



Nursing Department Southwestern Adventist University

Nursing Student Handbook



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TABLE OF CONTENTS

General Information	3
Nursing Faculty	3
Nursing Department Accreditation.....	3
Nursing Department Mission	4
General Nursing Program Goal.....	4
Philosophy of the Department of Nursing	4,5
Program Concepts, Goals and Outcomes	6,7
Nursing Model	8
Definition of Terms/Concepts.....	9,10
Christian Values and Behaviors	11
Degree Plan.....	12
General Academic Requirements/Information	13
Graduation Requirements	13
Standards and Functional Abilities for Nursing Students	14,15
Academic Success and Advising	15
Disability Services.....	16
Nursing Licensure.....	16
Continuation and Progression Policies.....	16,17
Termination Policy/Readmission Policy.....	17,18
Students Rights and Appeals Policies.....	18,19
Attendance Policy	19,20
ATI Policy.....	20,21
Grading	21-23
Medication Dosage Calculation.....	23
Student/Faculty Communication	23
Faculty Office Hours.....	24
Nursing Student Orientation(s) for Class and Clinical.....	24
Remediation.....	24
Professional Appearance	24,25
Clinical Guidelines	25
Bloodborne Pathogens Exposure.....	26
Transportation Policy	26
Assignment of Clinical Sections	26
Accountability in Nursing	26-28
Unprofessional Conduct Policy	28,29
Drug Testing and Criminal Background Screening.....	29-31
Declaratory Order	31
Impaired Students.....	31
Health Insurance	31
Skills Lab and Simulation Policy.....	31,32
Social Media Policy.....	32
Professional Liability Insurance.....	33
Student Employment.....	33
Health Records	33,34
Service Learning	34
Student Representation on Nursing Department Committees	34
Membership in Professional Organizations	35
Professional Journals.....	35
Honor Code	35,36,38
Agreements	36-38

GENERAL INFORMATION

WELCOME

Welcome to the Nursing Department at Southwestern Adventist University! As you journey toward a rewarding professional career, you will make many friends and memories along the way. Your faculty and staff count it a privilege to partner with you in this journey. We encourage you to take advantage of all the learning opportunities provided. Please let us know how we can best help you fulfill your goals.

May God bless your journey,
Nursing Department Faculty & Staff

NURSING DEPARTMENT FACULTY & STAFF

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NURSING STUDENT HANDBOOK

The Nursing Student Handbook includes important information, policies, and procedures to help make your experience at SWAU a productive one. Please become familiar with the information contained in this handbook, as you will use it throughout your time in the nursing program at SWAU. The handbook is intended to accompany the university Bulletin, various student handbooks, the nursing website, course syllabi, and other information distributed or posted online. For questions or suggestions regarding the *Nursing Student Handbook*, please visit with your academic advisor.

ACCREDITATION

The B.S. program is fully approved by the Board of Nursing for the State of Texas (333 Guadalupe #3-460 Austin, TX 78701; 512-305-7400; www.bon.state.tx.us) and is accredited with the Commission on Collegiate Nursing Education (655 K Street, NW., Suite 750, Washington, DC 20001; 202-887-6791; www.aacnnursing.org/CCNE).

NURSING DEPARTMENT ADMINISTRATION

The Nursing Department Chair is responsible to the Academic Vice-President and is the administrative head of the nursing instructional faculty.

NURSING DEPARTMENT MISSION

The mission of Southwestern Adventist University Nursing Department is to prepare a competent generalist in the profession of nursing with a Christian perspective of liberal arts, applied theology, and natural, behavioral, and nursing sciences. The Department seeks to provide a Christian environment which facilitates growth of the student as a whole person, as a contributing member of society, and as a member of the nursing profession.

GENERAL NURSING PROGRAM GOAL

The goal of the nursing program at Southwestern Adventist University is to graduate competent, employable, safe practitioners using Differentiated Entry-level Competencies to ensure skilled practitioners who are prepared to participate in the delivery of evidenced-based nursing care, who possess the knowledge base on which to build advanced study, and who are contributing members of society. Graduates of the nursing program are eligible for licensure as a Registered Nurse (RN) and are prepared for graduate study.

PHILOSOPHY OF THE NURSING DEPARTMENT

The philosophy of the Nursing Department is in harmony with the Southwestern Adventist University philosophy and the basic beliefs of the Seventh-day Adventist Church, and is consistent with the views of the nursing profession in regard to CHRISTIAN/PROFESSIONAL NURSING VALUES, NURSING, HEALTH, ENVIRONMENT, SOCIETY, and NURSING EDUCATION.

Christian/Professional Nursing Values. Jesus Christ as portrayed in the Bible, is recognized as the Supreme Revelation of God to humans, the Perfect Example for Life, the Focal Point of Hope for the human race, and the ultimate Model upon Whom health care behaviors may be patterned. The caring attributes of nursing are reflected in the character of Jesus Christ whose healing ministry exemplified altruism, integrity, and social justice while honoring the autonomy and human dignity of those He served.

Nursing. Nursing is a profession dedicated to guiding human beings back to the original plan of healthful living. Effective nursing practice involves the ability to think critically; communicate clearly; establish caring therapeutic relationships; comprehend the impact of health care policy, financial, and regulatory systems on the delivery of healthcare; and utilize evidence-based interventions in the competent delivery of safe quality health care. The nursing process is implemented to enhance health promotion, risk reduction, and disease prevention; and illness and disease management to a diverse society. Health care is delivered with sensitivity to the values of clients within the framework of the professional nurses' code of ethics and standards of care.

Health and Environment. Health is on a continuum ranging from states of wellness to states of illness, and is influenced by the environment. The environment includes physical, mental, sociocultural, and spiritual factors that interact in dynamic ways to influence health. To foster optimal health, nursing seeks to facilitate the restoration of humans to the image of God, and when death is inevitable, assisting them to die with dignity. The Christian nurse assists human beings to optimize health through harmony with God's fundamental laws which are reflected in the eight components of whole-person wellness.

Society. Society consists of individuals, families, aggregates, and communities which comprise patient systems that are recipients of health care. All patient systems contain complex physical,

mental, sociocultural, and spiritual dimensions. Individuals come together to form families. The family was instituted by God at creation and is the fundamental biological and social unit of society. Individuals, families, populations, and communities are in constant interaction with the environment as they strive to meet their needs. All patient systems have the potential for change and growth.

Nursing Education. Nursing education is a shared responsibility between teacher and learner, promoting changes in behavior, attitudes, and values. It is sequential, progressive, and cumulative, and guided by program goals and outcomes. It is based on research, nursing theories, and on theoretical and empirical findings from liberal arts, applied theology, and natural, behavioral, and nursing sciences. Learning occurs from an integration of cognitive, affective, and psychomotor experiences, building an evidence-based foundation on which to develop nursing knowledge and competencies. A baccalaureate nursing program provides a foundation for life-long learning and service.

Developed 2/2005

Revised 7/2005, 10/2007, 11/2010, 8/2011, 10/2011

SOUTHWESTERN ADVENTIST UNIVERSITY
DEPARTMENT OF NURSING
Program Concepts, Goals, and End-of-Program Outcomes
Comparison with 2008 AACN Essentials & Differentiated Essential Competencies (DECs)

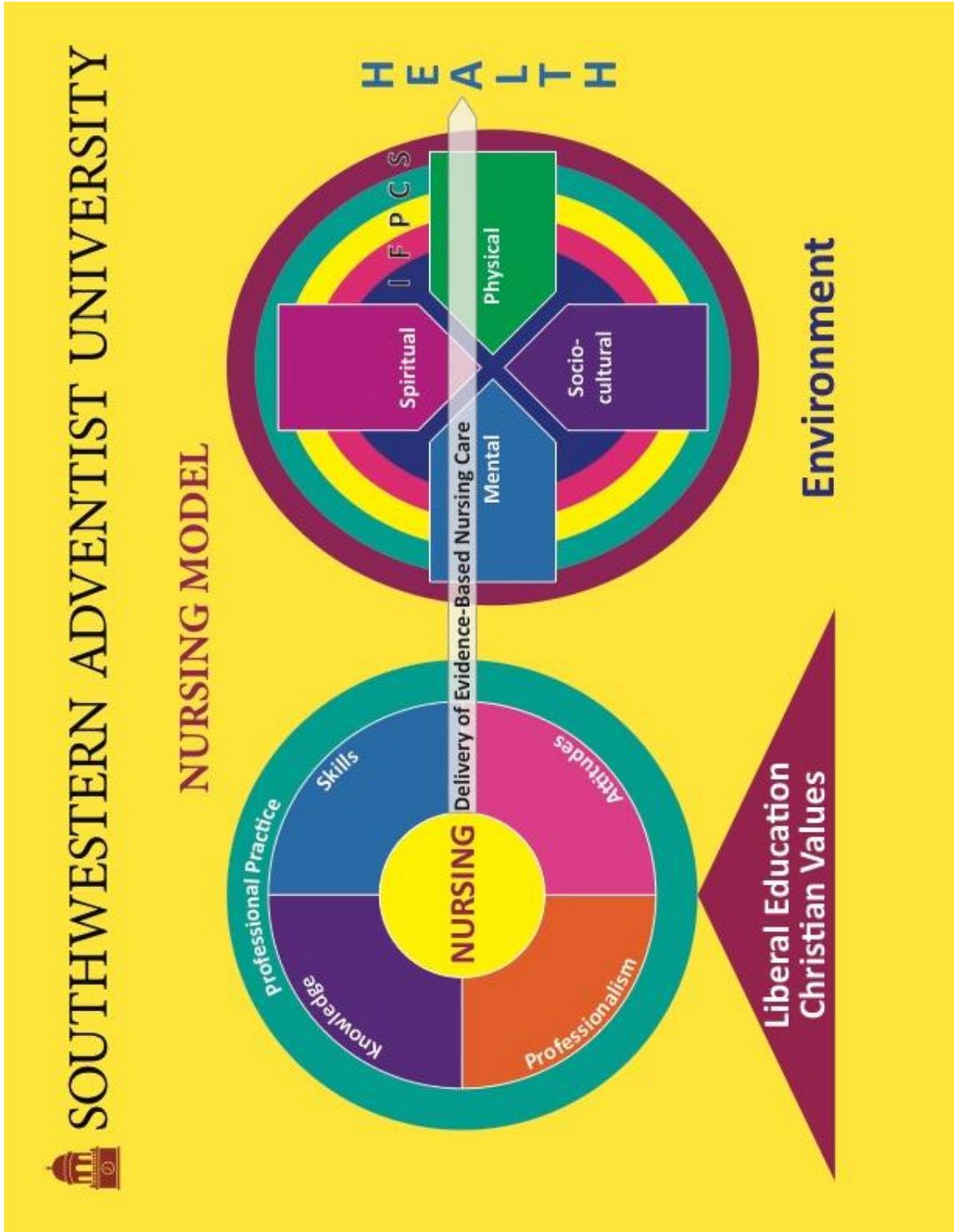
Program Concepts			
Whole Person Wellness	WPW	Clinical Reasoning/Judgement	CRJ
Patient-Centered Care	PCC	Interprofessional Collaboration	IPC
Safety and Quality	SQ	Informatics & Patient Care Technology	IT
Evidence-Based Practice	EBP	Professionalism/Leadership	PL

Program Goals (Essentials & DECS)	End-of-Program Outcomes
<p>1. Provides a broad based liberal arts education in the natural, behavioral, and nursing sciences; spiritual domain; and humanities in a Christian environment.</p> <p>AACN: I, V DECs: II-A,E,H IV-E</p>	<p>1. Integrate scientific, conceptual, and nursing practice competencies from the natural, behavioral, and nursing sciences; spiritual domain; and humanities in providing patient-centered care in a variety of environments. (WPW, PCC, SQ, EBP, CRJ, IPC, IT, PL)</p>
<p>2. Prepares graduates with core nursing knowledge and competencies to apply the nursing process to meet the global health needs of diverse patient systems.</p> <p>AACN: II DECs: II-B,C,D,F,H III-A,B IV-C</p>	<p>2a. Assume accountability for safe, quality, patient-centered care for diverse patients in a variety of settings. (PCC, SQ, PL)</p> <p>2b. Engage in appropriate and safe use of informatics and patient-care technology. (IT)</p>
<p>3. Fosters the integration of whole person wellness concepts into health promotion; risk reduction; disease and injury prevention; and illness and disease management.</p> <p>AACN: VII DECs: II-E,G III-C</p>	<p>3. Design strategies for use of whole person wellness concepts in providing patient-centered care across the lifespan. (WPW, PCC)</p>
<p>4. Facilitates the development of values and behaviors consistent with professional nursing standards.</p> <p>AACN: VIII DECs: I-A,B,C,D</p>	<p>4. Demonstrate nursing values and leadership competencies within legal, ethical, and professional standards. (PL)</p>

<p>5. Promotes utilization of nursing knowledge and competencies, critical thinking strategies, research findings, and patient preferences to enhance the delivery of evidence-based nursing care.</p> <p>AACN: III DECs: II-A,C,F IV-A,C,D,E</p>	<p>5. Promote clinical reasoning and judgement while utilizing evidence as a basis for professional practice. (EBP, CRJ)</p>
<p>6. Fosters the development of effective communication skills and caring relationships with interprofessional colleagues and patients.</p> <p>AACN: IV, VI DECs: II-C IV-A,C,D,E</p>	<p>6. Collaborate with members of the interprofessional health care team to achieve quality patient care. (SQ, IPC, PL)</p>
<p>7. Facilitates role development of professional nursing.</p> <p>AACN: VIII, IX DECs: I-A,B,C,D III-A,B,D,E,F IV-B,F,G</p>	<p>7. Utilize leadership skills as provider of care, patient safety advocate, designer/manager/coordinator of care, and member of the profession with diverse patient systems in a variety of practice settings. (PL)</p>
<p>8. Strengthens commitment to community service.</p> <p>AACN: VIII</p>	<p>8. Strengthen commitment to community service in local and global environments. (WPW, PL)</p>

2006, 8-2010, 8-2011, 5-2016, 12-2017

SOUTHWESTERN ADVENTIST UNIVERSITY
DEPARTMENT OF NURSING
NURSING MODEL



SOUTHWESTERN ADVENTIST UNIVERSITY
DEPARTMENT OF NURSING
Definitions and Terminology related to Program Concepts

Christian/Professional Nursing Values are the values reflected in the life of Jesus Christ and which are consistent with the values of the nursing profession. Christian values benefit the wellbeing of patients and serve as an overall encompassing influence on the nursing practice of Christian nurses.

Clinical Reasoning and Judgement involve skills in critical thinking, analysis, and decision-making for the purpose of providing safe and quality nursing care.

Environment refers to the internal and external conditions that influence one's health.

Evidence-based Practice refers to nursing practice based on research findings, clinical expertise, and patient/family values and preferences.

Health is the level of wholeness that individuals achieve and is influenced by the dynamic interaction of multiple factors in one's environment.

Informatics and Patient Care Technology is the safe and ethical use of information and technology to communicate, manage information, mitigate error, and support decision-making in healthcare. (QSEN)

Interprofessional Collaboration refers to open communication, mutual respect, and shared decision-making of the healthcare team to ensure that care is continuous and reliable. The interprofessional team consists of the patient, the nurse, and other healthcare providers as appropriate. (IOM, AACN, QSEN)

Knowledge, Skills, Attitudes (KSAs) refer to the broad base of nursing competencies needed to provide safe, quality, comprehensive healthcare in a changing practice environment.

Liberal Education refers to a liberal arts educational foundation that is integrated into nursing, enabling nurses to have a broad perspective of factors that impact health and healthcare. Liberal education includes the natural, behavioral, and nursing sciences; spiritual domain; and humanities in a Christian environment.

Mental Dimension consists of cognitive and emotional processes that regulate one's behavior, choices, and actions.

Nursing is an art and science that includes independent and collaborative provision of healthcare for individuals, families, populations, and communities. It includes health promotion, risk reduction and disease prevention, disease and illness management, and end-of-life care.

Nursing Process is a dynamic process and model based on the scientific method and used for delivering evidence-based nursing care. It involves wholistic assessment of patients' health needs, analyzing/diagnosing, planning, implementation, and evaluation.

Patient-centered Care is the recognition of the patient as a full partner in healthcare decisions and treatment based on respect for patient's preferences, values, and needs. (Adapted from QSEN)

Patient Systems refer to individuals, families, populations, and communities/society that are recipients of nursing and interprofessional healthcare. Systems are comprised of physical, mental, socio-cultural, and spiritual dimensions. All patient systems have the potential for change and growth.

Physical Dimension consists of tangible, objective elements as cells, organs, systems, and functions.

Professional Practice refers to the practice of nursing which reflects the knowledge, skills, attitudes, and professionalism inherent in baccalaureate nursing.

Professionalism and Leadership are characterized by the nurse's fulfillment of moral, ethical, and legal accountability to self, patients, and the profession. Professionalism is demonstrated in the roles of provider of care, patient-safety advocate, designer/manager/coordinator of care, and member of the profession.

Safety and Quality refers to professional nursing practice that minimizes risk of harm to patients and providers through both system effectiveness and individual performance, and includes the use of improvement methods to improve the quality and safety of healthcare systems. (QSEN)

Scholarship for the baccalaureate graduate refers to the use of appropriate models to ask relevant clinical questions, access and evaluate evidence, and implement and evaluate patient outcomes. It requires knowledge of the research process, of a systematic method for appraising evidence, and of evidence-based practice models. The baccalaureate graduate is able to share best practice evidence with the interprofessional team. (AACN, 2008)

Scholarship for faculty includes the Discovery, Integration, Application, and Teaching components as outlined by Boyer (1990). To reflect the teaching and service mission of the University, the Department of Nursing faculty places strong emphasis on the Application and Teaching Elements of Scholarship. It is the belief of the faculty that scholarship be individualized to reflect the uniqueness of its members.

Spiritual Dimension encompasses values, meaning, and purpose in life and is enriched by a relationship with God and humans.

Socio-Cultural Dimension consists of dynamic interactions with others and within the context of cultural patterns and behaviors.

Whole Person Wellness refers to the integration of physical, mental, spiritual, and social components of the individual in promoting optimal health. CREATION Health provides a plan to help individuals achieve whole-person wellness through the biblical principles of choice, rest, environment, activity, trust, interpersonal relationships, outlook, and nutrition. The purpose is to extend and health and healing ministry of Christ. (Cummings 2016)

AACN, (2008). *The Essentials of Baccalaureate Education for Professional Nursing Practice*.

Boyer, E. (1990). *Scholarship reconsidered: Priorities of the professoriate*. San Francisco: Jossey-Bass.

Cummings, D. (2016). *CREATION Health Discovery: Live Life to the Fullest*. Florida Hospital Pub.

2011, 2017

Examples of Christian Values and Behaviors that reflect Professional Nursing Values expected of SWAU Nursing Students

Professional Nursing Values	Examples of Christian Values & Behaviors that reflect Professional Nursing Values expected of SWAU Nursing Students
<p>Altruism Concern for the welfare and wellbeing of others</p>	<ul style="list-style-type: none"> • Participates with the multidisciplinary team and patient to provide safe and competent health care • Participates in community service activities • Participates in college life
<p>Autonomy The right to self-determination</p>	<ul style="list-style-type: none"> • Supports patients' input during multidisciplinary patient-care decisions • Respects the rights of patients and families to make health care decisions • Respects "patients' Bill of Rights" • Offers information to patients to make informed choices • Listens and respects opinions of classmates in group discussions
<p>Human Dignity Respect for the inherent worth and uniqueness of individuals and populations</p>	<ul style="list-style-type: none"> • Provides nursing care with sensitivity to lifestyle, culture, and values of patients • Respects differences in patients and peers • Demonstrates respect for self, patients, peers, teachers, and agency staff • Honors confidentiality • Honors privacy • Assesses for and provides spiritual care appropriately
<p>Integrity Acting in accordance with an appropriate code of ethics and accepted standards of practice</p>	<ul style="list-style-type: none"> • Demonstrates academic honesty • Demonstrates accountability for own behavior • Documents nursing care accurately and honestly • In written papers, cites sources appropriately • Honors professional code of ethics • Maintains appropriate boundaries in the nurse-patient relationship • Accepts constructive criticism • Refrains from inappropriate substance use • Demonstrates trustworthiness in interactions with patients, peers, and teachers • Reports illegal and unethical behaviors in an objective manner
<p>Social Justice Assuring equal treatment and access to health care</p>	<ul style="list-style-type: none"> • Provides equitable nursing care to patients regardless of status • Respects multiple perspectives and opinions • Uses reflection and introspection to develop self-awareness of own biases and their possible implications • Advocates for equal access to care

SOUTHWESTERN ADVENTIST UNIVERSITY DEPARTMENT OF NURSING
Bachelor of Science in Nursing Degree Plan

FRESHMAN YEAR					
Fall Semester			Spring Semester		
BIOL 101	Anatomy & Physiology*	4	BIOL 102	Anatomy & Physiology*	4
HIST	History Elective	3	ENGL 212	Freshman Composition*	3
KINA 111	Physical Fitness	1	HIST	History Elective	3
PSYC 212	General Psychology*	3	PSYC 220	Human Growth & Development*	3
RLGN	Religion Elective	3	SOCI 111	Intro to Sociology*	3
UNIV 111	Wellness for Life	2			
Total		16	Total		16
SOPHOMORE YEAR					
Fall Semester			Spring Semester		
BIOL 220	Microbiology*	4	NURS 221	Fundamentals of Nursing	6
CHEM 105	Survey of Chemistry*	4	NURS 212	Physical Assessment	3
ENGL 220	Research Writing*	3	NURS 226	Gerontological Nursing	3
	Fine Arts Elective	3	RLGN	Religion Elective	3
MATH 241	Intro to Probability & Statistics*	3			
Total		17	Total		15
JUNIOR YEAR					
Fall Semester			Spring Semester		
NURS 313	Pathophysiology	3	NURS 335	Medical-Surgical Nursing II	5
NURS 325	Medical-Surgical Nursing I	5	NURS 321	Evidence Based Practice	3
NURS 317	Pharmacology	3	NURS 433	Child Health Nursing (Summer Clinical)	4
ENGL or RLGN	Literature or Religion Elective	3	RLGN or ENGL	Religion or Literature Elective	3
KINT 216	Nutrition	3	KINA	PE Elective	1
Total		17	Total		16
SENIOR YEAR					
Fall Semester			Spring Semester		
NURS 423	Maternal Infant Nursing or	4	NURS 423	Maternal Infant Nursing or	4
NURS 422	Mental Health Nursing	(4)	NURS 422	Mental Health Nursing	(4)
NURS 426	Nursing Leadership	3	NURS 434	Population Health	4
NURS 427	Medical-Surgical Nursing III	4	NURS 438	Medical-Surgical Nursing IV	4
RLGN	Religion (upper division)	3	NURS 439	Transition to Practice/Capstone	2
Total		14	Total		14

*Pre-requisites to NURS 221

Required Upper Division Hours: 40
Total Hours = 125

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GENERAL ACADEMIC REQUIREMENTS AND INFORMATION

Responsibility for meeting the requirements for graduation rests primarily with the student. With this in mind, the student is encouraged to review carefully the Southwestern Adventist University *Undergraduate Bulletin* and be familiar with the requirements for the nursing degree.

It is the student's responsibility to meet the requirements for continuation and progression in the nursing program as stipulated by the Department of Nursing (see the *SWAU Bulletin*). Also, the student must take note of all announced regulations and keep informed of posted changes from the Department of Nursing. SWAU email and Canvas should be checked daily for departmental and course communication.

Proficiency and Validation Exams

These exams are designed to demonstrate learning from significant life experience and/or related course work. Nursing students must have approval from the Nursing Progression Committee prior to taking such exams. See SWAU Bulletin for further information and requirements related to [Proficiency Exams](#) and [Validation Exams](#).

Residency Requirement

Students must complete at least 30 of the last 36 semester hours in residence. See the *SWAU Bulletin* for specific information regarding [Transfer credit](#).

GRADUATION REQUIREMENTS

1. Satisfactory completion of a minimum of 125 semester hours to include 60 semester hours of nursing and 28 – 34 semester hours of general education at least 31 hours of cognates for nursing.
2. Fulfillment of the general education requirements for a BS degree. (Students of nursing fulfill the writing component of the English requirement with NURS 321 and NURS 426. Competence in computer applications and communications is fulfilled in nursing courses throughout the curriculum.
3. A minimum nursing GPA of 2.5

NURSING DEPARTMENT POLICIES

The policies of the Nursing Department are in harmony with the policies of the University. See [SWAU Bulletin](#) for more information regarding specific university policies.

STANDARDS AND FUNCTIONAL ABILITIES FOR NURSING STUDENTS

In order to successfully complete the Nursing Program at Southwestern Adventist University certain standards and functional abilities are required for participation in course work and clinical nursing experiences.

Standards	Functional Abilities
<ul style="list-style-type: none"> • Critical Thinking: ability to perform clinical judgment. 	<ul style="list-style-type: none"> • Identify cause and effect relationships; problem-solve; predict and evaluate outcomes.
<ul style="list-style-type: none"> • Reading: ability to comprehend written communication in English. 	<ul style="list-style-type: none"> • Read written documentation, graphs, policies, and protocols, etc.
<ul style="list-style-type: none"> • Arithmetic: ability to solve basic mathematical computations. 	<ul style="list-style-type: none"> • Measure time; calculate medication dosages; count rates; use measuring devices; add, subtract, multiply, divide, and calculate fractions.
<ul style="list-style-type: none"> • Hearing: ability to monitor sounds in patient assessment and the environment. 	<ul style="list-style-type: none"> • Auscultate body sounds; hear verbal communication, monitor alarms, and emergency signals.
<ul style="list-style-type: none"> • Visual: ability to visually observe and assess accurately. 	<ul style="list-style-type: none"> • Observe patient conditions, including distinguishing color and color intensity; prepare medications; observe graphs and computer information.
<ul style="list-style-type: none"> • Smell: ability to detect environmental and patient-related odors. 	<ul style="list-style-type: none"> • Detect patient odors; detect smoke or gas odors.
<ul style="list-style-type: none"> • Physical strength/endurance: ability to perform all patient care activities. 	<ul style="list-style-type: none"> • Stand for long periods of time; perform nursing care during 8 – 12 hours shifts; push/pull/support objects of varying weight; carry equipment; support patients during ambulation, turning, and standing.
<ul style="list-style-type: none"> • Motor Skills: ability to provide safe and effective nursing care. 	<ul style="list-style-type: none"> • Position patients; obtain specimens; calibrate instruments and equipment; prepare and administer medications; reach/bend; grasp small objects, write, and use fine motor skills.
<ul style="list-style-type: none"> • Mobility: ability to move between rooms and within confined spaces. 	<ul style="list-style-type: none"> • Move about, twist, stoop, squat, move quickly, and perform repetitive motion.

<ul style="list-style-type: none"> • Tactile: ability to perform physical monitoring and assessment. 	<ul style="list-style-type: none"> • Perform palpation; detect heat/cold, differences in skin surface, shapes and sizes.
<ul style="list-style-type: none"> • Communication: ability to effectively interact with others in English, using both verbal and written communication. 	<ul style="list-style-type: none"> • Teach, explain procedures, give verbal report, use the telephone, document and interpret nursing actions and patient responses, and document written information.
<ul style="list-style-type: none"> • Interpersonal skills: ability to interact with others. 	<ul style="list-style-type: none"> • Communicate effectively with patients, families, and coworkers; respect differences, handle interpersonal conflicts, remain calm in crisis situations.

Adapted from: Yocum, C. J. (1996). A validation study: Functional abilities essential for nursing practices. *National Council of State Boards of Nursing*.

Behavioral/Mental/Cognitive Performance

- Display ethical attitudes and actions consistent with professional behavior in health care and classroom settings
- Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
- Exhibit respect for cultural, ethnic, religious, and lifestyle differences of patients, peers, and individuals in health care and educational settings.
- Function safely, effectively and calmly under stressful situations.
- Prioritize and manage tasks simultaneously.
- Exhibit social and professional skills necessary to interact collaboratively with patients, families, all health care personnel, peers and faculty.
- Maintain personal hygiene consistent with departmental dress code guidelines.
- Remain free from chemical impairment.
- Able to provide safe nursing care and work in an environment with multiple interruptions and noises, distractions, and unexpected patient needs.

Adapted from: National Council for State Boards of Nursing. (2012). Technical standards that must be maintained for clinical work.

ACADEMIC SUCCESS AND ADVISING

The Center for Academic Success and Advising ([CASA](#)) supports the work of the faculty and academic advisors by coordinating academic support services for all SWAU students. Services are designed to enhance student success, including tutoring, career counseling and General Studies advising. CASA also offers periodic workshops and seminars during the academic year. Nursing students are encouraged to take advantage of tutoring for specific nursing courses, and utilize other services to promote academic success.

DISABILITY SERVICES

The [Counseling & Outreach Center](#), coordinates appropriate aids and services to accommodate students with disabilities. Students requesting accommodation must work through this center.

SWAU is committed to policies which provide equal opportunity for full participation in the University experience for all qualified people with disabilities. The university prohibits discrimination on the basis of disability in admission or access to its educational programs and associated activities.

NURSING LICENSURE

In compliance with the Texas State Board of Nursing policy, completion of the Nursing program does not guarantee eligibility for the registered nurse license exam (NCLEX-RN). An individual who may be ineligible for licensure due to physical/emotional disabilities or past criminal convictions which are likely to affect professional practice and/or behavior, should seek departmental and legal advising prior to enrolling in any professional nursing program in Texas.

CONTINUATION AND PROGRESSION POLICIES

1. The Nursing Department curriculum is approved by the Texas Board of Nursing (TBON) and the Commission on Collegiate Nursing Education (CCNE). In order to comply with any and all standards established by these bodies, nursing students are required to meet the curriculum and progression guidelines published in the most recent edition of the [SWAU Bulletin](#).
2. The Nursing Department reserves the right to require withdrawal of a nursing student from the program or a nursing course who fails to demonstrate competency or academic integrity and/or displays inappropriate, unprofessional, dishonest, or unsafe behavior. Additional criteria for continuation in the program are consistent with the standards of the Texas Board of Nursing.
3. Students must maintain a cumulative nursing GPA of at least 2.5 in required nursing courses to progress in nursing and to graduate. No grade lower than 75% (C) will be accepted in nursing and [nursing cognate courses](#). Students whose nursing GPA falls below 2.5 at any time during the program must raise their nursing GPA to 2.5 or better in the next semester to continue in the program. If the nursing GPA remains below 2.5 for a second semester, the student will be required to repeat a nursing course (including clinical), specified by the Nursing Faculty Committee to raise the nursing GPA to 2.5 or above. Students who repeat a nursing course to raise their nursing GPA must re-enroll in the course within one year. If the nursing GPA remains below 2.5 after the repeated nursing course, the student will be permanently dropped from the program.
4. Students are allowed only one repeated nursing course (this policy does not include NURS 439 Nursing Capstone).
5. Students are allowed only one dropped nursing course, which must be dropped by the university drop date.
6. All NURS nursing courses are to be completed within a six-year time frame.
7. Students must complete all nursing courses at Southwestern Adventist University. Exceptions to this policy will be evaluated on an individual basis.

8. RN and LVN students must maintain current unencumbered Texas licensure throughout their enrollment in the nursing program.
9. LVN students must complete nursing courses in the sequence specified in the full-time degree plan.
10. After acceptance but before the first clinical, all students must submit to and pay for a criminal background check and drug screen completed through the Nursing Department's document management company, [Castlebranch](#). Proof of required immunizations, TB test, and CPR documentation must also be submitted to Castlebranch prior to participation in clinicals.
11. All nursing students must meet all functional abilities necessary for clinical practice as outlined in the SWAU Nursing Student Handbook.
12. Students are required to pass medication dosage calculation tests periodically throughout the program. See course syllabi for further information regarding dosage calculation requirements.
13. Students who fail or withdraw from a required NURS course cannot enroll in further nursing courses, except for the following which allow continuation: NURS 226 Gerontological Nursing, NURS 321 Evidence-based Practice, and NURS 426 Nursing Leadership. Students may repeat the failed/dropped course on a space available basis.
14. Students must successfully complete all NCLEX review components as outlined in the NURS 439 Capstone syllabus. A probability score of at least 96% on the comprehensive NCLEX predictor exam, along with nursing program completion, is required for NCLEX release to the Board of Nursing. Students who achieve a probability score between 90 – 95% are required to complete 100% of the Virtual ATI program, along with nursing program completion, before NCLEX release to the Board of Nursing. Students who score below 90% on the NCLEX predictor exam are required to complete Virtual ATI and achieve green light, along with nursing program completion, before NCLEX release to the Board of Nursing. An extension of Virtual ATI beyond the twelve-week program is at the student's expense.
15. In order to support student success, nursing graduates are required to take NCLEX within three months of NURS 439 Capstone course completion. Graduates who fail to meet this deadline must complete an approved remediation program prior to NCLEX release. Remediation costs are the responsibility of the graduate.

TERMINATION POLICY

The following situations or conditions will result in termination from the nursing program:

- Unsafe, unethical, or unprofessional nursing practice
- Failure to abide by the SWAU Nursing Student Handbook
- Unresolved issues with drug screen or background check

READMISSION POLICY

Students who fail to complete a nursing course, or for any reason are out of the program for one or more semesters, must reapply to the nursing program. Readmission is not guaranteed and space for re-entering students may be limited.

Readmission is possible for nursing students who left the program in good standing and according to the nursing progression criteria. A new background check and drug screen must be completed and approved before a student is readmitted. Students who have been out of the program will return under the current bulletin at a point in the program specified by the Nursing Faculty Committee. All nursing courses must be completed within six years, except for RN to BSN completion students.

STUDENT RIGHTS AND APPEALS POLICIES

The Nursing Department abides by the [student rights and appeals policy](#) as outlined in the university Bulletin:

Student Academic Appeals Process

A student who feels that he or she has been treated unfairly or unjustly by a faculty member of the university with regard to an academic process has the right to appeal according to approved procedure. Specific grounds for an appeal include one or more of the following occurrences:

(1) that a computational/recording, or other technical error has been made but has not been acknowledged by the instructor; (2) that the grade has been assigned in an arbitrary, capricious, or vindictive manner, or in a manner intended to inappropriately manipulate or control the student; (3) that the assigned grade does not reflect the grading criteria in the course syllabus; or (4) that published department policies have not been followed.

Matters not Grievable

University policies, regulations or procedures adopted by the University and/or the Board of Trustees are not subject to the grievance process. Students may request discussion and recommend changes to such policies, but this dialogue is advisory and not grievable.

Initial Appeals Procedure

1. To initiate the appeals procedure, the student must talk with the course instructor for explanation/review of the decision within three (3) University days of the occurrence. (University days are defined as time during the fall, spring or summer semester that the academic program is in session from registration through final exams).
2. If the problem is not resolved within two (2) University days of talking with the course instructor, the student must obtain an Academic Appeals Review Form from the course instructor's department chair. Within two (2) University days, the student must submit the form with a written summary and talk to the instructor's department chair. The chair has two (2) University days to respond to the student. This completes STEP I on the Academic Appeals Review Form.
3. If the problem is not resolved, the student has two (2) University days from receipt of the chair's decision to contact the Vice President for Academic Administration, providing the written summary of the complaint and the academic appeals review form. Within two (2) University days the Vice President for Academic Administration will provide a written decision. This completes STEP II on the Academic Appeals Review Form.

Formal Appeals Procedure

If the problem is not resolved with the decision of the Vice President for Academic Administration, the student may file a formal grievance. A formal grievance is a serious matter and should be done with careful consideration.

Within two (2) days of the Vice President for Academic Administration's decision, the student must request in writing to the Vice President for Academic Administration a formal hearing before the Grievance Committee, an ad hoc subcommittee of the Academic Policies Committee. The Grievance Committee will meet within three (3) days of the request to hear the student's case and will issue a decision which will constitute final action by the University. This completes STEP III on the Appeals Review Form.

Withdrawal of Grievance

At any time during the grievance procedure, the student may withdraw the complaint. Additionally, missing a deadline or failure by the student to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, shall constitute final action by the University.

ATTENDANCE POLICY

- Students are required to attend all classes, clinicals, simulations, and skills experiences, as these sessions are an essential part of learning.
- Notification of impending absence from all class, clinical, simulation, or skills assignments is required.
- All missed clinical, simulation, or skills time must be made up.
- Students who will be absent from clinical must follow the notification procedure as outlined by the instructor in the course syllabus. If a student misses clinical and does not follow the written notification procedure, the student must petition the Nursing Faculty Committee for permission to return to clinical. Students who have an unexcused clinical absence are required to petition the Nursing Faculty Committee to return to clinical and remain in the nursing program.
- Students who miss clinical because (a) immunizations are not current, (b) they have not completed the background/drug screen, (c) have not provided a copy of their health insurance card, (d) have not completed the hospital orientation, or (e) otherwise have outstanding requirements will have an unexcused absence, and will be removed from the clinical experience.
- Any unexcused clinical absence requires a petition to the Nursing Faculty Committee to continue in the program.

Tardiness

Promptness to all class, skills, simulation, and clinical assignments is expected of all students. In clinical facilities patient care is delegated to students and that care is compromised with late arrival. Patient care and/or student assignments may need to be altered as a result. It may therefore be necessary to send students home who arrive late to a clinical appointment.

Excessive Absenteeism

The [SWAU Class Absence Policy](#) indicates that “Unapproved absences should not exceed one class hour for each credit hour of the class. Unapproved absences beyond this number may subject the student to a lower grade, or failure, in the course. Classes missed when a student registers late will count as unapproved absences.”

Non-students in the Learning Environment

The SWAU Nursing Department is committed to maintaining an educational environment conducive to learning. Friends of students and/or family members including spouse, partner, children and infants are not permitted to attend classes, clinical, skills, simulation, or any other course-related requirements. This practice may create issues with safety, confidentiality, disruption, and appropriateness. Students must make arrangements for childcare so they can meet the demands of the nursing program.

ATI POLICY

The Department of Nursing has chosen to use the ATI (Assessment Technologies Institute) nursing review program which is designed to provide the students with various learning tools that assist in reviewing course content, identifying strengths and weaknesses, improving test-taking abilities, and ultimately, successfully passing the NCLEX-RN licensure exam. All students will receive an orientation to ATI resources.

ATI proctored exams will be given in the following courses:

- Fundamentals: practice exam 1 (monitored)
 - Medical/Surgical Nursing I: Fundamentals practice exam 2 followed by proctored exam
 - Pharmacology: practice exam 1 (monitored)
 - Child Health Nursing: practice & proctored exams
 - Medical/Surgical Nursing III: Med/Surg practice exam (monitored)
 - Maternal-Newborn Nursing: practice & proctored exams
 - Mental Health Nursing: practice & proctored exams
 - Nursing Leadership: practice & proctored exams
 - Population Health: practice & proctored exams
 - Medical/Surgical Nursing IV: Med/Surg practice exam 2 & proctored exam, Pharmacology practice exam 2 & proctored exam
 - Transition to Practice/Capstone: practice & proctored NCLEX Predictor exams
1. Prior to taking each end-of-course proctored exam, students are required to complete ATI practice exam(s) for that course. Question rationales will not be available during the practice exam. Following the practice exam(s), a minimum of one hour must be spent on ATI focused review and at least 3 Active Learning Templates* submitted, based on low-scoring areas. Question rationales for the practice exam(s) will be available prior to taking the proctored exam.
 2. Level 2 is the benchmark for passing all proctored exams. Points will be awarded as defined in the points section of the course syllabus.
 3. If a student does not achieve a minimum proficiency level 2 on their first proctored exam, they will be required to spend at least one hour on ATI focused review and submit a minimum of 3 Active Learning Templates* on low-scoring areas and/or for each area below the cut score for that particular exam. Students will be given a specified

time period to complete and submit these templates. A second proctored exam must be taken prior to the start of the new semester (offered the Sunday before classes begin each semester).

4. If a student does not achieve proficiency level 2 on their second proctored exam, they will be required to meet with the course professor to develop a remediation plan, including submission of additional Active Learning Templates* based on areas of weakness below the cut score. Inadequate follow-through on the remediation plan will be referred to the department chair for follow-up.
5. Completion of NCLEX comprehensive Predictor exam(s) and achievement on Virtual ATI (VATI) review is required for all senior nursing students according to the following sequence:
 - A. Complete ATI Capstone NCLEX review (7 weeks)
 - B. Participate in 3-day live ATI review
 - C. Complete NCLEX Predictor exam #1 (Note: a student who scores probability of 99% or above on this exam will not be required to take Predictor exam #2)
 - D. Attend VATI orientation session
 - E. Complete 4-week VATI review of Fundamentals, Pharmacology, and Medical/Surgical Nursing
 - F. Complete Predictor exam #2 (end of semester)
 - G. Following graduation, complete VATI review according to the following requirements:
 - 96 – 100% probability score on Predictor exam: student is encouraged to complete VATI and achieve green light before NCLEX testing
 - 90 – 95% probability score on Predictor exam: student is required to achieve 100% completion on VATI and encouraged to achieve green light before NCLEX testing
 - < 90% probability score on Predictor exam: student is required to achieve 100% completion on VATI and required to achieve green light on VATI before NCLEX testing

*Note: Students must open Active Learning Templates in adobe writeable format.

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REMEDATION RESOURCES FOR SUCCESS

Students who earn a grade less than 75% on any nursing course exam are *strongly advised* to attend tutoring offered through the Center for Academic Success and Advising (CASA). Additionally, programs related to study skills, course success, and testing strategies will be helpful. ATI provides resources specific to individual student learning needs. Students are encouraged to utilize available ATI learning resources throughout the nursing program. See ATI policy for further requirements related to remediation. A student should consult with their academic advisor and course professors on a regular basis and whenever an exam grade drops below the 75% requirement.

GRADING

Each instructor/team will use the departmental grading scale and decide on the type and number of exams, quizzes, papers and presentations given during the course. In each clinical course, at least 90% of the overall grade will be derived from testing (exams/quizzes). Specific

requirements will be stated in the course syllabus. The following is the distribution of the grade percentages and GPA assignment for each letter grade:

Grade	Percentage	GPA	Grade	Percentage	GPA
A	93-100	4.0	C ***	75-77	2.0
A-	90-90	3.7	C-	72-74	1.7
B+	87-89	3.3	D+	68-71	1.3
B	84-86	3.0	D	64-67	1.0
B-	80-83	2.7	D-	60-63	0.7
C+	78-79	2.3	F	Below 60	0.0

*** Minimum passing grade

Theory Grading

Each student will assume responsibility for being present for testing and meeting deadlines for all course requirements as defined by the course syllabus. Assignments are due on or before the deadline date. Late work will be accepted and graded as specified in the course syllabus.

It is expected that exams are to be taken at the scheduled time. A student who is unable to take an exam at that time is expected to make arrangements prior to the scheduled exam time. Make-up exams will be administered at the instructor's discretion according to the guidelines in the course syllabus. Final exams will only be administered as scheduled. Travel plans must be made to avoid conflict.

A final comprehensive exam will be given at the end of each course. One overall letter grade is assigned for the total nursing course. The cumulative nursing GPA is calculated on the final grade earned in each course.

Clinical Grading

Criteria for successful achievement are based on course and clinical/simulation/skills objectives and requirements identified in the course syllabus and clinical evaluation. Consistent unsatisfactory clinical performance will result in course failure regardless of the student's grade in the theory component of the course.

Each student is expected to be prepared for clinical, simulation, and skills assignments according to the written clinical guidelines and objectives. The student will not be allowed to participate in the clinical/simulation/skills experience if preparation is not adequate.

Clinical performance is graded according to the course syllabus on a pass/fail basis. Written clinical assignments/work is graded according to the course syllabus. An average of 75% must be achieved on clinical paperwork in order to pass the clinical and the course, although the final course grade does not include points for clinical paperwork.

Clinical Nursing Classes

An average of 75% or greater must be attained on combined quizzes and exams to pass a clinical nursing course. Other points, such as for class assignments, ATI templates, etc., are added to the grade only when the exam/quiz grade is 75% or greater. If a student does not pass the exam/quiz part of the course with an average of 75%, a final grade of C-, D+, D, D- or F will be assigned for the course based on the percentage achieved from the exam/quiz average without the additional assignment points added to the final grade.

In order to pass a clinical nursing course, the student must pass clinical as well as theory components. If the student does not pass clinical, a grade of F will be assigned for the course.

In order to pass a clinical nursing class, the student must pass a dosage calculation exam, as defined in the course syllabus.

Exam Policy

Day of Exam

- All items (drinks, phones, calculators, etc.) except a pencil and eraser must be left at the front of the testing room. This includes extra clothing such as caps, jackets, hoodies, etc.
- Students may be asked to relocate (spread out in the room or use another room designated for testing purposes).
- Students may not leave the testing room until they have completed the exam. (Use restroom prior to exam).

After the Exam

- Grades are posted only after all students have taken the exam. Make-up exams may not be the same as the one given on the scheduled exam day. Faculty may deduct a portion of the grade for late exams regardless of the reason for missing the original testing period.
- Exams may be reviewed under the direct supervision of a faculty member according to the directions provided in the syllabus. No notes may be taken during this review period. Any make-up exam must be taken on the first day back to class with a one-week time limit for returning to class and taking the exam.
- Paper exams will be shredded one week after the semester ends.
- The lead course faculty member (or designee) will be available for questions, by appointment, for three business days following the posting of the final course grade.

MEDICATION DOSAGE CALCULATION

The student must pass a medication dosage calculation exam at the beginning of Medical Surgical Nursing I, II, III, and IV, with a minimum of 95% within three attempts. This must be completed by the end of the 2nd week of school. If a student is unable to successfully pass this exam, remediation will be assigned by the course instructor and clinical experiences may be impacted.

STUDENT/FACULTY COMMUNICATION

Chain of communication: 1) Course Professor, 2) Department Chair, 3) Nursing Faculty Committee, 4) Academic Vice President, 5) President, 6) Board of Trustees. If questions or problems arise, follow the proper chain of communication and refer to the university grievance policy.

The Canvas course, "Info Central" for each nursing class (Sophomore/Junior/Senior) will serve as an avenue for communication between faculty and students concerning nursing courses, program requirements, assignments, rooms, and other topics of interest to the students.

Messages for the department bulletin/message boards must be submitted to the Department of Nursing Office Manager for posting. Emergency alerts will follow university protocol.

FACULTY OFFICE HOURS

Faculty office hours are posted on their office doors. Students are encouraged to make appointments during these times. If this is not possible, students may request, by phone or e-mail, an appointment with the faculty member at a mutually satisfactory time.

Each faculty member has voicemail. Please leave a message and callback number. The faculty member will return calls as soon as possible but may not be available every day due to clinical responsibilities. If the issue is an emergency, please call the department Office Manager to request assistance.

NURSING STUDENT ORIENTATION(S) FOR CLASS AND CLINICAL

Student orientation for on-campus classes and for clinical experiences is required. If a student misses the initial orientation day she/he will not be allowed to continue in the class. Any exception to this policy must be made by the Nursing Faculty Committee via written petition from the nursing student.

Clinical orientation contains two parts. Each student must complete the standard DFW hospitals orientation module that applies to all facilities, as well as a facility-specific orientation that often includes on-campus activities, on-boarding or obtaining facility ID, and computer training. No clinical experience is allowed until all orientation required by the Nursing Department and by the clinical facility is complete.

PROFESSIONAL APPEARANCE

Professional conduct and appearance are part of being a member of the professional health team. The Southwestern Adventist University full student nurse's uniform will be worn for all clinical, skills, simulation, and service learning assignments. Included as part of the uniform are the following: student identification badge, stethoscope, penlight, watch (either digital or second hand), notepad, and a black pen. The lab coat may be worn in the clinical area for additional warmth, if needed. Sweaters and jackets are not acceptable attire for clinical assignments. Students cannot attend clinical without the appropriate uniform.

All students are responsible for hospital badges. Students who lose or damage their badge will be charged a replacement fee, and be held accountable for making an appointment to have a new card issued. Legal names (not nick names) must be used on all ID badges. Picture identification will be worn and visible any time the student is in the clinical setting.

The faculty reserves the right to make the final decision(s) concerning professional appearance. Any student may be asked to leave clinical with an unexcused absence if the guidelines are not met. The following guidelines are based upon school and agency policies:

Professional Appearance

- Since students represent both a Christian and Professional philosophy, a modest and well-groomed appearance is expected.
- Hair must be clean and neat, of simple style, and worn away from the face. Long hair should be securely fastened, and off the shoulders. Beards must be neatly trimmed.
- Good personal hygiene is expected. Offensive body odor must be controlled. Use only unscented cosmetics. No cologne.
- Make-up should be natural. Nails should be trimmed, clean, and short. Neither nail polish nor artificial nails are allowed.
- Tattoos must be covered while in the clinical setting, regardless of the placement of the tattoo.
- The only jewelry to be worn with the uniform is a watch and a wedding band (no earrings or other jewelry attached to any part of the face or visible areas of the body).

Uniforms

- Uniforms and tee shirts must be purchased from the vendor designated by the Department of Nursing. A burgundy colored tee shirt may be worn under the uniform.
- Lab coats may be worn in selected clinical sites with the full uniform. The Southwestern Adventist University Department of Nursing emblem is to be on the left sleeve.
- Department of Nursing emblem on uniform and lab coat should be on the left arm, 3 inches from the shoulder.
- Solid white nursing or polish-able walking shoes should be worn. Shoes and laces are to be kept clean. No flip flops or high heeled shoes.
- Uniform pants must be loose enough for freedom of movement.
- Jackets, sweaters, etc. may not be worn with the uniform.
- Uniforms should be laundered after each time they are worn.
- Southwestern Adventist University nursing student's uniform with the emblem will not be worn while engaging in non-clinical on-campus activities or outside employment/activities.

CLINICAL GUIDELINES FOR THE NURSING STUDENT

Preparation for clinical: Look up all procedures you expect to perform, prior to the clinical experience. The Nursing Department computer and skills labs are available for review and practice.

Report: After pre-conference, obtain report and check the patient's medication record and electronic medical record for recent changes.

Use of medical records: Access to the patient's electronic health record is to be protected at all times. Students must abide by facility-specific requirements related to use of the patient records and charting. Log-out of computer records immediately after use. Passwords are not to be shared with anyone.

Preparation for performing a procedure in the clinical setting: Review all procedures with your clinical instructor and assemble all equipment before entering the patient's room.

Continuity of care: Students are expected to remain on the unit to which they are assigned for the duration of the clinical hours. Other arrangements must be made for child care, etc.

Medications: Handle medications according to hospital/facility policy. The instructor may require a review of the medications with you before administration. Never administer medications without a licensed nurse in attendance.

Meals: Assist patients with meals as needed. Be careful to check their dietary allowances prior to assistance (e.g. NPO, Restricted fluids, etc.)

Care: The patient and their environment should reflect quality care given by the student.

Accountability: Students are responsible for completing assigned care of their patients and for documenting all care and medications completely and accurately as allowed by the facility before leaving the assigned facility. Report must also be given to the primary nurse before leaving.

Electronic devices: Electronic devices can only be used for matters relating to clinical, but must not be used in patient care areas. No private personal communication will be allowed during clinical time.

BLOODBORNE PATHOGENS EXPOSURE

Any exposure to bloodborne pathogens should be immediately reported to the clinical instructor or course professor. If exposed at a clinical facility, the facility's policy must be followed. If an exposure occurs on campus, the student should immediately consult the student health nurse or Nursing Department Chair for further instructions. Documentation will be completed by the student and clinical instructor after the student receives appropriate care.

TRANSPORTATION POLICY

Students are expected to provide their own transportation to and from off-campus clinical labs. Faculty will not provide transportation. Students are not to transport patients in their own vehicles under any circumstances. This policy protects both the student and the patient. Texas law requires proof of automobile liability insurance.

ASSIGNMENT OF CLINICAL SECTIONS

Clinical assignments will be assigned by the course instructor. Once clinical groups are finalized, placement assignments will not be altered.

ACCOUNTABILITY IN NURSING

Accountability is a key concept in the profession of nursing. Accountability means taking responsibility for one's actions regardless of the consequences. We are accountable to God, our values, our patients, and the nursing profession.

Accountability as a nursing student is reflected in academic achievement combined with a positive and caring attitude toward patients, colleagues, and faculty. Such a combination should lead to safe and quality nursing care.

Ethical Responsibility

Southwestern Adventist University students are expected to display professional behaviors that are conducive to the practice of professional nursing. Professionalism is a concept that embraces conduct, attitudes, values, and standards of practice. Professionalism in nursing can be witnessed in individual and collaborative practice and organizational participation.

Honor Code

The nursing students of Southwestern Adventist University understand that it is a privilege to learn the practice of their chosen profession. At the same time, they recognize the obligation that they have to the health and welfare of their patients and to their patient's families. As they enter this profession, students will strive to hold themselves to the highest standards of academic integrity and conduct. As part of their education and training, students are expected to practice the ethic of service that they will uphold for the rest of their professional lives. Ethical and professional behavior is integral to the practice of the health professional. Violations of the Honor Code will be considered as an academic issue and will jeopardize advancement and graduation.

The Honor Code, included within the Nursing Student Handbook, is written to promote a sense of intellectual honesty, trustworthiness, responsibility and professionalism. Students are expected to adhere to the honor code at all times. The honor code is to be signed and dated by the student and a copy kept in their file.

Conduct

A code of ethics or behavior indicates a certain group's acceptance of the responsibility and trust with which it has been invested by those who have gone before. Additionally, each student is a personal representative of the nursing program at Southwestern Adventist University. Thoughtfulness and ethical conduct by instructors and students facilitate good relationships with hospitals and other clinical agencies. Dishonest and/or unethical behavior is grounds for dismissal. Student conduct is expected to follow the guidelines set forth in the following professional documents.

- [Nurse Practice Act](#)
- Standards of Nursing Practice as specified in each course
- [Unprofessional Conduct Rules](#)
- [Delegation Rules](#)
- American Nurses' Association (ANA) [Code of Ethics](#) for Nurses
- American Hospital Association [The Patient Care Partnership](#)

The following are guidelines for the behavior of those in the nursing profession:

- Pleasant, considerate, respectful, and dignified behavior toward instructors, patients, families, professionals, and co-workers is expected at all times. Good manners are the

basis of ethical conduct and courtesy. Students should address instructors, classmates, and others with respect.

- Follow the proper channel of communication when questions and problems arise. (Refer to Student/Faculty Communication)
- The student nurse safeguards the individual's right to privacy by judiciously protecting information of a confidential nature, sharing only that information relevant to the patient's care with only individuals with a need to know. There will be **no discussion of a patient** other than that needed for learning/professional purposes and even then names are to be deleted. Any lapse in this area will be looked upon as a serious failure in ethical behavior. **Clinical assignments must not include any patient personal identification.**
- Loud talking and loud laughing should be avoided in all learning facilities.
- Avoid giving advice which is beyond acquired education and responsibility.
- Professional boundaries must be honored in nurse/patient relationships. Nursing student/patient interaction outside the clinical setting is unethical.
- **No use of any electronic technology is allowed in the clinical setting for any purpose other than what is required for patient care.**
- Personal calls must be made during the student break time and away from patient care areas.

Telephone Etiquette

- Phone calls should be answered by facility personnel, not by nursing students.
- Do not give any information involving a patient or the hospital over the phone; **refer calls to facility personnel.**
- Do not take phone or verbal orders from a physician or other healthcare provider.
- Hospital unit telephones are not to be used for personal calls.
- Cell phones are to be silenced and used only in emergency situations and outside patient care areas.

UNPROFESSIONAL CONDUCT POLICY

Southwestern Adventist University nursing faculty expect professional nursing students to conform to the standards of nursing practice as stated in the *Texas Statutes Regulating the Practice of Professional Nursing*. The term "unprofessional conduct" is described as any act, practice or omission that fails to conform to the accepted standards of the nursing profession. Unprofessional conduct includes, but is not limited to, the following:

- Failing to assess and evaluate a patient's status or failing to institute nursing intervention which might be required to stabilize a patient's condition or prevent complications
- Failing to accurately report a patient's symptoms, responses, progress, medications, and treatments
- Failing to make entries, deleting/destroying entries and/or making false entries in records pertaining to patient care
- Failing to follow the policy and procedure of the clinical facility
- Appropriating for one's own use any medications, supplies, equipment, or personal items of the patient and others in the clinical agency
- Failing to administer medications and treatments in a responsible manner

- Failing to take all precautionary measures to prevent the loss or unauthorized appropriation of medications, equipment and supplies
- Passing or attempting to pass a forged, altered, or falsified prescription
- Performing or attempting to perform nursing techniques or procedures in which the student lacks the education
- Violating the confidentiality of information or knowledge concerning the patient
- Causing/permitting physical or emotional injury to the patient, or failing to report the incident according to occurrence reporting procedure
- Leaving a clinical assignment without notifying appropriate personnel
- Failing to report to the instructor, within a reasonable time of an occurrence, any violation or attempted violation of the Texas Nursing Practice Act. This includes nurses suspected of being impaired by chemical abuse or dependency or by mental illness. Students who are found impaired in the clinical situation will be dismissed from the clinical setting for the day. They will make an appointment with the course instructor within the next 24 hours.
- Delegating nursing care responsibilities to a person who lacks the ability or knowledge
- Giving advice to patients and family beyond one's education and responsibility

Procedure when Unsafe Practice is Observed

- The instructor will alert the student immediately of unsafe behavior that is jeopardizing the patient and will remove the student from the situation
- The instructor will summon the student to an individual conference to discuss the unsafe behavior. A third party witness will be present. All three persons will sign the written report.
- Unsafe practices may be reason for dismissal from the program.
- The student may be asked to consent to a urine drug screen at his/her own expense.

DRUG TESTING AND CRIMINAL BACKGROUND SCREENING

It is the policy of Southwestern Adventist University Department of Nursing to adhere to all policies of the clinical facilities with which the Department affiliates for student clinical learning experiences. Many clinical facilities and school districts require drug testing and criminal background screening of all students. The Department of Nursing abides by the Community Standards for Drug Testing and Background Screening developed by a task force of members of the Dallas/Fort Worth Hospital Council. This policy governs the drug testing and criminal background screening for nursing students and faculty.

The Department of Nursing will not accept drug testing and/or criminal background screening results from any company other than designated by Castlebranch, SWAU Department of Nursing compliance management company. Any student who is out of the nursing program for one semester or more must repeat drug screening and criminal background check.

Any student having a positive drug screen will not be permitted to participate in the clinical component of any course in which he/she is enrolled. The student will be required to withdraw from all clinical courses. The student is then required to complete chemical dependency evaluation and treatment. Cost of this evaluation and treatment is the responsibility of the student. Any student with a positive drug screen shall be suspended from all clinical courses for a minimum of one calendar year. The student may be readmitted to clinical courses at the end of this suspension if proof of successful treatment for chemical abuse or dependency and a

negative drug screen is provided to the Nursing Department Chair. The student may continue in non-clinical courses while in a treatment program. Random drug screens and close monitoring will be required as a component of the recovery process. Any student assigned to a facility for a clinical experience, and who is suspected by the facility or faculty of substance use or abuse, will be asked to consent to a drug test. In this situation, the student is required to sign a consent form and complete an immediate drug test. Refusal to consent will be grounds for dismissal from the program.

If a student voluntarily seeks counseling for drug or alcohol use, the student will come under the guidelines and policies for students who test positive for alcohol or drugs, in regard to nursing courses.

Standards for criminal background screening are those commonly required of employees of hospitals. Criminal background checks must review a person's criminal history seven (7) years prior to the date of application. The check must include all cities and counties of known residence for the 7-year-period. Reasons for disqualifying an individual for admission or continuation in the nursing program include but are not limited to the following in accordance with the Texas Board of Nursing Nurse Practice Act.

The student is advised to become familiar with the Texas Board of Nursing, Nurse Practice Act, particularly Subchapter J. [Prohibited Practices and Disciplinary Actions](#)

TBON Required Suspension, Revocation, or Refusal of License for Certain Offenses:

The board shall suspend a nurse's license or refuse to issue a license to an applicant on proof that the nurse or applicant has been initially convicted of:

- (1) Murder under Section 19.02, Penal Code, capital murder under Section 19.03, Penal Code, or manslaughter under Section 19.04, Penal Code;
- (2) Kidnapping or unlawful restraint under Chapter 20, Penal Code, and the offense was punished as a felony or state jail felony;
- (3) Sexual assault under Section 22.011, Penal Code;
- (4) Aggravated sexual assault under Section 22.021, Penal Code;
- (5) Continuous sexual abuse of young child or children under Section 21.02, Penal Code, or indecency with a child under Section 21.11, Penal Code;
- (6) Aggravated assault under Section 22.02, Penal Code;
- (7) Intentionally, knowingly, or recklessly injuring a child, elderly individual, or disabled individual under Section 22.04, Penal Code;
- (8) Intentionally, knowingly, or recklessly abandoning or endangering a child under Section 22.041, Penal Code;
- (9) Aiding suicide under Section 22.08, Penal Code, and the offense was punished as a state jail felony;
- (10) An offense involving a violation of certain court orders or conditions of bond under Section 25.07, 25.071, or 25.072, Penal Code, punished as a felony;
- (11) An agreement to abduct a child from custody under Section 25.031, Penal Code;
- (12) The sale or purchase of a child under Section 25.08, Penal Code;
- (13) Robbery under Section 29.02, Penal Code;
- (14) Aggravated robbery under Section 29.03, Penal Code;
- (15) An offense for which a defendant is required to register as a sex offender under Chapter 62, Code of Criminal Procedure; or

(16) An offense under the law of another state, federal law, or the Uniform Code of Military Justice that contains elements that are substantially similar to the elements of an offense listed in this subsection.

Individuals with any of the above histories/action will not be eligible to continue in the nursing program. If the history is discovered or a conviction occurs after enrollment the student will be required to withdraw from the program.

A student who is convicted of any criminal offense while enrolled in the program must report the conviction to the Department Chair within three days of the conviction. The term conviction for these purposes includes probated sentences and deferred adjudications.

DECLARATORY ORDER

A student may be considered for admission/readmission to the program if the Texas Board of Nursing (TBON) issues a Declaratory Order stating the individual is eligible for initial licensure or license renewal or determines that the individual is eligible to return to practice. Specific information about this process and the required forms may be found on the TBON website: [Declaratory Order](#).

In compliance with the TBON's policy, completion of the nursing program does not guarantee eligibility for NCLEX-RN. An individual who may be ineligible for licensure due to physical/emotional disabilities or legal encounters, regardless of outcome, should seek departmental and legal advising and contact the TBON prior to enrolling in any professional nursing program in Texas.

IMPAIRED STUDENTS

As stated in the Nursing Practice Act, [Mandatory Reporting to the BON](#) is required if “the ability of a nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency.” Southwestern Adventist University Nursing Program complies with all TBON reporting and requirements.

HEALTH INSURANCE

Students are required to provide proof of year-round health insurance coverage while in the nursing program. This is a requirement of clinical facilities.

SKILLS LAB AND SIMULATION STUDENT POLICIES

To protect students, staff and equipment, please observe the following during all skills and simulation sessions:

1. Course instructors will give assignments for simulation and skills experiences.
2. Display professional and respectful demeanor in the Skills Lab and the Simulation Center.

3. Be present and prompt for appointments. Prior notification regarding tardiness or absence is expected. Make-up assignments will be required.
4. Complete the make-up assignments for missed appointments within 5 school days. Incomplete make-up work may impact the clinical evaluation and course grade.
5. For scheduled lab/simulation experiences:
 - Wear the full student uniform
 - Bring supplies as instructed
 - Bring a notebook
6. Personal electronic device use during lab/simulation is only to be done for learning with permission of the instructor. No personal use during lab/simulation time is allowed.
7. Keep personal items such as backpacks, purses, etc. in designated areas
8. Leave food and drinks outside the lab areas.
9. No children are allowed in lab or simulation areas.
10. Prior to lab/simulation experiences, students are expected to prepare as assigned.

SIMULATION POLICY

Simulation in nursing is a group clinical exercise in practicing nursing in a safe environment. Since students watch one another perform in various scenarios, it is important that the student observes confidentiality, professional behavior, and respect at all times as in any other clinical situation. Inappropriate viewing, discussing, or disclosure of the simulation experience is a violation of HIPAA laws and regulations. All information in the simulation experience is privileged information regardless of the format. All simulation equipment is to be treated with respect and in a professional manner. Intentional abuse of equipment will be regarded as vandalism, and the student will be referred to administration and/or law enforcement for further action. The student must sign and abide by a confidentiality statement to remain a student in good standing in the nursing program at Southwestern Adventist University. Since the Simulation Center and the simulation experiences are part of an educational activity, visitors may view the Simulation Center and/or simulations in action. Visitors will be held under the same accountability of confidentiality.

SOCIAL MEDIA POLICY

Southwestern Adventist University faculty and staff recognize the prominent role that social media has with the current student population. In an effort to honor HIPAA laws and regulations and to protect the University faculty, staff and students, as well as clinical facilities staff and patients, the following policy must be adhered to by students and staff alike. Failure to abide by the Social Media policy will put the status of the student in the nursing program in jeopardy and may result in dismissal from the nursing program.

The following are examples, but not all inclusive, of postings prohibited regarding SWAU faculty, staff and students, clinical facilities, their employees and patients or others with whom students may have contact:

- Personal information or pictures
- Confidential information
- Sinister/derogatory remarks or pictures
- Copyrighted or proprietary information
- Any patient/clinically related information

Electronic devices may not be used in patient care areas and no pictures may be taken at any clinical facility.

PROFESSIONAL LIABILITY INSURANCE

Students are legally responsible for their own actions and are expected to perform within the framework of their current educational program. Each student is covered by the university liability (malpractice) insurance throughout the nursing program. The coverage is effective on the date of enrollment in a clinical nursing course. This coverage will only cover the students during performance of university-related clinical activities.

STUDENT EMPLOYMENT

It is recognized that adult learners often need to be employed. However, it is suggested that students consider the demands of course work along with employment and personal responsibilities if they are to obtain a worthwhile educational experience. Each student will have an individualized plan of study and progression; therefore, when a student has special time or learning needs that conflict with employment, the educational requirements must come first so academic credit is not jeopardized. Arriving at clinical when physically or mentally unsafe to assume care (whether due to sleep deprivation, infectious disease, extreme stress, or any other condition) is reason to be sent home.

If there are any problems or questions, they should be discussed early with the instructor. Faculty members will assist students in problem-solving related to educational endeavors but in ways that uphold academic standards. Students may also find that sharing experiences with fellow students is helpful in discovering how others adjust their work and social schedules to the demands of classes. Each student is assigned an academic advisor who will also help with academic issues.

HEALTH RECORDS

The following health records must be current and uploaded/approved by Castlebranch, SWAU Nursing Department's clinical compliance system.

Physical examination: required for admission as a means of helping to assure that students are in such a physical condition that they will neither endanger others or be endangered by their experiences during the educational period. Continued attention to health needs and regular dental care should be maintained.

Continuing Immunization Requirements

Proof of immunization status is mandatory due to requirements from clinical sites.

- Tetanus/Diphtheria/Pertussis immunization or proof of immunity/positive titer.
- Two doses of Measles, Mumps, Rubella (MMR) immunization or proof of immunity/positive titer.
- Two doses of Varicella (chicken pox) immunization or proof of immunity/positive titer.
- Hepatitis B immunization series (3 immunizations), or proof of immunity/positive titer.

- Annual flu vaccine before posted date

Tuberculosis clearance:

- Negative TB Skin test (PPD) annually or Negative Chest X-ray every three years.

CPR Requirement

- CPR for the Healthcare Provider (American Heart Association).

SERVICE LEARNING IN THE COMMUNITY

The Department of Nursing seeks to strengthen future graduates' life-long commitment to service and civic responsibility by offering participation in various community activities throughout the nursing program.

Service Learning opportunities usually take place in a structured environment that promote further refinement of nursing skills. The student's Service Learning commitment requires a minimum of two hours each semester and a reflection on their activity by filling out the Service Learning form and submitting it online. These opportunities are offered or assigned by the nursing faculty or course instructor. In an effort to strengthen responsibility and accountability, the student is to fulfill any sign-up commitments made for Service Learning, which are usually handled through the Canvas Info Central platform. Service hours do not accumulate or roll over to another semester. Grades may be withheld for students who have not completed their Service Learning hours for the semester.

“Southwestern Adventist University commits to educating a diverse student body in a Christ-centered environment shaped by Seventh-day Adventist Christian beliefs for service and leadership.” ([SWAU Mission](#)). The community service component helps to fulfill the university's mission in preparing graduates for service.

We believe that: “Christ's method alone will give true success in reaching the people. The Savior mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them ‘Follow Me’” (White, 1942, p. 143). Therefore, the Department's goal is that the students will emulate Jesus' concern for others as demonstrated by involvement in community service on a regular basis.

White, E.G. (1942). *The Ministry of Healing*. Review & Herald: Hagerstown, MD.

STUDENT REPRESENTATION ON NURSING DEPARTMENT COMMITTEES

Several Nursing Department committees include one or two student representatives selected by the nursing student body through the Student Nurse Association. Student representatives are to attend committee meetings. If topics involving confidentiality are discussed, the student may be asked to step out. Nursing Department committees are responsible for curriculum development, policy development, and Departmental planning.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Students are eligible and encouraged to become active members in the following professional organizations:

- Student Nurses Association (SNA) of Southwestern Adventist University.
- Texas Student Nurses Association and National Student Nurses Association. (TSNA & NSNA)

PROFESSIONAL JOURNALS

Professional Nursing journals are a means of continually updating one's knowledge. Students are encouraged to read a variety of professional nursing journals. Use of the Library and online resources are encouraged.

HONOR CODE

PLAIGIARISM POLICY

The philosophy of the Department of Nursing is in harmony with the Southwestern Adventist University philosophy in the pursuit and propagation of knowledge. The nursing faculty and their students share the responsibility for maintaining the integrity of the educational experience and preserving high standards of excellence.

Academic dishonesty, cheating and plagiarism is unacceptable behavior morally, ethically and legally and it will not be defensible or tolerated in the nursing department. To do otherwise undermines the ideals and purpose of higher education and disrupts the bonds of respect and trust between teacher, student and society.

Cheating and plagiarism compromise the process of fair and equitable evaluation of all students' academic performance and erode the quality and value of degrees conferred by SWAU. Students engaging in such practices are denying themselves the benefit of a professor's accurate assessment and feedback, thereby hindering their academic and personal development. Moreover, intellectual dishonesty reinforces the false idea that success in life, personally and professionally, can come to those who diverge from community norms, Christian values and who lack the essential expertise in their chosen career of nursing.

SWAU expects its students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. The faculty member is responsible for initiating action for each case of academic dishonesty that occurs in his/her class.

VIOLATIONS OF ACADEMIC HONESTY

Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, unauthorized use of technology and the abuse of resource materials. What constitutes an act of academic dishonesty may, in part, depend on the

particular course and expectations of academic integrity in the context of the course objectives. This includes, but is not limited to, the following:

- Copying, without instructor authorization, from another student's test paper, laboratory report, other report, computer files, data listings and/or programs.
- Using, during a test, materials not authorized by the person giving the test.
- Collaborating with another person without instructor authorization during an examination, quiz, assignment, or in preparing academic work.
- Knowingly and without instructor authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing, in whole or in part, the contents of an un-administered test or other required assignment.
- Substituting for another student or permitting another person to substitute for oneself in taking an examination, preparing academic work or attending class.
- Bribing another person to obtain an un-administered test or information about an un-administered test.
- Using technological equipment such as calculators, computers, mobile phones, tablets or other electronic aids in taking of tests or preparing for academic work in ways not authorized by the instructor or the university.

AGREEMENTS

The *Nursing Student Agreement*, the *Simulation Policy*, and the *Honor Code* must be signed and submitted to the Nursing Department Office Manager prior to the end of the first week of school.

Student Name (please print): _____

**SOUTHWESTERN ADVENTIST UNIVERSITY
NURSING STUDENT AGREEMENT**

I have read and agree with:

1. The current *Bulletin* for Southwestern Adventist University
2. The current *Southwestern Adventist University Nursing Student Handbook*.
3. Legal limits of licensure. It was explained to me that I may not be eligible to take the NCLEX-RN should I have a criminal record or physical/emotional disabilities. I may apply to the Board of Nurse Examiners for the State of Texas for a Declaratory Order, but am not guaranteed approval.
4. The HIPAA regulations and agree to keep all patient information confidential and to never remove identifiable data from any agency.
5. Nursing faculty and staff having access to my departmental record.

I agree to abide by the standards and academic regulations as well as by the code of student conduct found in the above documents.

Student Signature

Date

**DEPARTMENT OF NURSING
Confidentiality Statement for Simulations**

- I will not share information regarding how other students perform.
- I will maintain confidentiality regarding simulation scenarios, team members' actions, and debriefing discussions.
- If observing, I will be engaged in the learning experience.
- I will work as a positive contributor of a team during simulations.
- I understand that viewing, discussing, and/or disclosure of the simulation experience is a violation of HIPAA laws and regulations and I will maintain confidentiality.
- I will respect all information as privileged regardless of its format.
- Simulation equipment and surroundings will be treated with respect at all times.

Student Signature

Date

**SOUTHWESTERN ADVENTIST UNIVERSITY
DEPARTMENT OF NURSING
HONOR CODE**

Southwestern Adventist University is dedicated to scholarship, leadership, and service to the principles of honesty, fairness, trustworthiness, respect for others and accountability. Students commit to reflect upon and uphold these principles in all academic and non-academic endeavors and to protect and promote a culture of integrity.

Therefore, to uphold the Southwestern Adventist University Nursing Department's Honor Code:

- I will conduct myself honorably in all my endeavors;
- I will not lie, cheat, steal, or plagiarize in my academic endeavors;
- I will forthrightly oppose each and every violation of academic honesty;
- I make a commitment to upholding the SWAU Department of Nursing Honor Code.

Student Name (Please Print)

Student Signature

Date