISSION TO THE PRE-LICENSURE BSN PROGRAM: The following requirements must be met as part of the application process for full admission to the BSN Program:
a. High school and/or all college transcripts. Transfer students with a bachelor’s degree do not need to submit high school transcript.
b. Minimum ACT composite of 21 with 21 in English, Math, Reading and Science or 980 SAT with minimum 490 in math.
c. GPA of 2.75 or greater on a 4.0 scale and a “C” or higher in the following high school courses:
   - Algebra I and II
   - Biology
   - Chemistry
Cumulative GPA for transfer students must be 2.75 or greater based on all college course work within the last 10 years. All required science courses for the BSN degree must be current within 5 years with a final course grade of a C or better. (Refer to the Aquinas College Transfer Credit Handbook for policies and procedures concerning transfer credit.)
d. GED Recipients must have 57 math, 57 English, and 57 in Science and ACT enhanced scores of: Composite 21, English 21, and Math 21 (minimum SAT scores of: Critical Reading 490 and Math 490).
e. Two letters of recommendation from persons not related by blood or marriage that provides statement of character and values.
f. A concise written essay of career goals as a nurse not to exceed 500 words
g. If applicant is denied admission, the applicant may appeal decision by writing to the Director of the BSN Program.
h. Applicants who have sustained two failures (D, F, WF, or FN) in any required nursing courses regardless of where the courses were taken will not be considered for admission to the BSN Program.

2. **FULL ADMISSION TO THE RN-BSN PROGRAM:** The following requirements must be met as part of the application process for full admission to the RN-BSN Program:
   a. Completed RN-BSN application to Aquinas College.
b. Two letters of recommendation from registered nurse supervisors, preferably with BSN or higher degrees, who currently hold unencumbered licenses as registered nurses. Students currently enrolled or who have just completed an ASN program and are not currently employed may submit letters from clinical instructors who can provides statement of character and values.
c. Transcripts of an associate degree or diploma in nursing from an ACEN or a CCNE accredited school of nursing. (Refer to the Aquinas College Transfer Credit Handbook for policies and procedures concerning transfer credit.)
d. Two years’ experience in nursing practice within the last four years or graduation from a nursing program within twelve months prior to admission to the RN-BSN Program.
e. Current unencumbered license to practice as a registered nurse (RN) in Tennessee or a compact state. A recent graduate who is eligible for licensure may receive a conditional admission (Refer to Conditional Admission to the BSN Program).
f. Minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale.
g. Complete an interview with the Director of the BSN Program.
h. If applicant is denied admission, the applicant may appeal decision by writing to the Director of the BSN Program.
i. Applicants who have sustained two failures (D, F, WF, or FN) in any required nursing courses regardless of where the courses were taken will not be considered for admission to the RN-BSN Program.

3. **WAITING LIST FOR THE PRE-LICENSURE BSN PROGRAM ONLY:** Applicants who do not meet all of the admission requirements stated above may be placed on a waiting list. Applicants will be notified in writing on or about March 15th regarding admission to the BSN Program.

4. **CONDITIONAL ADMISSION TO THE BSN PROGRAMS:** Applicants who do not meet all of the admission requirements stated above may be admitted conditionally to the BSN Programs at the discretion of the BSN Program Director in consultation with the Dean. PRE-LICENSURE BSN applicants may enroll in the BSN Program of Studies, but must be fully admitted prior to enrolling in nursing courses with course numbers 200 or above. RN-BSN applicants may enroll in the RN-BSN Program of Studies, but must be fully admitted prior to enrolling in nursing courses with course numbers 400 or above.

5. **INTERNATIONAL STUDENTS:** International Students are accepted under the same admission requirements. In addition to the regular admission requirements, international applicants must satisfy the special requirements for students whose native language is not English (Refer to the Aquinas College Catalog for these requirements).

6. **TRANSFER OF STUDENTS FROM ANOTHER NURSING PROGRAM:** Students seeking transfer from another ACEN/CCNE accredited nursing program will be considered on an individual basis according to the following criteria:
   a. Admission to Aquinas College
   b. Cumulative GPA of at least 2.75; 2.5 for RN-BSN Program
   c. Letter of good standing/recommendation from previous nursing program
   d. Letter of request identifying reason for transfer and nursing courses to be considered for transfer credit. (Refer to the *Aquinas College Transfer Credit Handbook* for policies and procedures concerning transfer credit.)
   e. The School of Nursing’s Academic Standards Committee reviews transfer requests and makes recommendations regarding transfer credit and the applicant’s status in the BSN Program including reviews of course descriptions and content outline of required courses.

7. **EXCEPTION TO THE ADMISSION POLICIES:** The BSN Nursing Program reserves the right to make exceptions to the admission requirements. Written requests for exceptions to the admission requirements, supported by evidence of extenuating circumstances, may be considered after an official application for admission has been
filed. Granting an exception to an admission requirement must be approved by the BSN Program Director and the Dean of the School of Nursing.

B. SPECIFIC REQUIREMENTS FOLLOWING BSN PROGRAM ADMISSION

1. BSN ORIENTATION PROGRAM: Attendance at the BSN Program Orientation is required of all new BSN students. The Nursing Program Philosophy, Program of Study and Student Handbook will be reviewed during orientation. Students will be notified via mail or email of the date and time of the BSN Program Orientation.

2. CORE PERFORMANCE STANDARDS: Students accepted for admission to the BSN program must be able to meet all core performance standards for admission and progression. The following Core Performance Standards identify the physical aptitudes that are essential for admission and continuing progression through the Nursing Programs:
   a. Motor Coordination: Gross and fine motor ability sufficient to move from room to room and maneuver in small spaces. Ability to coordinate eyes and hands to fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.
   b. Finger Dexterity: Ability to move fingers/hands easily and skillfully. To work with the hands in placing and turning motions.
   c. Eye-Hand-Foot Coordination: Ability to move the hand and foot in coordination with each other in accord with visual stimuli.
   d. Visual: Ability to perceive pertinent details and objects or in pictorial or graphic material. To make visual comparisons and discriminations in slight differences in the shapes and shadings of figures; and in the width and lengths of lines.
   e. Color Discrimination: Ability to perceive or recognize similarities or differences in colors, shapes, or other values of the same color; to identify a particular color; or to recognize harmonious or contrasting color combinations; or to match colors accurately.
   f. Spatial: Ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to "visualize" objects of two or three dimensions, or to think visually or geometric forms.
   g. Olfactory Discrimination: Ability to discriminate variances in patients and in the environment, i.e. odors.
   h. Hearing: Auditory ability sufficient to monitor and assess health needs.
   i. Tactile: Tactile ability sufficient for physical assessment. Has the ability to those related to therapeutic intervention, e.g. insertions of catheter, perform palpation, functions of physical examination.
   j. Communication: Ability to read, write, understand and communicate in English.
   k. Concentration: Physical, emotional, psychological and intellectual functioning and stability for long periods of concentration and for exercising independent judgments under both routine and emergency conditions.
   l. Physical, Emotional and Intellectual Performance: Ability to plan, implement and evaluate safe patient care for individuals essential to the student’s ability
to perform at the required levels in the clinical components of the nursing program.

3. **ACCOMMODATION**: In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the Student Learning Services coordinates reasonable accommodations for students with disabilities. Enrolled students at Aquinas College who have a disability that requires accommodation must request such services from the Director of Student Learning Services. (Refer to the Aquinas College Student Handbook for more information).

4. **ADMISSION DEFERRAL**: Students who are granted admission to the BSN Program and wish to defer their admission to a later date, must submit this request in writing to the BSN Program Director. Deferrals are good for one year from the original admission date.

C. **REQUIREMENTS FOR ACADEMIC PROGRESSION**

1. **GRADE POINT AVERAGE**: Once admitted to the BSN Program an overall 2.0 must be maintained at all times in order to progress to the next semester, to graduate, and to be recommended for admission to NCLEX-RN Examination (NCLEX-RN does not apply to RN-BSN program). Students who fall below this 2.0 average may not progress in the BSN Program. They will be advised to select another program of study at Aquinas College.

2. **UNSATISFACTORY GRADES IN NON-NURSING COURSE**: Students receiving an unsatisfactory grade (D, F, WF or FN) in a non-nursing course may remain in the BSN Program provided:
   a. The cumulative GPA is at least 2.0.
   b. The course is repeated at the earliest possible time with a final grade of C or better.
   c. Credit-bearing courses may be repeated only once (Please refer to the Aquinas College Course Catalog for additional information).

3. **UNSATISFACTORY GRADES IN NURSING COURSES**: Students receiving an unsatisfactory grade (D, F, WF or FN) in a nursing course who wish to continue in the BSN Program must:
   a. Have a cumulative GPA of 2.0 or greater.
   b. Submit a letter to the Director of the BSN Program requesting continuance in the Program. Please note: approval for continuance is not guaranteed; each student is considered on an individual basis.
   c. If continuance has been granted the student will be required to:
      i. Successfully complete a remediation program under the direction of the Faculty of the BSN Program (Please refer to the *Pathways to Competence and Confidence in Nursing Education Program*).
      ii. Achieve a final course grade of 78 in the theory component of the repeated nursing course as well as a satisfactory grade in the clinical component of the course that is being repeated.
iii. Complete all subsequent nursing courses with a final course grade of at least a 78.

d. Failure to achieve one of the items listed in “c” will prevent continued progression in the BSN Program.

e. It is recommended that students audit the corresponding nursing course and pay the prevailing fee for auditing the course.

f. Students who sustain two failures of any nursing course, i.e. a course that is repeated or a second course regardless of where the courses were taken will not be permitted to continue in the BSN Program nor be eligible to repeat the Program.

D. REQUIREMENTS FOR ACADEMIC RETENTION

1. COMPLETION OF THE BSN PROGRAM requires that all elements (courses, course work, assignments, clinical experiences, etc.) of the Program of Study be met following the required sequence of courses and within the required time frames established by the School of Nursing and Aquinas College as noted below:

   a. All required courses must be completed within five years since the date of enrolling in the first nursing course. Requests for exceptions must be submitted in writing to the Director of the BSN Program.

ADVISEMENT

Upon admission to the BSN Program students are assigned a faculty advisor in the School of Nursing and receive a Program of Study which guides students through their academic requirements. Advisors serve as a resource and a facilitator for students in the BSN Program. Advisors will assist the student in course selection appropriate to their Program of Study. The student is responsible for meeting with the advisor prior to registration each semester (the advisor’s signature is required on all registration and drop/add forms). Each student is personally responsible for completing all academic requirements according to the Program of Study. Students should always consult with their assigned faculty advisor prior to withdrawing from a course, deciding not to take a course, or deviating from the original Program of Study. Requests for exceptions to the Program of Study must be submitted in writing to the Program Director after the student has been in consultation with their advisor. Please note: an exception could delay program completion.

ATTENDANCE AND PUNCTUALITY

Each course in the BSN Program contains very significant content that builds on previous content. Attendance and punctuality at each class meeting is essential to the student’s success in the program. Attendance and punctuality are professional behaviors expected of every student enrolled in the BSN Program.

Occasionally, extenuating circumstances occur that prevent a student from attending class. These absences are to be discussed with the course faculty in order to assure that the assignments and course outcomes are completed.
Each course publishes a calendar prior to the beginning of the semester and is available on the Student’s Course Portal. Students are responsible for checking the calendar prior to planning vacations, weddings, job orientations, work schedules, family outings, etc.

1. **THEORY COMPONENT:** Since nursing practice emerges from the knowledge and science of nursing, nursing students are expected to attend all theory classes. The concentrated curriculum in the BSN Program at Aquinas College requires that absences be kept to a minimum. Absences have negative consequences on learning and the student’s ability in meeting course outcomes which can lead to course failure.

2. **CLINICAL COMPONENT:** Since nursing is also a practice profession, nursing students are required to be prepared, attend and actively participate in all clinical experiences. Clinical experiences include clinical orientation, simulation lab, Dignity of the Human Person (DHP) Conference, Competency Performance Assessment or Examination (CPA or CPE), actual clinical experience and other experiences designated in the course syllabus. Clinical experiences occur in the Castello Nursing Simulation Learning Center, hospitals, special care facilities and in a variety of community agencies.
   a. Students experiencing variances in health status that interferes with the ability to provide safe nursing care should not attend clinical experiences.
   b. The student is to notify the clinical faculty by phone (text messaging and email is unacceptable) as soon as possible according to the course or instructor guidelines.
   c. All absences of the clinical component require a make-up session in compliance with course objectives. (Refer to the course syllabus for details)

3. **THEORY AND/OR CLINICAL COMPONENT:** Students experiencing an illness requiring intervention from a health care provider must have a written release in order to return to class or clinical experiences.

**COMMUNICATIONS**

Students are expected to adhere to the following standards of professional conduct when communicating and interacting with faculty, staff and colleagues.

1. Office hours for the School of Nursing are 8:00 a.m. to 4:00 p.m. Monday through Friday. Office hours for faculty are variable and are posted on the office door for each faculty and listed in the course syllabus. Students are responsible for contacting faculty to schedule times for meetings.
2. The phone numbers of the School of Nursing and the Director of the BSN Program are listed on the College’s website.
3. Telephone voice mail is available for messages to be recorded for administrators, faculty and staff.
4. Only messages of an emergency nature will be received and delivered to nursing students while in class or during clinical assignments.
5. All administrators, faculty and staff have email accounts at Aquinas College. A completed listing of email addresses is available on the Aquinas College web site.
6. Only the Aquinas College e-mail system will be used for purposes of communication between faculty and students. Personal e-mail accounts will not be used for any communications between the faculty and staff of the School of Nursing and students.

7. Except in emergencies, responses to telephone calls and e-mail correspondence will occur only during regular office hours. Messages received after the School is closed at 4:00 p.m. may not be acknowledged until regular office hours during the next business day.

8. Students are responsible for reading notices and assignments placed on bulletin boards in the School of Nursing or distributed through the Aquinas College email or portal systems.

9. Names, addresses, telephone numbers and email addresses of administrators, faculty, staff and students will not be released without prior written consent of the individual.

CONCERNS, COMPLAINTS AND GRIEVANCES
Any concerns related to a specific nursing course should first be addressed directly with the faculty member teaching the course. If the student is not satisfied with the outcome of this initial step, the student should then address the concerns to the Director of the BSN Program. If the student is not satisfied with the outcome after meeting with the Director of the BSN Program, the student should then address the concerns to the Dean of the School of Nursing. The School of Nursing follows Aquinas College procedure for filing a formal complaint. (Refer to the Aquinas College Student Handbook for more information)

CONTINUANCE OR READMISSION AFTER AN APPROVED ABSENCE
Students seeking continuance or readmission in the BSN Program after an absence must submit a request in writing with rationale to the Director of the BSN Program. There is no guarantee of readmission. Space availability can impact opportunities and decisions for readmission.

EXAM MAKE-UP
Permission to take make-up exams will be granted only with prior approval by the course faculty responsible for the exam. If prior approval has not been granted the student may receive a “0”.

a. A make-up exam may be scheduled at the discretion of the faculty and must be within one (1) week of the original testing. No test will be administered after one week, unless previously arranged with the course faculty.

b. Supporting documentation of illness or other specific reasons for missing a regularly scheduled course exam may be required.

c. Written documentation, submitted to course faculty, is required before an absence from a final exam will be approved.

d. An unapproved absence from a final exam could result in a grade of “0” for the exam.
GRADING SCALE
The following grading scale is used in all nursing courses:

- **A**: 96-100
- **A-**: 93-95
- **B+**: 91-92
- **B**: 88-90
- **B-**: 86-87
- **C+**: 82-85
- **C**: 78-81
- **D+**: 76-77 (Unacceptable Grade; may not progress in nursing courses)
- **D**: 70-75 (Unacceptable Grade; may not progress in nursing courses)
- **F**: 69-below (Unacceptable Grade; may not progress in nursing courses)

NATIONAL COUNCIL LICENSURE EXAMINATION-RN (NCLEX-RN)

1. Upon completion of the Pre-Licensure BSN Program, graduates are eligible to write the NCLEX-RN for initial licensure. Initial licensure is granted upon successful completion of the NCLEX-RN Examination.
   a. The Tennessee Board of Nursing may deny licensure to anyone who:
      i. has been convicted of a crime
      ii. is unfit or incompetent by reason of negligence, habits or other causes
      iii. is addicted to alcohol or drugs to the degree of interfering with nursing responsibilities
      iv. is determined to be mentally incompetent
      v. is guilty of unprofessional conduct

2. In order to write the NCLEX-RN the following requirements must be met before the application to write the examination will be authorized by the School of Nursing and forwarded to the Tennessee Board of Nursing:
   a. successful completion of all program requirements including full participation in the Kaplan Integrated Testing Program and the live on-campus NCLEX-RN Review Course, a required component for successful completion of NUR 410 Systems Leadership.
   b. completion of the Kaplan Predictor I Test prior to completion of NUR 410 earning a required minimum score of 65.
   c. Students not achieving a score of 65 will be required to complete remediation for each incorrect answer and then schedule to take the Kaplan Predictor II test. Should a score of 65 not be achieved on the Kaplan Predictor II test the student will be required to complete the remediation for that test and then schedule, at the student’s expense, a third comprehensive exit exam.
   d. completion of the Application for Licensure as a Registered Professional Nurse by Examination including payment of all fees (see NCLEX-RN Packet available from the School of Nursing).
   e. Settlement of all outstanding debt and the return of all property to the School of Nursing and Aquinas College.
PINNING AND COMMENCEMENT CEREMONY
1. **Pinning Ceremony**: A formal ceremony is held in May to recognize the BSN students completing program requirements and preparing to enter the Nursing Profession. The actual tradition of the nursing pin, a medal of excellence, and ceremonial pinning originated in the 1860’s at the Nightingale School of Nursing at St. Thomas Hospital in London. The nursing pin, a proud symbol and tradition shared by nurses, represents where your professional education and experience were earned. Students may purchase their pin during the last semester of the program.

2. **Commencement Ceremonies**: Refer to the Aquinas College Student Handbook for information.

3. **Costs Associated with Program Completion and Graduation**: Graduating students can expect to incur additional expenses related to graduation and licensure. Subject to change, the following are examples of some of the additional expenses. Please contact the School of Nursing for current fees and methods of payment:
   a. Aquinas College Graduation Fee (Refer to the Aquinas College Student Handbook for more information)
   b. Aquinas College Nursing Pin (cost varies depending on style)
   c. Composite Pictures- includes class composite and three Tennessee Board of Nursing pictures (Pre-Licensure Only) (cost is approximately $50)
   d. Licensure Fees – due approximately one month prior to graduation. (Pre-Licensure Only)
      i. Tennessee Board of Nursing application fee (approximately $100)
      ii. Fingerprints (approximately $40)
      iii. NCLEX-RN testing application fee (approximately $200)

STUDENT LEADERSHIP
Opportunities exist for students to serve on School of Nursing committees and as class representatives. The following opportunities are available for students:

1. **AQUINAS COLLEGE ASSOCIATION OF NURSING STUDENTS (ACANS)**: All nursing students are members of the ACANS and are encouraged to participate in the Associations’ activities and community service projects.

2. **CLASS REPRESENTATIVES**: Students have the opportunity for input and decision making by direct communication with the faculty and Program Director or through their class representatives. Class representatives are selected by each class group to serve for an academic year. Student representatives are invited to the SON faculty meetings which are held once per month.

3. **SCHOOL OF NURSING HONOR SOCIETY**: Recognizes academic excellence of students in programs in the School of Nursing.
STUDENT RIGHTS AND RESPONSIBILITIES
Students should refer to the Aquinas College Student Handbook for student rights and responsibilities, student code of conduct and policies concerning academic honesty, drug-free campus or complaints and grievance procedures.

UNSATISFACTORY GRADES
Since nursing education requires successful integration and achievement in both theory and clinical performance, being unsuccessful in the theory component, on the competency performance examination or a repeated inability to demonstrate progression in clinical performance results in an unsatisfactory final course grade. (Refer to the specific course syllabus for more information)

Full-time course faculty will provide counseling for any student whose theory and/or clinical performance are unsatisfactory and is at risk of having an unsatisfactory final course grade. In the event that a student sustains an unsatisfactory final course grade for a nursing course (D, F, WF or FN) the following procedures are followed:

1. The Director of the BSN Program is verbally informed of the unsatisfactory course grade.
2. The Director of the BSN will meet with the course faculty to review information and to assure that all procedures were followed in determining the unsatisfactory course grade.
3. The student will then be informed and invited to meet with the Director of the BSN Program.
   a. The student will be invited to prepare an explanation of the reason(s) for the unsatisfactory course grade.
4. If necessary the Director of the BSN Program, having consulted with the Dean of the School of Nursing, may call a joint meeting of the course faculty and the student.
5. Following the meeting of course faculty and student, the decision to either to uphold or to set aside the unsatisfactory course grade will be conveyed to the student in writing.
6. Attendance in the other nursing courses is expected.
7. Should the student choose to appeal the decision, the policies and procedures outlined in the Aquinas College Student Handbook are to be followed.

WITHDRAWAL FROM NURSING COURSES
Students, in any semester, may not withdraw from one individual nursing course without withdrawing from the co-requisite nursing course. Exceptions are considered only for extenuating circumstances submitted in writing to the Director of the BSN Program with a recommendation for withdrawal from course faculty. Supporting documentation may be required.
IV. CLINICAL EXPERIENCES

CLINICAL REQUIREMENTS

The following are specific to students enrolled in a nursing course with a clinical component. All nursing students must provide documentation to the School of Nursing for the following health status requirements prior to being admitted into a clinical experience:

1. **HEALTH INSURANCE COVERAGE**: Provide proof of current health insurance coverage. Students are required to maintain health insurance as long as they are enrolled in the BSN Program. Students are responsible for all costs and expenses they incur for medical treatment which results from their participation in the program.

2. **HEALTH FORM**: Submit BSN Program Student Health Form to the School of Nursing, completed by health care provider that indicates no limitations for clinical practice. Forms are available in the School of Nursing.

3. **MMR IMMUNITY**: Provide titer results indicating immunity for Measles (Rubeola), Mumps and Rubella. These are 3 separate titers. A copy of your immunization record is not sufficient.

4. **HEPATITIS IMMUNITY**: Provide proof of immunity by completion of the Hepatitis B vaccine series and titer results OR submit proof that you have initiated the vaccine series with anticipated date of completion. Student may sign document of informed refusal.

5. **T.B. SKIN TEST**: Provide proof of an initial 2 step T.B. skin. This means each student must have a TB skin test with negative results, then a 2nd TB skin test within 1-3 weeks after the first test. Official documentation of the test date and results must be submitted for both tests. If a student has a positive TB skin test or a history of a positive TB skin test, results of a current chest X-Ray must be submitted. A TB skin test will be required annually following the initial 2 step test.

6. **VARICELLA IMMUNITY**: Provide titer results indicating immunity to chicken pox.

7. **TDaP**: Provide documentation of combined series for Tetanus, Diphtheria, Pertussis with evidence of tetanus booster within 10 years.

8. **ANNUAL SEASONAL FLU VACCINE**: Provide proof of annual flu vaccine. Student may sign document of informed refusal.

9. **CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION**: Students are required to provide proof of CPR certification for healthcare providers through the American Heart Association. Students must maintain currency during the entire length of their program of study.

10. **BACKGROUND CHECK, INCLUDING FINGERPRINT CHECK**: Students must have a clear fingerprint and background check on file. Students assume the cost for completing the background check and must use the College’s approved vendor. The complete the background check which will include a 7-year felony/misdemeanor check: FACIS (Fraud and Abuse Control Information System); OIG/GSA; Sex Offender query; Tennessee Abuse Registry. The vendor will provide the Director of the BSN Program with a statement of a clear background check. Any student not receiving a clear background check may be denied access to the clinical agencies thus preventing progression in the BSN program. A student who is denied ongoing
participation in clinical learning experiences at any clinical agency and by the clinical agency will be dismissed from the program. Students are required to report arrests and convictions for any misdemeanors or felonies prior to entering the BSN Program as well as those occurring while enrolled in the Program. Failure to accurately report misdemeanors or felony convictions to the Director of the BSN Programs may result in immediate program dismissal.

11. **URINE DRUG SCREEN:** Students are required to have a clear urine drug screen. Cost for the initial urine drug screening is paid through student fees. Students will assume the costs of all additional testing, if required, due to a positive drug screen.

12. **MALPRACTICE INSURANCE:** Students are required to carry malpractice insurance while enrolled in the BSN Program at Aquinas College. This insurance is provided by Aquinas College and is paid through student fees. The terms of the policy are limited to BSN students who are functioning in the role of a student under the supervision of a member of the nursing faculty of Aquinas College. The policy does not cover BSN students who are employed by any organization for work.

13. **BLOOD BORNE PATHOGENS ACKNOWLEDGMENT:** Signature required by OSHA to acknowledge receipt of educational materials related to blood borne pathogens (Management of Occupational exposures to Blood or Other Potentially Infectious Materials). (RN-BSN ONLY)

Please be aware that individual clinical agencies may have additional requirements.

**EXPLANATION OF CLINICAL EXPERIENCES**
Clinical preparation is an expectation for every nursing student providing patient care in any setting. The amount of time required for preparation of patient information and completed paperwork prior to patient care varies according to the course expectations and the setting. The clinical component of each nursing course is determined using a 1:3 ratio; three hours of clinical practice is required for each credit hour allocated to the clinical component of the course.

1. **CLINICAL ASSIGNMENTS:** The BSN Program is fortunate to offer clinical opportunities at numerous health care agencies located in Davidson county and many of the surrounding counties.
   a. Clinical placements in close proximity to the College or to a student’s home address are not guaranteed.
   b. While it is desirable to minimize duplication of clinical sites for each student, duplication of placement may be unavoidable as program progression occurs.
   c. Students will be assigned to hospitals or other health agencies by the course faculty.
   d. Students are responsible for their own transportation to and from the clinical agencies.

2. **CLINICAL EXPECTATIONS:**
   a. Since nursing is also a practice profession, nursing students are required to be prepared, attend and actively participate in all clinical experiences. Clinical experiences occur in the Castello Nursing Simulation Learning Center, hospitals, special care facilities, and in a variety of community agencies.
Clinical attendance is required. The student must notify the clinical instructor by phone (text or email notifications are unacceptable) prior to an unavoidable absence.

i. Successful completion of the clinical experience requires attending and participating in all clinical hours. If the required hours cannot be made up, the student will receive a grade of unsatisfactory, resulting in a course failure.

ii. In the event of an absence, it is the student’s responsibility to coordinate with the full-time faculty for make-up.

Promptness is required and is absolutely necessary in the health care profession. Late or tardiness is defined as arriving five or more minutes beyond the designated start time.

A student in need of first aid or treatment due to illness, injury or exposure while in the clinical setting should consult with their clinical instructor.

i. The student is responsible for the cost of any first aid services or treatment.

Complete preparation for clinical experiences, identified by the expectations and/or guidelines for each nursing course, is an act that acknowledges and affirms the dignity of the sick and is required of all nursing students. Students are expected to arrive prepared for clinical experiences wearing the appropriate uniform (Refer to the Aquinas College School of Nursing Professional Demeanor and Dress Code) and name badge and by bringing all required equipment, learning materials and paperwork as required.

Nursing students may not receive personal phone calls or visitors while participating in an assigned clinical experience.

i. In the case of emergencies only, nursing students may be contacted through the Aquinas College School of Nursing at 615-297-2008. The student’s clinical instructor will be contacted by the School of Nursing.

ORIENTATION FOR CLINICAL EXPERIENCES

1. ONLINE CLINICAL ORIENTATION: All students are required to complete the online general orientation once per academic year. All students are required to complete the agency specific online orientation for each new clinical placement within an academic year. Students must submit documentation of completion for each of the required orientations. Information to access the online orientations is distributed by faculty via Aquinas College Email or the Aquinas Student Portal. Participation in clinical is only allowed with completion of the required paperwork.

   b. Documentation of all clinical requirements must be on file in the School of Nursing prior to beginning any clinical experience.

   c. Missing documents prevent clinical participation.

2. CLINICAL AGENCY ORIENTATION: Each clinical agency has the right to request a specific onsite clinical orientation prior to any clinical experience. Attendance is mandatory for all clinical orientations.
VI. SCHOOL OF NURSING POLICIES AND PROCEDURES

CLINICAL EXPERIENCES IN THE EVENT OF UNFAVORABLE WEATHER

PURPOSE: The purpose of this policy is to establish clear guidelines for faculty and students participating in theory and clinical experiences and to assure their safety in the event of unfavorable weather conditions.

GENERAL GUIDELINES:
1. Aquinas College will normally remain open as scheduled regardless of weather conditions.
2. Students, faculty and staff should use their discretion regarding coming to campus.
3. Should an emergency or weather-related event occur that would dictate the school to close for all or part of the day, the closure or late start will be announced through our Emergency Notification System via e-mail, text message, the Aquinas College homepage, www.aquinascollege.edu, and on local television.
4. If the College is closed, there are no theory classes on campus.
5. If the College opens later than 8:00 AM, the late opening will be announced as early as possible by the above-named media. Any classes affected by the late opening will begin at the hour the College opens and end at its regularly scheduled time.
6. Classes that are held off campus are left to the discretion of the instructor who will communicate with each student in the class.

SPECIFIC GUIDELINES FOR OFF-CAMPUS CLINICAL NURSING EXPERIENCES:
1. The decision to close the College or to open on a delayed schedule rests with the College Administration (General Guidelines, 1 through 6).
2. If the College is officially closed all clinical experiences are cancelled.
3. If the College opens on a delayed schedule, clinical faculty will make the decision to either proceed with clinical experiences or cancel them.
4. Depending on when decisions to close the College are announced, designated course faculty will serve as the point of first contact concerning the application of these specific guidelines to clinical experiences either to cancel the experiences or to proceed with clinical experiences should students have arrived in the clinical setting before official announcements are made.
5. Students who arrive at their clinical assignments before an official announcement to close or delay classes has been made should participate in their assignments only if members of the regular or adjunct faculty are present.
6. The SON communication system will be used to convey this information in a timely manner to clinical agencies, adjunct clinical faculty and students.

COMPETENCY PERFORMANCE EXAMINATION POLICY

The Competency Performance Examination
Competency performance examinations (CPEs) will be administered in each course that requires a practicum component.

Readiness and the Learning Period
Please see Student Handbook section: Readiness Guidelines for Student Success within the COPA Model. Faculty will schedule periods of instruction and learning for skills required during the course and for those to be included in the CPEs. Faculty will guide students to learn, but it is the student’s responsibility to practice until they are competent and ready to pass the required CPEs.

Course faculty will designate any preparation that must be completed including, but not limited to, practice hours, videos, quizzes, and online modules. A student will not be allowed to test without meeting these requirements.

Testing
In order for successful completion of the CPE the student must:
   a. Arrive at the appointed CPE start time.
   b. Come prepared with all essential nursing equipment.
   c. Arrive professionally dressed in accordance with the SON clinical dress code.
   d. Complete all skills and critical elements correctly.
   e. Perform all relevant universal competencies correctly throughout the CPE.
   f. Complete the CPE within the designated time period.

Remediation
Remediation requirements will be designated by course faculty including, but not limited to, writing skills out by hand, viewing videos, and prescribed practice hours. The student is responsible for successfully completing and validating all remediation requirements according to the details and schedule set forth by the course faculty prior to retesting. A student will not be allowed to test without meeting these requirements.

CPE attempts
Students will have up to three (3) opportunities for successful completion. The student will have the opportunity to retest after successful completion of the remedial requirement. Students may not retest on the same day of an unsuccessful attempt. If the student is unable to successfully complete the CPE after the third attempt, the student will receive an unsatisfactory clinical grade resulting in an unsatisfactory final course grade.

AC- SON 9/25/2015
FACULTY-STUDENT COMMUNICATION FILE SYSTEM

In order to assure privacy and confidentiality in written and graded assignments and other written forms of privileged communication between faculty and students, as required by FERPA (Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR 99) the School of Nursing has established a Faculty-Student Communication File System. This is how the system works:

1. Each student has a personal file located in the Administrative Offices of the School of Nursing. Assignments to be returned to students will be placed in each student’s file.
2. Access to the file is limited to course Faculty and Staff of the School of Nursing.
3. Students must come to the Administrative Offices of the School of Nursing to request materials during regular business hours Monday through Thursday only – 8:00 a.m. to 4:00 p.m.
4. No materials will be distributed to students on Fridays.
5. Materials will not be mailed to students.
6. Pick-up of materials by one student for other students is not permitted.
7. Unclaimed materials remaining in the files will be shredded one month following the completion of the course.

AC-DON: 11/01/10

MATHEMATICS POLICIES AND PROCEDURES

1) **Semester 3: NUR 209 Care of the Family I**: Students will have dosage calculations as a part of NUR 209 with the guidelines set up in the current syllabus. Students must pass their final dosage test in order to administer medications in any patient care setting. NUR 209 dosage tests will include basic principles of nursing dosage calculations, as well as test the student’s ability to solve dosage problems using medication labels and will include pictures of syringes (IM, SubQ, Insulin) for students to place their answers when applicable.

2) **Semesters 4-8**: Students in semesters 4-8 will take a 10 question dosage calculation test. The test will be administered in NUR 210 Care of the Family II, NUR 309 Human Health Conditions I, NUR 310 Human Health Conditions II, NUR 409 Global Perspectives and NUR 410 Systems Leadership. All tests will have the same format and be consistent from semester to semester in content. The test will consist of:
   a. Six basic dosage calculation problems
   b. One intake & output question
   c. One insulin question
   d. One simple IV question that sets the IV rate on an IV pump
   e. One IV question that calculates the number of hours an IV fluid will take to infuse

In addition:
Answers should be rounded to the nearest one-hundredth, when applicable.

No multiple choice-type answers.

3) **Procedure:**
   a. **Timing of the quiz:** The first math quiz will be given at the second class meeting. The second math quiz should be given at least one week from the first so that students who were not successful on the first quiz have time to remediate. If a third quiz must be given, it should be given one week after the second quiz. The dates for all three quizzes will be designated on the course calendar.
   b. **Time allotment for the quizzes:** 30 minutes will be given for each 10 question quiz.
   c. **Passing score:** 100%
   d. **Students who do not pass after the third attempt must withdraw from the course.**
   e. **Students should refer to course syllabi for further information and instructions regarding these policies.**

**MULTI-MEDIA NURSING LABORATORY -Aquinas Hall-Room 215**

**INTRODUCTION:**
The Multi-Media Nursing Laboratory (MMNL), a gift of the Memorial Foundation, is the School of Nursing’s instructional computer laboratory which houses 20 state-of-the-art student computers. The Laboratory is supervised by the Administrative Staff of the School of Nursing and is open from 8:00 a.m. to 4:00 p.m. Monday through Friday.

**PURPOSE:**
This laboratory is designed to expand and enhance the learning opportunities of nursing students through the use of simulation learning technologies not always achievable using traditional learning experiences. Though not replacing the importance of human encounters between patients and nurses, this technology brings to student learning an enormous reservoir of information that could never be delivered in the standard lecture format within a reasonable time frame. This laboratory also permits more students to be computer tested than possible with existing equipment.

**RESPONSIBLE USE POLICIES:** (*)
All students are advised of the following requirements when utilizing the lab that will ensure its functionality for years to come:

1. The Laboratory is not to be used for general computer use, i.e. e-mail; Internet searches, etc.
2. There is no eating or drinking in the Laboratory.
3. Please maintain quiet in the Laboratory so that others can concentrate.
4. Only Aquinas College Technology Personnel are authorized to install software on these computers.
5. Freeware and shareware are not to be installed on these computers.
6. Under no circumstances may computer hardware be removed from the lab.
7. Hardware peripherals provided by the student for demonstration may only be connected to College hardware under the supervision of the instructor or the systems administrator.
8. Printing of materials is limited to instructional materials.
9. Please notify the Administrative Assistants in the School of Nursing (AH-RM 214) should there be difficulties in using the Laboratory. They will make the appropriate referrals.

* Students are also responsible for complying with all College policies and procedures that govern student computing and use of the Internet as noted in the Aquinas College Student Handbook.

AC-DON: MMNL: 1/09/2012

NURSING SIMULATION AT AQUINAS COLLEGE

THE CASTELLO CENTER NURSING SIMULATION LEARNING CENTER

Location: The Castello Center is located on the sixth floor, 6C, of St. Thomas Hospital, 4220 Harding Road, Nashville, TN 37205.

The Castello Center has been designed and equipped for use by all students and faculty of the School of Nursing. The purpose of the Lab is to provide a simulated clinical learning environment for the development and assessment of clinical competencies for nursing practice consistent with the outcomes of the respective nursing programs. The Lab is designed for use for organized instructional periods under the supervision of faculty and for independent-self-directed learning.

POLICIES AND PROCEDURES

Simulation Center Use

The Nursing Simulation Laboratory experience will:

1. Provide an environment for student learners that reinforce critical thinking and decision making.
2. Enhance students’ ability to provide safe, quality health care.
3. Increase clinical competence through selected critical thinking scenarios.
4. Improve performance, communication, and efficiency in client care settings.
5. Encourage evidence based practice leading to improvement in provision of care.
6. Promote evidence-based competent decision making for professional practice.
7. Promote empowerment of the student in preparation for the clinical setting.
8. Encourage students to self-analyze their performance and use critical thinking during the reflection process.
9. Provide opportunities to enhance caring behaviors towards peers and clients.

Faculty and advanced nursing students will be available to assist students with practice and proficiency of clinical nursing skills throughout the year. Students, while utilizing the Nursing Simulation Lab, may request individualized assistance during open hours. When needed, course or clinical instructors may refer students to lab for additional practice or remediation. Specific open lab hours, during which students may practice, will be made available throughout the semester.

Lab Etiquette

- Use professional behavior when in the Clinical Nursing Labs. This includes, but may not be limited to the following:
  - Completing pertinent assignments prior to lab day.
  - Demonstrating professional behavior during instruction.
    - Engaging in simulated situations
    - Actively participating in the clinical demonstrations.
    - Dressing professionally.
      - No shorts/skirts above mid-thigh
      - All cleavage and midriff areas should be covered
      - No Spaghetti Strap shirts without a blouse or sweater covering
      - No t-shirts with offensive language or symbols
      - Name tag must be worn
  - Students are allowed to make mistakes during open lab so active learning can take place. This information should not be discussed outside of the lab.
  - Everyone should be allowed to learn from the lab experiences in the same manner, and tipping students off who attend the lab, specifically CPEs, at a later time gives them an unfair advantage.

- Bring all necessary supplies:
  - Stethoscope
  - Watch with second hand
  - Clinical Skills Checklists
  - Pen
  - Any books or resources necessary for the day

- Abusive language will be grounds for immediate dismissal from the lab experience.
- Disposable supplies are to be used within reason and disposed of properly in the appropriate containers.
- Many clinical supplies are re-used for cost savings (open lab and practice labs only). Ask if you are unsure if a supply should be disposed of.
• Leave the Nursing Simulation lab in order. Please dispose of any trash, clean work areas when finished, and put equipment back in its proper place when are done using it.
• All equipment (mannequins, supplies, books) is to be used carefully and safely at all times. At the conclusion of the learning experience all equipment used is to be wiped off and replaced in its proper place; beds should be properly made; any spills of water or other fluids should be properly cleaned.
• Report all damaged or malfunctioning equipment immediately to the Lab Coordinator or course faculty.
• Sharps and syringes are to be disposed in appropriate Sharps containers.
• In the event of accidents or injuries the following are to be implemented:
  o The student is responsible for notifying the faculty or the Lab Coordinator of the incident immediately following its occurrence at which time the faculty advises the student regarding the policies and guidelines to be followed, including but not limited to examination and treatment. For incidents involving blood borne pathogens, the student is also responsible for notifying the course faculty.
  o The student is to be examined by a qualified health care professional and a determination made regarding further intervention or treatment.
  o Students and faculty will complete the Aquinas College Incident Report Form.
  o Refusal on the part of the student to be examined or treated is to be noted in the Incident Reporting Form. In this case, the student is required to sign a waiver which relieves the faculty, Aquinas College and the affiliating agency from any consequences following a refusal to seek an evaluation or treatment.
  o Aquinas College is not responsible for the costs of treatment as a result of an accident, incident or injury. The School of Nursing requires that all nursing students carry health insurance.

Open Hour Procedures

• Nursing Simulation Laboratory has time available for students to practice skills, fulfill required skill practice/proficiency, or receive extra help.
• Students may utilize allotted open hour times by signing up for available time periods.
• If a student is unable to attend open hours signed up for, the student must remove their name from the sign-up or contact the Lab Coordinator.
• If no students are signed up twelve (12) hours prior to the allotted open lab time, the open lab time will be cancelled.

AC- SON 9/25/2015
THE JEANETTE & LEON TRAVIS NURSING SIMULATION CENTER AT ST. THOMAS HOSPITAL

PART A: POLICIES AND PROCEDURES

INTRODUCTION: The School of Nursing at Aquinas College has been invited to use the facilities of the Jeanette and Leon Travis Nursing Simulation Center at St. Thomas Hospital (aka the Travis Center) for simulation learning opportunities for faculty and students.

The purpose of the Travis Center is to provide a simulated clinical learning environment for the development and assessment of clinical competencies for nursing practice consistent with the outcomes of the respective BSN Programs. The Travis Center is designed for use for organized instructional periods under the supervision of faculty.

POLICIES AND PROCEDURES: To assist students in achieving clinical competency for nursing practice, the appropriate use, maintenance of equipment, supplies and furnishings are necessary.

1. All faculty and students must complete the online St. Thomas Online Clinical Facility Orientation Program prior to using the Travis Center. Instructions for completing this on-line program are provided by course faculty.
2. Use of the Travis Center for formal classroom instruction and simulation practice sessions must be scheduled through the Coordinator of the Travis Center.
3. Faculty of the School of Nursing at Aquinas College is responsible for instruction and supervision of students.
4. Only faculty and currently enrolled nursing students at Aquinas College are permitted access to the Travis Center.
5. Eating and drinking is limited to the classroom. A fine of $25.00 will be charged each time this policy is violated. All refuse is to be placed in the proper containers.
6. All equipment (mannequins; supplies; books) are to be used carefully and safely at all times.
7. Report all damaged or malfunctioning equipment immediately to course faculty.
8. At the conclusion of learning experiences:
   a. all equipment is to be properly cleaned and replaced in its proper place.
   b. beds properly made and linens changed as needed.
   c. cleaning up all spillages of water or other fluids.
   d. soiled linens are to be placed in the appropriate receptacles.
   e. all refuse placed in its proper containers.
9. Disposable supplies are to be used within reason and properly discarded in the appropriate containers.
10. In the event of accidents or injuries involving nursing students performing in the role of nursing students under the supervision of nursing faculty of the School of Nursing, the following are to be observed:
    a. Students are responsible for notifying the course faculty of the incident immediately following its occurrence.
b. For incidents involving Blood Borne Pathogens or needle sticks in the Travis Center, students are also responsible for notifying the course faculty and the Center Coordinator.

c. For injuries:
   i. students are to report all injuries via the SafERSystem at St. Thomas Hospital
   ii. students are to be referred to an appropriate professional and a determination made regarding further intervention or treatment.
   iii. refusal of students to be examined is to be noted in the students file. In these instances, students are required to sign a waiver that relieves St. Thomas Hospital, course faculty and Aquinas College from any consequences following a refusal to seek an evaluation or treatment.
   iv. Aquinas College is not responsible for the costs of treatment as a result of an accident or injury. The School of Nursing requires that all nursing students carry health insurance.

PART B: ACCESS TO THE TRAVIS CENTER

1. **Location**: The Travis Center is located on the sixth floor, 6D, of St. Thomas Hospital, 4220 Harding Road, Nashville, TN 37205.

2. **Access**: For purpose of security and safety, access to the Travis Center is restricted and requires the use of a pass card. When arriving at the entrance to Travis Center, gently knock on the door and someone will come to open the door. At no time is the door to be propped open.

3. **Parking Options**: Days: use the parking areas at Aquinas College; Evenings: parking is available without cost in the Seton Garage on the Saint Thomas campus.

**NURSING STUDENT AWARDS POLICIES AND PROCEDURES**

**PURPOSE**: From time to time, selected graduating nursing students demonstrate exceptional contributions to nursing consistent with the Mission and Philosophy of the School of Nursing and of Aquinas College. Through an objective and transparent process, the Faculty of the School has enunciated policies and procedures that publically recognize graduating students during the College’s Commencement Week activities.

**SELECTION PROCESS**: Under the direction of the School Committee on Faculty and Student Leadership Development, the process for selecting graduating students to receive awards based on the respective award criteria from the School of Nursing is as follows:

1. Nominations for student awards may be submitted by faculty and students of the School of Nursing.

2. Nominations are to be submitted in writing to the Chair of the Committee explaining why the nominee should be considered for the respective award.
3. All nominations are to be submitted to the Chair of the Academic Standards Committee at a date determined by the Chair.
4. Nominations and supportive documentation will be distributed to the Faculty of the School of Nursing who will select students to receive awards.
5. Selection of the students to receive awards requires an absolute majority (one plus half) of the votes of the regular faculty.
6. Ordinarily one award will be presented during the May Graduation unless the Faculty determine otherwise.

AWARDS:

RN-BSN PROGRAM - Saint Martin DePorres, OP. Named in honor of Saint Martin DePorres OP, a Dominican Friar who ministered to the sick, the homeless and the abandoned of Lima, Peru during the seventeenth century.

CRITERIA: The award is presented annually to a RN-BSN graduate who (a) embodies the Mission of Aquinas College and the Philosophy of the School of Nursing; (b) demonstrates excellence in caring for others with compassion, affirming and protecting human dignity and freedom, living the virtue of charity, valuing the sacredness of human life in colleagues and in the sick; and (c) is generous in giving of self to the needs of others regardless of age, color, creed, culture, gender, illness or socio-economic status.

PRE-LICENSURE PROGRAM – Saint Catherine of Siena, OP. Named in honor of Saint Catherine of Siena OP, a Dominican and Doctor of the Church, who often visited hospitals and homes where the poor and sick were found. Her activities quickly attracted followers who helped her in her mission to serve the poor and sick.

CRITERIA: The purpose of the award is to recognize consistency in quality academic and clinical performance. This award is designated for a graduate who is a leader as well as a team player; who is giving of self and shows concern for others; a graduate who is professional, responsible, accountable; someone who stands out academically as well as in the ability to provide good nursing care.

PATHWAYS TO COMPETENCE AND CONFIDENCE IN NURSING EDUCATION PROGRAM

I. PURPOSE: The Faculty of the School of Nursing affirms the dignity and uniqueness of every person, the diversity in educational backgrounds, learning styles and personal experience of students and how these variables impact on successful student outcomes. The Faculty, committed to successful educational outcomes for nursing students, has developed a comprehensive remediation program that actively engages students and faculty in identifying and resolving obstacles that interfere or prevent students from achieving their goals in becoming confident and competent practitioners of nursing.
II. POLICIES AND PROCEDURES:
   a. **Remediation within Nursing Courses**: in the event that a student is not
      successful in passing a unit examination (test score below 78%), the student is
      required to follow these steps in order to identify issues that may have
      contributed to the test score.
      i. Participate in one scheduled In-Depth Test Review sessions.
      ii. Meet with the Coordinator of the Pathways Program.
      iii. Meets with course faculty.

      These encounters identify interventions that will assist the student in one or more
      areas, for example: study strategies; reading comprehension; time management;
      personal/family issues; content mastery, etc. It is the student’s responsibility to
      develop a plan of interventions, implement the agreed upon interventions with the
      desired outcome to be successful on the next examination and in the course. A
      notation in the Student’s Academic Record will verify that meetings occurred as
      well as the suggested interventions. Should the student require a more intense
      remediation experience, the faculty may refer the student to the College’s Student
      Learning Services for additional assessment and tutoring.

      If the student continues to experience difficulty in the course and is not passing
      the unit exams, the student will be advised to consider withdrawing from the
      course thus providing a more concentrated focus in addressing the issues that are
      interfering with success in the Program.

   b. **Remediation Following the First Course Failure**: Consistent with the policies
      on academic progression, students who are unsuccessful in a nursing course,
      may be granted approval to repeat the course one time. If approval has been
      granted the student will be required to:
      i. Enroll and successfully complete the Pathways to competence and
         Confidence in Nursing Education Program concurrently with the
         successful completion of the previously failed nursing course.
      ii. Participate in one scheduled In-Depth Test Review session following
         each exam.

   c. **Remediation Following Official Withdrawal from a Nursing Course**: It is
      recommended that students whose course grades are below 78% and who
      officially withdraw from a nursing course enroll in Pathways to Competence
      and Confidence in Nursing Education Program concurrently while continuing
      in courses in the BSN Program.

   d. **Model Program for Remediation**: The model program consists of:
      i. Assessment of issues that contributed to the course failure.
      ii. Identification of a plan of intervention to promote success and
          minimize further failures.
      iii. Clear expectations in terms of a defined time frame for meetings,
           assignments, etc.
      iv. Mandatory assignments using paper and multi-media sources,
          simulation experiences, etc.
v. Regular meetings with faculty or staff.
e. Student Learning Services: In addition to the faculty of the School of Nursing, Aquinas College’s Student Learning Services (SLS) is an invaluable resource designed to enhance the academic performance of students.


PROFESSIONAL DEMEANOR AND DRESS CODE

Students are expected to attend all clinical and campus lab activities in the appropriate uniform. In addition to the School of Nursing requirements some clinical agencies may have additional requirements. Students arriving for clinical experiences who are found to be out of compliance with the written School of Nursing Professional Demeanor and Dress Code will be dismissed from the clinical experience and will be required to complete a make-up experience.

1. General Requirements:
   a. Complete school uniform is worn during clinical experiences.
   b. Official Aquinas College Photo Identification Name Badge (with photo) is to be worn during clinical time and when obtaining clinical assignments.
   c. Punctuality and preparation are required and expected.
   d. Professional and respectful behavior is required and expected.
   e. Students are to be appropriately dressed in business casual when going to the clinical facility to receive clinical assignments. (No shorts, jeans, jogging attire, hats, hair curlers, etc., are allowed.)
   f. Students must wear a white lab coat and the official AC ID Badge when visiting clinical facilities to obtain clinical assignments.
   g. Students are expected to prepare for clinical assignments on the afternoon prior to clinical experience or as indicated by course guidelines. Course faculty will communicate any exceptions to these requirements for clinical preparation.
   h. Uniform, lab coat and the AC ID Badge shall not be worn in any hospital or health facility except when on official school business.
   i. Patients who are family members or personal friends may be visited only on the students’ own time and in regular street clothes.
   j. Chewing gum and the use of cell phones are not allowed in the clinical area.
   k. No personal phone calls or visitors are allowed in the clinical area.
   l. Relatives and friends of students including children, and guests of students are not permitted to be present in the classroom or clinical area.

2. School of Nursing Dress Code: (Refer to Appendix A for Provider)
   a. Official Uniform: Program designated top and pants, appropriately fitted, freshly laundered and wrinkle-free with AC SON emblem on left sleeve. Plain white long sleeve T-shirts or Turtle-neck, exclusive of writing, designs and other ornamentation may be worn under the uniform.
   b. Hose/socks: White (plain)
c. Shoes: White, leather, enclosed, low heels; safe, clean, polished in good repair

d. Lab coats/lab jackets: White with AC SON school emblem on left sleeve

e. Watch: with provision for counting seconds

f. Bandage scissors, penlight, and stethoscope

g. Official Aquinas College Photo Identification Badge

h. Jewelry: plain wedding band and one small stud earring per ear may be worn.
   No other body piercings may be worn, including, but not limited to, tongue piercings, gouging, (piercing holes large enough to permit light to shine through) or any other intentional alterations and/or modifications that detract from the professional image of the Aquinas College nursing student.

i. Hair: clean, away from face, off the collar. No hair ornaments or decorations. Hair color and style must not be so unusual as to draw attention from patients and visitors. If applied, dyes, tints, bleaches and highlights must result in natural, human hair colors that complement the complexion and skin tone. Prohibited examples (not all inclusive) are burgundy, purple, orange, fluorescent or neon colors. Men must be clean-shaven or facial hair must be trimmed and well kept.

j. No fragrances of any type are permitted.

k. Only natural nails with length no longer than the end of the finger will be allowed. No colored nail polish. No artificial nails of any type.

l. Tattoos must not be exposed or visible while in the clinical area and must be covered at all times.

PROTECTING THE INTEGRITY OF THE ASSESSMENT OF LEARNING

1. The Testing Environment:
   a. All examinations are monitored by the faculty.
   b. Faculty has the sole prerogative to assign students to specific desks and to alternative rooms.
   c. In the event a student has a question, the student is to raise their hand and the faculty will approach the student.
   d. All questions which do not pertain to the test are to be deferred until after all students have completed the test.
   e. Students are instructed to remain quiet during the testing period and are not to engage in conversation with others.
   f. Students who are disruptive are to be excused from the testing environment; e.g., popping gum; talking.
   g. Upon completion, the test booklets and answer sheets are to be deposited at a location to be determined by the faculty.
   h. The following steps will be taken in the event of a power outage:
      i. If there is a brief outage (lasting only a few minutes), students are to quietly remain in their seats until power is restored.
      ii. The total amount of time for the power outage plus 5 minutes will be added to the remaining exam time.
ii. For extended outages, students will vacate the room.
   i. If the exam has not started, students will be permitted back into the room once the power is restored or will be reassigned to another room to complete the exam.
   ii. Once students leave the room, all exam materials will be considered void if the exam has already started. In such cases, the exam will be rescheduled and a new exam will be prepared.

2. Materials in the Testing Environment:
   a. Hats are not to be worn during the examination period.
   b. Cell phones, lap top computers, camera pens, and any other form of wireless communications equipment is not permitted at the student desk nor used during the testing period.
   c. Dictionaries of any kind (hard copy; PDA’s) are not permitted.
   d. Materials which students typically bring to class, i.e., books, book bags, etc. are to be left at home, in the trunk of a car or in student lockers; only Student Identification Badges and car keys are permitted in the testing environment.
   e. Food and bottled water are not permitted during the testing period.
   f. Small non-programmable calculators are permitted.

3. Test Form and Supplies:
   a. Students are to write their names and ID numbers on the Scantron sheet.
   b. All scratch paper is to be returned with the examination book and Scantron sheet.
   c. #2 lead pencils will be provided by Faculty.

4. Writing Examinations Outside the Regular Schedule: For serious reasons faculty will from time to time authorize a student to write an examination outside of the regular testing period.


STUDENT GUIDELINES FOR SUCCESS IN THE COMPETENCY OUTCOMES PERFORMANCE ASSESSMENT MODEL

Overview: The Competency Outcomes and Performance Assessment Model
The Competency Outcomes and Performance Assessment (COPA) model is a curriculum framework designed to encourage nursing practice competence. There are two basic evaluation modes within the model: The Competency Performance Examination (CPE) and the Competency Performance Assessment (CPA).

The COPA model is structured around four pillars:
   a. Core practice competencies
   b. Competency outcomes
There are eight core practice competencies within the COPA model:
  a. Assessment and Intervention
  b. Communication
  c. Critical thinking
  d. Human caring and Relationships
  e. Teaching
  f. Management
  g. Leadership
  h. Knowledge Integration skills

**What is a CPA?**
Designed to be objective assessments of theory comprehension, CPAs are written or computerized exams, clinical paperwork, and other faculty designated expressions of knowledge gained. Each CPA includes critical elements that must be met to demonstrate progress toward the outcomes for the assignment, course, and the program. CPAs are also referred to as formative evaluations.

**What is a CPE?**
An objective performance examination to test of the student’s competency gained during clinical experiences, practices, and labs. The CPE may include a few or all of the core practice competencies. CPEs are also referred to as summative evaluations.

**CPE facts**
**Skill Readiness.** Students are provided skill checklists to help organize the sequence of steps in a given skill. Students should practice according to their checklists so that they can learn what is expected of them – the steps involved in completing a skill.

Students are urged to practice with this time limit in mind while working to gain confidence that the CPE can be completed within the allotted time. Students who have been successful in the past have practiced these skills for many hours (up to, and in excess of, 20 hours of lab time). Practice serves to ease anxiety and to improve muscle memory.

**CPE components.** The CPE contains competencies, skills with related critical elements, and patient care scenarios that are essential to completing client care safely and correctly. Overall, examiners are observing the student for safe and correct skill completion as well as adherence to universal competencies and major principles of safety, such as universal precautions, basic asepsis, and sterility, where applicable.

**Critical Elements.** Critical Elements are behaviors that are mandatory for the correct and safe performance of the skills. Modifications in skill technique that vary from steps learned during readiness check offs are acceptable, providing all critical elements for assigned skills and universal competencies are met. Each CPE also includes universal competencies with critical elements that are essential to maintaining the safety and wellbeing of the patient. A copy of the
exam’s critical elements and potential patient care scenarios will be provided prior to testing and should also be used in student preparation.

**Patient Care Scenario.** The patient care scenario describes information about the patient and skills required to be completed. The CPE includes a group of skills structured around a patient care scenario. The student works within this patient care scenario to complete the CPE within the allotted time frame to complete the designated skills.

**Student expectations.** It is expected that each student will:

a. The student should arrive for the CPE at the appointed exam start time.

b. Treat the mannequin as a live client interaction. The student should walk in introduce themselves, review the patient care scenario, complete client verification and complete the examination. The student should explain all steps of the procedure(s) to the mannequin and is not required to explain each step to the examiner. The student may relocate equipment in the room, ask the examiner to move to a different area of the room or reposition the client in order to perform the CPE more efficiently.

c. The student should take their time and think through what needs to be done for each step of the CPE. The student should stop and take a deep breath before making their move if they are hesitant and try not to let anxiety overcome them. The student should arrive prepared, have all necessary equipment and dress appropriately.

d. The student should maintain safety and attention to detail throughout the CPE.

e. The student must leave the area following the exam and should not stand in the hall or outside the unit after the CPE is completed.

f. Maintain professional composure. The student should refrain from communicating with students who have not completed their CPE. Communicating with students who have not completed their CPE will cause undue stress and anxiety.

g. Following these expectations will instill confidence for success during the CPE and ensure professionalism is maintained during the CPE.

**CPE Procedure.** During the actual exam, or CPE, faculty perform as exam proctors called clinical examiners. Examiners will not instruct the student in any aspect of patient care; faculty engage in the role of examiner and will maintain positive neutrality throughout the CPE period. As such, examiners cannot inform a student whether or not the CPE is correctly performed until the examination is completed. A CPE is a testing experience and questions will not be asked or answered except those related to those of process. Examiners will comment on performance only after the CPE is completed.

Examiners can answer questions such as, “Where is this supply?” They will not be able to answer questions such as, “Is this the correct supply?” Faculty will not stop performance for an inaccurate step during the exam, until client harm is inevitable or has occurred and is irreversible.

Irreversible error is defined as an error not recognized by the student prior to causing harm to the patient.

Reversible error is defined as an error recognized and corrected by the student prior to causing harm to the patient.
Students may stop proceeding forward in a CPE at any point when there is still time to correct an error. The student may restart from the beginning, if needed. No extra time is given to complete the exam. You may ask the exam coordinator questions at any time. Again, no extra time is granted.

**Critical elements** will typically consist of the following student actions:
- Performs all Universal Competencies
- Explains procedure to client, including rationale
- Selects correct equipment
- Completes procedure correctly
- Reports and correctly documents actions
- Provides relevant follow-up care, including documenting client response when relevant

**Ability to Demonstrate Competence.**
- The student performed all components of the CPE safely and efficiently.
- The student completed all aspects of the CPE within the designated time period.
- The student successfully performed and met critical elements.

**References**

AC-SON 9/25/2015

**SUBSTANCE ABUSE POLICY**

Aquinas College School of Nursing recognizes its responsibility for maintaining a drug free clinical environment where patient care and services are provided in a safe, competent and effective manner. A nursing student abusing drugs and/or alcohol and who attends class or clinical practice while under the influence of drugs or alcohol present a serious health and safety hazard to themselves, peers, staff, faculty and patients.

**Policy:**
Nursing students are prohibited from being under the influence of alcohol, illegal substances or other mind-altering substances while in the student role in the classroom or clinical agency. In addition, students may not use, possess, manufacture, distribute, solicit or receive alcohol, illegal substances or other mind-altering substances while in the classroom or clinical setting in the role of a nursing student representing Aquinas College.
Any nursing student whose classroom, clinical performance or behavior suggests the influence of alcohol or other mind-altering substances may be asked to submit to a random drug screen. This provides an opportunity for the student to be cleared of any improper drug use. A student who is non-compliant or refuses to submit to an alcohol/drug screen as requested or a student with a positive alcohol/drug screen will be immediately dismissed from the BSN Program.

Nursing students are asked to inform their instructor if they are taking medication that may affect their judgment and clinical performance. If the student’s clinical performance, behavior and/or judgment suggest misuse of a prescription medication, the student will be asked to leave clinical and will be allowed to return to the clinical area only after submitting a notice of evaluation by the prescribing physician or healthcare provider. Misuse of prescription medication is subject to review under this policy.

**Procedure:**
Aquinas College nursing faculty reserve the right to request a random urine or blood alcohol and drug screening under any of the following circumstances:
1. Behavior or physical appearance indicative of alcohol or drug impairment.
2. Discovery of any missing controlled substance.
4. Solicitation of drugs.

Upon suspicion of student alcohol or drug abuse:
1. The instructor will notify the Director of the BSN Program by telephone followed by the completion of the School of Nursing Incident Report form.
2. The Dean of the School of Nursing is to be notified if the Director of the BSN Program is not available.
3. A decision is made upon notification regarding appropriate action.
4. Student may be asked to submit to appropriate testing; if testing is required a member of the faculty is to accompany the student to be tested.
5. Student will sign consent form prior to testing.
6. Refusal to submit to testing will result in immediate dismissal.
7. Negative test results: student is allowed to return to the classroom and/or clinical area.
8. Positive test results: student is immediately dismissed from the program.

A student removed from clinical due to misuse of prescription medication will be allowed to return only with a note from the physician. Each missed clinical day will be an absence. If a student misses more than 2 clinical days, the student will receive an F for the course.
APPENDICES
All uniforms, lab coats and emblems for the nursing students in the School of Nursing must be purchased from:

Green River Scrubs
Contact: Tangie Stivers
1-270-792-9719
www.greenriverscrubs.com
APPENDIX B

RECEIPT OF EDUCATIONAL MATERIALS RELATED TO BLOOD BORNE PATHOGENS

BACHELOR OF SCIENCE IN NURSING PROGRAM

VERIFICATION OF RECEIPT OF EDUCATIONAL MATERIALS RELATED TO BLOOD BORNE PATHOGENS
2015-2016

I acknowledge that I have received and reviewed the educational materials related to blood borne pathogens (Management of occupational Exposures to Blood or Other Potentially Infectious Materials).

I further understand if I have an infectious disease process I should not enter the clinical area. I also understand that if I am immunosuppressed I should avoid coming in contact with infectious patients/clients.

___________________________________
(Signature)

___________________________________
(Print Name)

___________________________________
(Date)
I have read, understand and agree to be responsible for abiding by the policies and procedures outlined in the Aquinas College Student Handbook for the BSN Program.

I acknowledge and understand that policies and procedures may change from time to time and upon such notification agree to abide with these changes.

I further acknowledge meeting the standards that are required for admission, progression and gradation of the Aquinas College Bachelor of Science in BSN Program as identified in the Bachelor of Science in BSN Program Student Handbook.

(Signature)

(Print Name)

(Date)