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Section I: The School of Nursing

Welcome

Welcome to the School of Nursing. We want you to have a rewarding and satisfying experience with us. This handbook contains information that is vital to your success as a nursing student. It serves as a supplement to the current Undergraduate Announcements. The Undergraduate Announcements is the major source of information about University academic policies and this Handbook is the major source of academic policies for the School of Nursing Undergraduate Program. These documents should be referred to whenever you have questions about policies, however, students should review the School of Nursing Undergraduate Handbook at the beginning of each academic year as it is updated annually. The faculty and staff will assume that you are familiar with this information, so please take a few minutes of your valuable time to study both the Announcements and the Handbook. Again, welcome to the School of Nursing and Clemson University, and best wishes in your studies.

The School of Nursing Overview

The School of Nursing is an integral part of Clemson University, a land grant, state supported institution of higher learning. The School is committed to the purposes of the university which are teaching, research and service to the people of South Carolina, the nation and the world. The goal of Clemson University School of Nursing is to prepare nurses for professional practice and leadership, and to advance nursing knowledge.

In a climate of rapid changes in the health care system, nursing is recognized historically and currently as a major health care provider in health promotion, health maintenance and rehabilitation. Nurses have more sustained contact with recipients of health care than any other health care professional. They are often the first responder to health care problems of the public. In addition to being the provider of direct care and the manager of health care by others, nurses are the advocates, teachers and counselors for health care recipients. Nurses are increasingly involved in complex decisions crucial to the life and safety of patients. They accept greater responsibility for care, which was previously assumed by other disciplines. As a result of these rapid changes in the health care system, the complexity of nursing practice has increased significantly. Thus, a broad and in-depth educational experience is needed to prepare the professional nurse of the future.

The School of Nursing contributes to the improvement of the health and quality of life of South Carolinians through its activities in teaching, research and service. Dr. Kathleen Valentine is the Director of the School of Nursing and Associate Dean of the College of Behavioral, Social and Health Sciences. Dr. John Whitcomb is Director Undergraduate Programs, Dr. Stephanie Davis is Director Graduate Programs.
The College of Behavioral, Social and Health Sciences is headed by Dr. Leslie Hossfeld, Dean. The College of Behavioral, Social and Health Sciences is comprised of eight degree-granting units, Communication Studies, Political Science, Psychology, Sociology/Anthropology, Nursing, Parks Recreation and Tourism, Public Health Sciences and Youth Family and Community Studies.

**Accreditation**

**The Commission on Collegiate Nursing Education (CCNE)**

The baccalaureate degree program in nursing and the master’s degree program in nursing at Clemson University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

The Doctor of Nursing Practice program at Clemson University is pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

**Statement of Equal Opportunity**

The School of Nursing follows the University policy in conducting its programs and activities involving admission and treatment of students, employment, teaching, research and public service; in a nondiscriminatory manner; with respect to race, color, religion, gender, national origin, age, handicap or status as a Vietnam era or disabled veteran of any war.
Clemson School of Nursing
Mission, Vision & Goals

The School of Nursing is an integral part of Clemson University, a land-grant, state-supported institution of higher learning. The School is committed to teaching, research, and service to the public of South Carolina, the nation and the world. The goal of the Clemson University School of Nursing is to prepare nurses for professional practice, leadership in health care, and to advance nursing knowledge.

Mission

The mission of Clemson University School of Nursing, as a scholarly center of learning, is to educate students at the baccalaureate, master’s, and doctoral levels to become healthcare professionals who advance scientific knowledge and evidence-based practice through research and outreach.

Vision

Clemson University School of Nursing will shape the future of nursing and healthcare through leadership, scholarship, and practice to optimize the health and quality-of-life for the people of South Carolina, the nation, and the global community.

Goals

*Deliver state-of-the-art education to aspiring healthcare professionals to prepare them for excellence in practice and leadership within a dynamic healthcare environment.

*Create a vibrant, interdisciplinary community of scholars who contribute to knowledge generation and dissemination, thereby shaping practice and policy.

*Engage in leadership, research, and service to optimize health and quality of life for people locally, nationally and globally.

*Increase diversity among faculty, students, and staff within a mutually respectful, professional environment.

*Expand opportunities and resources through the development of relationships with clinical, community and corporate partners, and alumni.
Section II: ASD Curriculum Information

ASD/Baccalaureate Program Overview

The Baccalaureate Program in Nursing at Clemson University prepares professional nurses with the knowledge and skills to think critically, communicate effectively and to practice as nurse generalists. In collaboration and coordination with the interdisciplinary health team, the professional nurse provides nursing care to people of all ages in diverse settings and is accountable for practice. Baccalaureate nursing graduates will be prepared to assume leadership roles in health promotion and prevention and the management of care for individuals and groups. The Baccalaureate nursing program is based on nursing science with support from the biological and behavioral sciences as well as the humanities, and serves as a basis for further professional development and graduate study.

ASD/Baccalaureate Program Objectives

Expectations of the baccalaureate nursing graduates are expressed in the outcome objectives of the curriculum. These are congruent with the mission, philosophy, organizing framework and professional standards. At the completion of the BS program, the graduate will:

1. Use communication skills to interact effectively and appropriately with individuals, families, groups in the community, and other members of the health care team.
2. Demonstrate personal and professional responsibility and accountability for personal nursing practice in accordance with the highest standards and codes of the profession.
3. Use critical thinking to provide community based professional nursing care for diverse populations across the life span in multiple settings.
4. Employ leadership and management skills and knowledge of health policy to enhance the quality of nursing care.
ASD/Bachelor of Science in Nursing Course Descriptions
Please see Undergraduate Announcements for pre/co-requisites

Nursing 3030: Med-Surg II: Nursing of Adults 7(3,12) Incorporates theoretical and empirical knowledge from the physical and Social sciences. Uses critical thinking to provide holistic, safe individualized nursing care to adults, including health promotion, maintenance, restoration and health teaching.

Nursing 3040: Pathophysiology for Health-Care Professionals 3(3,0) Focus is on disease mechanisms and recognition of the manifestations of these mechanisms in body systems. Discussion will also include pharmacologic and mechanical interventions commonly associated with specific disease processes and application to patient-care situations.

Nursing 3050: Psychosocial Nursing 3(3,0) Course uses a life span approach to examine psychosocial, developmental, family, and cultural factors that influence individuals from diverse populations and their families in the promotion, maintenance, and restoration of health. The use of the nursing process, critical thinking, therapeutic communication, and psychosocial nursing interventions is explored.

Nursing 3100: Health Assessment 3(2,3) Introduces concepts of health, wellness, and illness. Focuses on physical, psychosocial, and cultural assessment for the well adult client with variations across the life span. Includes interviewing techniques.

Nursing 3120: Foundations of Nursing 4(2, 6) Focus on therapeutic nursing interventions, including selected psychomotor skills, communication skills, and teaching/learning.

Nursing 3200: Professionalism in Nursing 3(3, 0) Application of critical thinking Skills in the professional nursing roles in multidisciplinary approaches to health care. Analysis of the historical development of modern nursing. Examination of issues of nursing care to diverse populations within context of ethical and professional standards.

Nursing 3230: Gerontology Nursing 2(2, 0) Introduction of theories of aging. Focus on complex health care issues of aging and chronic care including promotion, maintenance and restoration of health of the elderly. Concepts from the sciences address physiological, psychological, and sociological issues of aging and chronic illness.

Nursing 3300, H3300: Research in Nursing 3(3,0) Focus on an introduction to conceptual frameworks, models, and theories related to nursing. Analysis of reported research in nursing and related disciplines. Ethical, moral, and legal issues are discussed in relation to nursing research.

Nursing 3330: Health Care Genetics 3(3, 0) Focuses on the new genetics and the implications for health care professionals. Discussion includes applications of the evolving genetics technology and services to changing life stages. Issues of ethics relevant to various genetic disorders are also addressed.

Nursing 3400: Pharmacotherapeutic Nursing Interventions 3(3, 0) Focus is on integration of nursing process with pharmacotherapeutics, administration, monitoring, and related client education. Includes major drug classifications, indications for use, side effects, interactions, routes of administration, usual dosages and contraindications.

Nursing 4010: Mental Health Nursing 5(3, 6) Application of theories and the nursing process to identify, implement, and evaluate nursing interventions for the care of clients with psychiatric disorders.

Nursing 4100: Leadership, Management, and Nursing Care Practicum 6(3, 9) Focus is the role of the professional nurse in practicing and managing nursing care. Theories and research related to clinical practice, leadership, power, management, organizations, regulation, ethics licensure preparation are discussed. Direct lab experiences are provided under preceptor supervision.

Nursing 4110: Nursing Care of Children 5(3, 6) Focuses on child health problems and health maintenance. Emphasis is placed on biological, pathophysiological, psychological, and sociocultural concepts related to nursing care of children with acute, critical, and chronic illnesses. Includes strategies for alleviation of illness, restoration of wellness, promotion and maintenance of health, growth and development.

Nursing 4120: Nursing Care of Women and Their Families 5(3, 6) Focus on health care of women and their families. Emphasis is placed on biological, psychological, and socio-cultural concepts. Identification of appropriate nursing strategies that enhance individual capacity to achieve or maintain wellness in the family, home, community, and hospital environment.

Nursing 4140: Community Health Nursing and Health Promotion 5(3, 6) Consideration of health promotion activities for family and community groups with emphasis on community assessment, screening and health teaching/counseling. Practice activities will be related to health promotion I population groups and nursing care of homebound clients. Laboratory settings include homes, schools, industries and other community organizations.
Section III: Program Information: Policies and Procedures

Grading Policies for ASD/Undergraduate Nursing Courses

The following policies have been implemented by the School of Nursing Faculty:

1. Grade Scale:
   - A = 90-100
   - B = 80-89
   - C = 75-79
   - D = 70-74
   - F = Below 70

2. Nursing course grades are determined by the numerical score earned in the classroom and Pass/Fail in the clinical laboratory. In order to pass the course, a student must earn a minimum of 75 in the class and a pass (P) in the clinical laboratory.

3. Rounding up: The School of Nursing requires that students achieve a minimum grade of 75 before any grade can be “rounded up.” For example, 74.9 does not round up to 75. After the student has achieved a minimum grade of 75, the choice to round up lies with the faculty member in charge of the course.

4. Regular and punctual attendance at all clinical labs is required. Unexcused absences from clinical labs will result in course failure (see attendance policy).

5. All final examinations in clinical nursing courses are cumulative and worth 30% of the course grade. Percentage of grade for final exams for nursing courses that do not have a clinical component are at the discretion of the faculty member responsible for the course.

Policies regarding Progression

1. A minimum grade of “C” or better is required in science and nursing courses.

2. A minimum grade point ratio of 2.5 must be achieved in all required nursing courses for progression to the next level. If the student’s nursing GPA drops below 2.5, the student is not eligible to continue in nursing.

3. A minimum grade point ratio of 2.5 is required for registration in each nursing course.

4. Students may not exceed a maximum of two attempts, to complete successfully any NURS course. Students who are not successful on a second attempt are not eligible to continue in nursing.

5. Students may repeat one nursing course only. Withdrawing with a W from the course or applying Academic Forgiveness counts as an attempt. Students who fail a second nursing course are not eligible to continue in nursing.

6. Students must pass didactic and clinical components to pass all clinical courses.

Course Space Priority: Students whose progress through the curriculum is delayed for any reason, including course withdrawal, course failure, or medical withdrawal, must continue their progression within the program to which they were admitted as space allows within the successive clinical courses. In all cases, first-time enrollees will be given priority over students who are returning or repeating a course.
Validation of Prior Coursework: Students whose progression has been delayed for any reason will be required to demonstrate competency in all previously acquired nursing knowledge and clinical skills by successfully completing NURS 4990 Clinical Skills Development prior to returning to clinical.

Approved Feb. 2001
Reviewed Spring 2007
Reviewed Spring 2016

Textbook Policy

Students are strongly encouraged to keep their pathophysiology, health assessment, pharmacology, therapeutic nursing interventions, psychosocial nursing textbooks, and APA Manual as resources for future nursing courses.

Adopted by SON Faculty
May 5, 2004

Kaplan Testing Program

The School of Nursing chose the Kaplan Testing Program to enhance the success of our nursing students in the nursing education program, as well as the NCLEX-RN exam. All students are required to participate in the Kaplan Testing Program to assure them maximum success in completing courses required by the curriculum. The program also allows students to practice for the professional licensing exam (NCLEX-RN) and assists the School of Nursing in providing academic support to students as indicated.

All Kaplan tests must be taken in a proctored environment and students must present ID and sign in for the test. Taking the test in any place other than the approved testing site and/or signing in for another student will be considered acts of academic dishonesty, resulting in referral to the Academic Integrity Committee. During testing, students may not use their computers for any activity other than taking the test and may not have open any books or notes. Such behavior will also be considered academic dishonesty and the student will be referred to the University Academic Integrity Committee for investigation and disciplinary measures. Fees for Kaplan testing are incorporated into the student’s tuition and do not require separate payment.

Academic Integrity Policy

“As members of the Clemson University community, we have inherited Thomas Green Clemson’s vision of this institution as a ‘high seminary of learning.’ Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.”

Class Attendance Policy

1. Ordinarily, there are no excused absences from either class or clinical laboratories. However, it is recognized that students must be absent from time to time. Professional persons demonstrate reliability and dependability in these matters by:
   a. informing appropriate persons when and why they are going to be absent.
   b. initiating arrangements for makeup work (if appropriate) with faculty.
2. Clinical faculty will require that missed clinical laboratories be made up regardless of the reason for absence. The nature of the make-up lab will be determined by the lead teacher for the course.

3. Students should try to overcome minor indispositions that are not contagious and that do not result in decreased safety of the student's performance in the clinical setting. However, they should not attend class or clinical laboratories if they are ill. For example, students who have colds, flu, or other contagious illnesses are not expected to attend class or clinical laboratories. They are expected to notify the appropriate faculty member and clinical agency in a timely manner.

4. Grave illness or death of close family members is a legitimate reason for absence. Attendance at wedding or other celebrations, except under extraordinary circumstances, are not.

5. Attendance at regularly scheduled University functions involving students' participation (e.g., out-of-town band concerts in which the student is a member) is an example of absence that must be negotiated between the student and the faculty member. See Anticipated Absence statement.

6. Attendance at state conventions or other professional meetings, thereby necessitating absence from class, may be approved based on students' grade point average, and with approval by the instructors whose classes are missed, and the Director of the School of Nursing. See Anticipated Absence statement.

7. See Course Syllabi for attendance requirements for each course.

**Anticipated Absences**

Students who must miss class or clinical due to official functions must contact all affected lead teachers and clinical faculty in writing with official notification from the sponsoring department, including anticipated dates of the absences, within 1 week of the beginning of the semester. For each anticipated absence, the student must make an appointment, at least 2 weeks before the absence, with all affected faculty members to determine how best to make up any missed content. Failure to do so will result in absences being unexcused.

**Policies Governing Student Behavior**

The School of Nursing enforces two sets of guidelines governing student behavior when students are functioning in the role of student nurse. The first is the Code of Conduct which addresses general expectations for conduct in the classroom and clinical settings. The second is the Standards of Professional Practice, which more specifically addresses responsibility and accountability for students in the provision of nursing care.

**Code of Conduct**

Students of Clemson University School of Nursing are expected to demonstrate professional conduct in both the clinical and classroom settings. Students will demonstrate professional conduct by:

- Attending all class and clinical sessions. Orientation is considered clinical.
- Being prepared for and attentive during class and clinical.
- Arriving and leaving on time for class and clinical.
- Refraining from holding private conversations during class.
- Maintaining respectful, constructive verbal and non-verbal interactions with faculty,
peers, and clinical agency personnel.

- Turning off cell phones during class and clinical. Students are not allowed to have cell phones on during class except with faculty permission during a family emergency, and then it must be on vibrate. Students are not allowed to have cell phones on during clinical. Any cell phone use during clinical, except for during approved breaks, is considered patient abandonment and will result in a U for the day.
- Turning off laptops and other electronic devices except for use in class-related activities.
- Refraining from signing in for another student for class attendance or any other activity for which signing in is required. Signing in for another student is considered academic dishonestly and will be referred to Academic Integrity Committee.
- Taking tests in the approved setting. Students must take Kaplan in a proctored environment and must sign a roster to document their presence. Failure to do so is considered academic dishonestly and will be referred to Academic Integrity Committee.
- Refraining from practicing invasive procedures without supervision. Students will not practice of any invasive procedure in an unsupervised setting. Such unsupervised practice is a violation of the Nurse Practice Act as well as School Policy and Code of Conduct and will result in dismissal from the program.
- Refraining from taking equipment without approval. Students will not take any equipment without authorization from any clinical practice. Taking equipment without approval is considered theft and will result in referral to the Board for Ethics and Community Standards for disciplinary action.

Peer to Peer File Sharing

In regards to the appropriate use of copyrighted materials, the use of peer-to-peer (P2P) file-sharing networks for the sole purpose of obtaining materials outside of the copyright owner's exclusive rights of reproduction and distribution is a violation of U.S. federal law and could be subject to disciplinary action by the University. According to the U.S. Copyright Office:

"Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Anyone found to have infringed a copyrighted work may be liable for statutory damages up to $30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to $150,000 for each work infringed. In addition, an infringer of a work may also be liable for the attorney's fees incurred by the copyright owner to enforce his or her rights.

Whether or not a particular work is being made available under the authority of the copyright owner is a question of fact. But since any original work of authorship fixed in a tangible medium (including a computer file) is protected by federal copyright law upon creation, in the absence of clear information to the contrary, most works may be assumed to be protected by federal copyright law.

Since the files distributed over peer-to-peer networks are primarily copyrighted works, there is a risk of liability for downloading material from these networks. To avoid these risks, there are currently many "authorized" services on the Internet that allow consumers to purchase copyrighted works online, whether music, e-books, or motion pictures. By purchasing works through authorized services, consumers can avoid the risks of infringement liability and can limit their exposure to other potential risks, e.g., viruses, unexpected material, or spyware." This includes sale
of instructional materials. No student shall sell or attempt to sell any information provided by any University member in any course of study offered at Clemson University (Clemson University Code of Conduct #15) – Added 8/25/16

Students who fail to meet the above expectations will receive a written reprimand specifying the problem behavior and expected behavior change. The faculty member will counsel the student to clarify expectations and obtain the student’s signature acknowledging the reprimand and expectations. If the problem behavior is related to a clinical experience, the student will receive an unsatisfactory for the clinical day. The reprimand will be noted on the student’s clinical evaluation tool and a copy of the reprimand will be maintained in the student’s file. A second written reprimand regarding any of the above behaviors will result in the student’s final grade being dropped by one letter grade. A third breach of the above code of conduct will result in the students being dropped from the course. If the student has inadequate withdrawal hours or if the date is past the drop date, the student will be awarded a D in the course.

Breach of the following expectations on even one occasion may result in failure of the course. Students are always expected to:

- Notify the clinical instructor and clinical agency at least 30 minutes prior to any clinical tardiness or absence. Sending word by a classmate, emailing, and/or leaving a message is not adequate. The student must speak to the instructor and the clinical unit and is responsible for having those phone numbers available when needed.
- Be truthful and honest. Cheating and/or providing false information to faculty members or clinical personnel will not be tolerated and can result in dismissal from the Nursing Program.

Standards of Professional Practice

Nursing students are expected to demonstrate responsibility and accountability according to the Standards of Professional Practice. Practice may be considered unsafe and/or unprofessional when a student fails to use the nursing process effectively by engaging in one or more of the following activities:
1. Failure to recognize the need for assistance when unprepared for nursing action.
2. Failure to take nursing action when such action is essential to the health and safety of the client.
3. Failure to recognize the influence of own attitudes and behavior on care of clients.
4. Failure to assume responsibility for completing nursing actions.
5. Compromising actions which are detrimental to the health and safety of the client.
6. Compromising patient confidentiality. No identifying patient information is to be recorded on clinical paperwork or Personal Digital Devices. Clinical paperwork and Personal Digital Devices are to be safeguarded at all times to prevent loss and access by unauthorized people.
7. Functioning outside the scope of student nurse practice.
8. Violating clinical agency policies or procedures.
9. Attending any clinical laboratory while under the influence of alcohol or drugs (please note that any student violating this provision is also subject to the recommendation of the Drug and/or Alcohol Abuse Policy Procedure in the Clemson SON Student Handbooks).

Students violating a Standard of Professional Practice will be counseled and may receive an Unsatisfactory grade for the clinical, resulting in failure of the nursing course. Any student committing a second violation of the Professional Practice in any nursing course for the duration
of the program may be immediately dismissed from the School of Nursing.
The School of Nursing has the authority to dismiss any student if he or she conveys deliberate false information regarding nursing care.
Approved by Faculty 2/6/06

Clemson University School of Nursing Social Media Policy
Adapted from White Paper: A Nurse’s Guide to the Use of Social Media; 2011, p. 3; National Council of State Boards of Nursing

Awareness and caution are required to avoid inadvertently disclosing confidential or private information about patients. All Clemson University School of Nursing students are expected to comply with the following requirements related to the use of social media:

• First and foremost, nurses and nursing students must recognize that they have ethical and legal obligations to maintain patient privacy and confidentiality at all times.

• Students are strictly prohibited from transmitting by way of any electronic media any patient-related or facility related information and/or images. In addition, students are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.

• Do not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship or within your clinical facility with anyone.

• Do not identify patients by name or post or publish information that may lead to the identification of a patient. This includes any information about the patient: name, address, age, gender, diagnosis, room number, admission date, discharge date, date of birth or death, date of care, or anything else. NO PATIENT OR FACILITY RELATED INFORMATION CAN BE POSTED ON SOCIAL MEDIA!! Limiting access to postings through privacy settings is not sufficient to ensure privacy.

• Never refer to patients in a disparaging manner, even if the patient is not identified.

• Do not take photos or videos of patients on personal devices, including cell phones

• Maintain professional boundaries in the use of electronic media. As with in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.

• Do not post any information regarding work related issues. Do not even post seemingly innocuous information such as “It was a busy day”. Such information could be used in a lawsuit to imply various things about the work environment.

• Promptly report any identified breach of confidentiality or privacy to your instructor and lead teacher.
• Be aware of and comply with facility policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the workplace.

• Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments. DO NOT POST ANY INFORMATION WITH REFERENCE TO YOUR SPECIFIC CLINICAL EXPERIENCE.

• Do not post content or otherwise speak about employer or facility.

• Summary of CU SON Social Media Policy: Do not post any clinical, patient, or facility related information on any social media. Doing so will result in disciplinary action, up to and including dismissal from the clinical, the SON and/or Clemson University.

**Policy for Use of Personal Digital Devices in the Clinical Area**

A. Personal digital devices (PDD’s), including phones, tablets, laptops, or other digital devices, are to be used in the clinical areas only as approved in advance and directed by faculty. Their use is primarily to access clinical support applications that have been stored on the device. Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws and by the School of Nursing. All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA) guidelines and for following HIPAA guidelines when using their PPD’s in the clinical or other settings.

B. No personal health identifiers (PHI) can be entered into the device. All personal health identifiers must be removed from any patient data collected by students on PPD’s. Students are fully responsible to ensure that they adhere to all HIPAA regulations at all times. This includes proper management of confidential client information.

C. All telephone and camera functions must be disabled during clinical and lab sessions by placing devices in “Airplane” mode.

D. With the exception of instructor approved activities, ALL PHONES WILL REMAIN ON AIRPLANE MODE in the clinical area. Students must adhere to professional standards for all communications, including maintaining confidentiality, proper conduct of communication, and communicating appropriate material.

E. Using the device for personal, non-school related functions is strictly prohibited. Inappropriate use or violation of HIPAA guidelines may result in dismissal from the clinical, the School of Nursing and/or Clemson University. Inappropriate use includes making or receiving personal calls while in the clinical area, sending or receiving personal texts while in the clinical area, accessing any non-clinical related web-sites while in the clinical area, taking pictures during clinical, or recording any PHI on the device.

F. Students should only use the personal digital device in areas designated by the instructor in compliance with institutional policy.

G. Infection control precautions must be maintained when using personal devices in patient care areas (See Personal Digital Device Infection Control below).

H. All students will sign the CU SON electronic compliance form indicating that they have read and understood these policies. This form will be placed in each student’s file.

**Personal Digital Device Infection Control**
A. Wash hands before using handheld device.
B. Do not handle device with contaminated gloves.
C. Wipe down handheld device using solutions recommended by manufacturer and approved by the institution.
D. Avoid placing device on surfaces that can possibly contaminate device, such as bedside tables or patients’ beds.
E. Avoid taking devices into isolation rooms.
F. Keep in mind the risk for transmission of organisms is not only to your patients, but also to yourself and your family and friends.

Summary

1) Protected Health Information (PHI) cannot be entered into the digital device. All patient related information is protected.
2) Phones must be in Airplane mode while in clinical.
3) Pictures cannot be taken in the clinical setting.
4) The usage of personal cell phone functions, including personal text messaging, personal calls, or accessing non-clinically related websites is prohibited during clinical hours.
5) Cleaning of digital device must comply with the clinical organization’s infection control policy and procedures. If the device becomes contaminated, it should be cleaned with the recommended disinfectant. If a patient is on isolation, ensure that appropriate infection control measures are maintained. Hand hygiene is the best method of preventing transmission of disease.
6) Inappropriate use of personal digital devices or violation of HIPAA guidelines may result in dismissal from the clinical, the School of Nursing and/or Clemson University.

Identity Precautions

It is important to remember that information posted on YouTube, Facebook, Myspace, Twitter, etc. is available to everyone in the world who has internet access, including Clemson University faculty and staff and your potential employers. Students are urged to consider all possible implications of such postings on these and other internet networks. The best postings adhere to appropriate internet etiquette and portray a positive image that you would not hesitate to present to a potential employer.

Guidelines for Expressing Student Concerns

Students’ concerns or complaints about the Accelerated Second Degree Undergraduate Program should be handled in a professional manner. Discussion of these issues should be based on facts and should be conducted using a collegial, problem solving approach. An attempt should be made to resolve the issue in a manner which is satisfactory, yet maintains the integrity of the Nursing program. If the issue(s) cannot be resolved through the procedures below, a formal grievance may be filed (See Undergraduate Announcements).

Issues involving a course, such as the quality of instruction and fairness and equity in awarding grades should use the following procedures:

1. If the issue(s) concerns a single course, the student(s) should make an appointment with the lead teacher of the course and attempt to come to an amicable resolution.
2. If the issue cannot be settled at the course level, an appointment should be made to discuss the issue with the Director Undergraduate Programs, Dr. John J Whitcomb (528-A
3. If the issue cannot be settled with the Director Undergraduate Programs, an appointment should be made to discuss the issue with the Director of the School of Nursing, (510 Edwards Hall). If previous discussions do not resolve the issue, an appointment should be made with the Dean of Behavioral, Social, and Health Sciences, Dr. Leslie Hossfeld (116 Edwards Hall).

Issues involving the Undergraduate Program such as curriculum, sequencing and scheduling of courses should begin with step 2 above.

Advising

1. All ASD students will be informed of their faculty advisor upon entering the program.
2. Faculty advisors will contact their advisees by email near the registration time of each semester in order to set up a meeting time to discuss the student's progress.
3. Students are required to meet with their advisors at the arranged time in order to discuss their progress and classes they plan to take.
4. Any student not meeting with the advisor at the arranged time will not be provided with the advising number, and therefore will not be eligible to register for classes.
5. During advisement, students will be approved to take only courses for which they have had the specified pre-requisites. Students will not add courses for which they are not approved. **Students will not receive credit for courses taken out of sequence. Any student discovered taking a course out of sequence will be dropped from the course.**
6. In the event that a faculty advisor does not contact advisees or does not attend the arranged meetings, students should contact the Director Undergraduate Programs.

Adopted by SON Faculty May 5, 2004
### Essential Functions for Nursing Students

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>STANDARD</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Identify cause-effect relationships; accurately calculate medication dosages. Assemble equipment in sequence for safe use; maintain aseptic</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals/groups from various social, emotional, cultural, &amp;</td>
<td>Establish and maintain supportive relationships with patients and other health care providers.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction in verbal and written form.</td>
<td>Count aloud and document sponges, instruments, sharps,</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from room to room and maneuver in small spaces.</td>
<td>Ability to lift, position, push, or transfer patients. Move around in treatment areas; administer CPR. Push/pull or move/lift equipment/supplies (up to 25 pounds). Ability to reach, stoop, bend, kneel, and crouch.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross &amp; fine motor abilities sufficient to provide safe &amp; effective care.</td>
<td>Calibrate and use equipment; position patients; assist patients in and out of bed. Use coordinated finger and hand movements.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health.</td>
<td>Hears monitor alarm, emergency signals, auscultatory sounds, cries for help, voices under protective garb.</td>
</tr>
<tr>
<td>Visual</td>
<td>Near/far visual acuity. Sufficient for assessment, &amp; implementation.</td>
<td>Observe patients’ responses; reads patients’ care plans, consents; gauges, labels, digital printouts, &amp; computer screens.</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for assessment of physical health status.</td>
<td>Performs palpation (take a pulse &amp; perceive temperature) &amp;/or those related to therapeutic intervention,</td>
</tr>
<tr>
<td>Smell</td>
<td>Olfactory senses sufficient for maintaining patient safety</td>
<td>Distinguish smells that are contributory to assessing and/or maintaining patient’s health status, e.g. smell</td>
</tr>
<tr>
<td>Self-Care</td>
<td>Ability to present professional appearance, maintain own health and not place patients in jeopardy.</td>
<td>Implement universal precautions. Use good personal hygiene.</td>
</tr>
<tr>
<td>Environment</td>
<td>Ability to work in various health care settings.</td>
<td>Work in environment with temperature changes, frequent contact with liquids, sufficient noise to cause distraction, and other hazards. Implement universal</td>
</tr>
</tbody>
</table>

**Check list of Essential Functions** I have reviewed and understand the minimum essential functions necessary for nursing. Demonstration of one or more of these core standards may be required. (*please specify)

- I can meet these requirements.
- I do not meet these requirements.*
- I am capable of meeting these requirements with following accommodations:*  

---

*Indicates awareness of applicant to make appointment with Disability Services at 656-6848 (voice/TTY) if accommodations are required to meet Essential Requirements of Nursing Students. I, the undersigned, do hereby testify that I have read and understand the Essential Functions for Nursing Students required for admission to Nursing and that the above statements, as indicated, are true.

Student’s Signature  Date  Telephone Number
Requesting Accommodations

The School of Nursing complies with federal ADA guidelines. Any student who requires accommodation should contact Clemson University’s Student Disability Services (SDS). If a nursing student or applicant believes that he or she cannot perform the above standards satisfactorily without reasonable accommodation, then he or she should register with Clemson University’s Student Disability Services (SDS). It is the student’s responsibility to request the accommodation in a timely manner; the university is not required to give retroactive application to any accommodation requested or granted. Upon receipt of any request for accommodation SDS will request that the student provide the appropriate and necessary documentation to confirm the disability. Once the disability is confirmed, SDS will determine the appropriate accommodations and either provide for or arrange such reasonable accommodations, academic adjustments, and/or auxiliary aids and services for students. The student is responsible for maintaining contact with SDS and for working with faculty to plan appropriate learning experiences.

Approved by the SON faculty
October 21, 2002

Section IV: Policies regarding Clinical Requirements and Expectations

Clinical Laboratory Requirements

All nursing students are required by the School of Nursing and clinical agencies to meet specific requirements in order to enroll in nursing courses with a clinical lab. A student information form is provided for submission of documentation of having met these requirements. The form along with copies of all required documentation must be received by the School of Nursing Office at the University Center of Greenville, by the stated deadlines. If all documentation is not received by the deadline, the School of Nursing will drop those students from all nursing courses. All documents must be turned in together or they will not be accepted. Please note that faxed copies will not be accepted. Students who are dropped must submit all documentation before being added back to the courses during late registration. Reinstatement to courses will be dependent upon space availability. (Students dropped would be required to attend late registration). Students who do not comply with the stated requirements will not be allowed to enroll in or attend any clinical nursing labs.

The following clinical laboratory requirements must be met before participating in clinical courses and documentation must be on file in the School of Nursing Office at the University Center of Greenville. From time to time, new requirements may be added and students may be required to complete and submit new forms or to complete such requirement on line as instructed. Submission dates may vary and students will be notified by the student services coordination of required deadlines.

Clinical Absences and Tardiness

Clinical absences are excused only in the case of personal illness documented by a health care provider or extreme extenuating circumstances. The student must notify the faculty member and the clinical agency at least 30 minutes prior to the expected starting time for the lab. Failure to do so may result in failure of the course. All clinical absences must be made up. Absence from ≥ 20% of clinical hours in a course will result in the student being unable to receive credit for the course. For courses with 15 weeks of clinical, a third absence will result in the student being
unable to receive credit for the course. For courses with clinical schedules of less than 15 weeks, a second absence would result in course failure.

Tardiness is defined as appearance on the clinical unit at any time past the designated time. Students should begin to develop professional work habits; therefore, the policy states that if three tardies occur, the student may be unsuccessful in the course. The first incidence of tardiness will be documented and the student counseled. The second incidence of tardiness will be documented with referral to the Course Coordinator and will result in a drop of one letter grade for the course. The third incidence may result in course failure.

Helpful Suggestions for Completing Clinical Laboratory Requirements

Clinical Requirements cannot expire during the semester, therefore, you must complete these between May 1st and July 1st. Packets should be turned into Mrs. Mihalchick in the CU SON suite at the University Center in Greenville (UCG). Failure to turn in the requirements by August 1st will result in you being dropped from your clinical courses.

Please do not turn in original copies of documentation. Please turn in copies with your Student Information Sheet and keep the originals in a file in your possession.

Remember the deadlines and make certain you have turned in everything to avoid being dropped from your nursing courses. If dropped, the School of Nursing cannot guarantee students will be placed back into the original sections of the courses from which they were dropped. Please read the following information carefully:

Clinical Laboratory Dress Code

The dress, personal appearance, and hygiene of our students should project a professional impression on patients and the community. The following dress code applies in all clinical areas, except psychiatry and selected community experiences*.

ASD STUDENTS

1. Uniforms:
   A. All students will purchase the purple scrub top/smock embroidered with a Clemson tiger paw. These will be worn over white uniform slacks, below ankle length. Female students may select skirts with hems at least mid-knee length.
   B. Uniforms should be wrinkle-free.
   C. Uniforms should be washed after each clinical.

2. Identification badges are considered to be part of the official uniform and are required of students in all clinical areas. Students arriving at clinical without required identification will be sent home and will receive an unsatisfactory for the day for ‘Failure to be prepared for clinical’.

3. Wrist watches with a second hand, professional pins, such as Sigma Theta Tau or Chi Eta Phi pin and name pin are part of dress code. Wedding bands and one pair of small pierced earring studs may be worn (no other body piercings should be visible). Neck jewelry is not to be visible. When in Newborn Nursery, Labor and Delivery and Operating Room, watches and other jewelry shall be pinned to pocket of scrub attire, if needed.

4. Hair should be clean, well-groomed, off-the-face and shoulders, and should not fall in the face when leaning over to provide care for a patient or during other professional acts. No ribbons and
yarn may be worn. Beards and/or mustache should be neatly trimmed.
5. White professional shoes are worn. White all-leather athletic shoes are acceptable.
6. Hose, socks, and underwear are to be white or flesh color without designs. No thong underwear is to be worn in the clinical setting. Hose should be without runs. Male students are to wear solid white socks.
7. Fingernails must be clean and not extend beyond fingertips. Clear nail polish may be worn. No artificial nails may be worn.
8. Make-up should be appropriate. No false eyelashes, perfume, or cologne should be worn.
9. No gum, drinks or food are allowed in clinical area.
10. White lab coats/jackets are the only addition to uniforms.
11. Students should refrain from smoking while wearing uniforms.
12. One pair pierced earrings (post only) in ears- other rings (nose, lip, tongue, etc) not permitted during clinical experience.
13. No visible tattoos or other decorative/self-injury marks are allowed.
14. ONLY natural human hair colors for visible head/facial/body hair are allowed.
*In Psychiatry (N 4010), Community Health (N 4150), and Leadership/Management (N 4100), the clothing is to be in keeping with the policy of the institution.

Failure to follow these guidelines will result in an unexcused absence from clinical.
Adopted by SON Faculty, 12/2000

Guidelines for Evaluation of Student Clinical Performance

1. Students should expect to be provided with criteria for evaluation for each assignment which is to be graded.
2. Students should expect that faculty will collect and retain such evidence of student performance as is necessary for fair and accurate formative and summative evaluation.
3. Students should expect that faculty members will return clinical written work in such time to insure their use in the evaluation process.
4. Students or faculty members may request validation from another faculty member of student performance when in doubt about whether the student is unsafe.

Clinical Laboratory Transportation

Clinical laboratories for nursing courses are held in a variety of locations including area hospitals, health departments, child care centers, rehabilitation centers, schools and industries, as well as other settings. Students are required to provide their own transportation to and from clinical sites. Lack of transportation is not considered an acceptable reason for not attending clinical experiences.

Cancellation of Clinical Labs Due to Hazardous Driving Conditions

Clinical laboratories will be canceled when one of the following conditions exist:
Clemson SON follows the Pickens County school system in decisions concerning school/clinical closing. If Pickens County schools are closed due to hazardous driving conditions, clinical labs are cancelled without penalty to the students. Also, if schools in the county/area of the clinical facility are closed due to hazardous driving conditions, clinical labs are cancelled without penalty to the students. In any case when clinical is cancelled, students may be required to do a case study or make up the time.
If hazardous driving conditions result in delayed school openings in Pickens County or the county/area where the clinical facility is located, faculty need to come at the new time. For example, if clinical is scheduled to start at 0645, a 2-hour delay would start at 0845. If schools are delayed due to "cold" or reasons other than hazardous driving conditions, clinical should not be delayed.

**If a 2-hour delay is announced, lead teachers whose courses have 6-hour clinicals will determine the best course of action for the day.** The lead teacher will notify affected clinical instructors whether to have students report at the new time or to plan to make up the lab.

Make-up options for missed clinicals include: (1) Making up the full clinical day later in the semester, the preferred option, if possible. (2) Implementing a useful alternate learning activity. Such an activity, if chosen, should include learning objectives, guided learning activity (e.g. Kaplan mid-fidelity simulations, case studies, etc.), and should roughly reflect the number of hours missed. Faculty who choose to use an alternate learning experience should identify the assignment early in the semester and have it ready for use as needed. (3) Scheduling a simulation in the Clinical Learning and Research Center/Skills Lab. This is an excellent option, but faculty must ensure that the lab is available and that scheduled time works for all students.

In the event that questionable weather, e.g. freezing precipitation, on the evening before a morning clinical might create hazardous driving conditions, but no announcement has been made about school closings, the faculty should set up a "calling tree" and/or send an e-mail to instruct students that they should not come if the roads are unsafe where they live, regardless of closing decisions. If a decision to close schools is made during the school day due to inclement weather creating hazardous driving conditions, students should be sent home as soon as that decision is made, due to safety considerations.

Faculty and students must always use their personal judgment when unforeseen weather conditions are encountered, and must keep safety first and foremost. Students and faculty should listen to one of the following stations to obtain information on weather conditions and school closings:

<table>
<thead>
<tr>
<th>TELEVISION</th>
<th>RADIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>WYFF-TV (Greenville, Channel 4)</td>
<td>WAHT (Clemson, 1560 AM)</td>
</tr>
<tr>
<td>WSPA-TV (Spartanburg, Channel 7)</td>
<td>WSBF (Clemson, 88.1 FM)</td>
</tr>
<tr>
<td>WL0S-TV (Asheville, Channel 13)</td>
<td>WESC (Greenville, 92.5 FM)</td>
</tr>
<tr>
<td>WHNS-TV (Asheville, Channel 21)</td>
<td>WSSL (Greenville, 100.5 FM)</td>
</tr>
<tr>
<td>WMYI (Greenville, 102.5 FM)</td>
<td></td>
</tr>
</tbody>
</table>
Clemson University School of Nursing
HEALTH REQUIREMENTS

Acceptable required documentation includes:
• Copy of vaccination or immunization record
• Copy of laboratory report
• Form signed by health care professional

Submit ONCE

☐ Essential Functions for Nursing Students Form
Must be completed fully and action taken as required.

☐ Drug/Alcohol Screening Permission Form

☐ Acknowledgement of Policies & Expectations

☐ Health History Form
The enclosed forms must be completed fully and accurately and returned as a complete set.

☐ Hepatitis B
Submit documentation of Hepatitis B immunization:
Immunization - Documentation of series of three shots

☐ Health Insurance: Must be current at all times while enrolled in nursing courses. Photocopied documentation required at start of program and if there is a change of policy.

☐ Td or Tdap (tetanus/diphtheria/Pertussis): Submit documentation of immunization. If last dose of Td (Tetanus/diphtheria) is greater than two years prior to the date you enter clinicals, Tdap is recommended.

☐ MMR: (Measles, Mumps, Rubella) Series of 2 doses of vaccine on or after first birthday.

☐ Varicella/Chicken Pox: Submit documentation of date of two-dose varicella immunization, or positive titer showing immunity. Report of having had the disease is no longer acceptable documentation.

☐ SLED Clearance: Copy of current background check by the SC State Law Enforcement Division. Must be updated every 2 years.

Submit Initially – UPDATES REQUIRED

PPD: (Tuberculosis Screening):
The initial test must be a two-step PPD (two separate tests placed 1 to 3 weeks apart). One injection placed & read; then another injection placed & read within 3 weeks of the first one.

After the submission of the two-step PPD, you must submit documentation of a single PPD screening yearly thereafter.

If the PPD result is positive, or if completing INH, a Chest X-ray is required before entering the first Clinical experience. The X-ray should be done no more than 3 months prior to the first clinical experience. Annual submission of the “Symptom Checklist” (available from Robin Metler) is required thereafter (see page 19).

Annual Flu Immunization: Our clinical facilities require documentation of annual immunization against the flu. Submit documentation of having had the immunization (dated no earlier than August 1) to Ms. Mihalchick by October 15th of each year.

CPR Certification: Documentation must be submitted before starting program.
→ Each student must hold a valid CPR card this is current throughout the semester. This may require early recertification if the card expires during the semester. The ONLY acceptable CPR certification is as follows:
→ American Heart Association—“BLS/CPR for Health Care Provider” (2-year certification)
→ Course must include: 1 person/2 person, infant, child, choking & AED. “Community CPR” or Heart Saver CPR” are NOT ACCEPTABLE.
→ No online CPR courses will be accepted without personal skills certification by licensed instructor.

Professional Liability Insurance: Submit certificate of insurance (policy face sheet) for student nurses of a current 1,000,000 per occurrence /6,000,000 aggregate liability policy before starting clinical (recommend 8/1 as start date) and yearly thereafter. Can be purchased at www.nso.com.
PLEASE KEEP COPIES OF ALL HEALTH INFORMATION FOR YOUR OWN RECORDS

CLEMSON UNIVERSITY
School of Nursing
PERSONAL HEALTH HISTORY

This health information will be kept confidential and handled only by appropriate personnel in the School of Nursing.

**Part I: To be completed by student. Please print or type.**

Name_________________________ CUID#________________ Last 5 digits of SS# __ __ __ __

Address:__________________________________________

Home Phone:_________________________ E-Mail Address:_________________________ Work Phone:_________________________

Emergency Contact:________________________________ Relationship:_________________________

Emergency Contact phone#:_________________________

Emergency Contact address:________________________________

**General Health Information**

Date of last physical examination:

Have you ever experienced adverse reactions (hyper-sensitivities, allergies, upset stomach, rash, hives, etc.) to any medications?

Med:_____________Type reaction:_____________Med:_____________Type reaction:_____________

Please indicate existing conditions which might impair or affect your functioning in the health care setting or the safety of patients/clients.

- Hearing or vision impairment
- Seizure disorder/fainting spells
- Acute infection
- Heart condition
- Physical limitations
- Diabetes
- Latex allergy
- Any chronic disease
- Emotional problems
- Other: Please specify...

Please list any drugs (Prescription and Over the Counter (OTC) that you use.

<table>
<thead>
<tr>
<th>Name of drug</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</table>

**Part II: TB screening. Original documentation, copy of original documentation or the following section completed and signed by health care professional.**

**TB Screening: PPD** – one of the following is required:

1. If you have been receiving annual PPDs, with negative results, documentation is needed of last year’s result and a recent negative PPD valid through the semester.
2. Two step PPD: Series of two negative PPD (Second PPD one to three weeks after first PPD)
3. Chest x-ray no more than 3 months prior to beginning clinical if have positive PPD or are completing the INH medication.

**Chest X-ray:** Required for persons with a positive PPD who have not completed a full course of INH. *(Name of agency, lab or physician’s office)*

**INH:** If a course of INH treatment has been initiated, indicate below:

Date treatment started: _______________ Date of completed course of treatment: _______________
**Additional Health Requirement Information**

- Completing your health requirements by the assigned due dates is a professional responsibility expected of all students. Failure to meet all health, certification, and documentation requirements by designated deadlines will prevent the student from beginning or continuing in the nursing program. The student may be dropped from all nursing courses. Reinstatement to nursing courses will depend on space available.

- Please make copies of all documentation required, keep originals in your files, and turn in copies of documentation as one complete packet. Faxed copies not accepted.

- Students are encouraged to report any physical or psychological changes that may impact their ability to progress in the nursing program to their faculty advisor.

- Immunizations prevent thousands of deaths each year and prevent countless disabilities. When receiving immunizations, care should be taken to read recommendations, contraindications and risks for each immunization. If an immunization is contraindicated due to allergy, disease or pregnancy, written verification of the vaccination contraindication must be submitted to the SON with signature of health care provider and student.

Meningococcal vaccine is recommended in addition to the required vaccines. Students should have one meningococcal vaccine in the dose and route specified by manufacturer.

**Health Protection Policy for Faculty and Students**

All students and faculty are expected to provide quality care to all clients whatever their diagnosis. Faculty and students must be aware of policies and procedures to reduce the risk of infection to self and others. Students will be taught current information regarding preventing the acquiring and transmitting of infections and will be provided laboratory simulation practice utilizing Standard Precautions. In the event that a nursing student is exposed to an infectious disease or injured at a clinical facility, the student should report immediately to the instructor and nurse manager then proceed to employee health or the emergency room as directed. Any incident must also be reported to the School of Nursing at 864-656-1741.

Students with special health concerns that may place them at risk during clinical experiences should discuss their situations with the Director Undergraduate Programs and Lead Teacher for the clinical course prior to the beginning of the clinical experience. These students may be required to submit medical clearance with specific guidelines for their clinical experiences. Students who are unable to provide clinical care without undue risk may be required to delay taking clinical courses until they are safely able to do so.

**Student Policy Governing Use and/or Abuse of Drugs and/or Alcohol**

Use of substances which interfere with the judgment and/or motor coordination of students of the School of Nursing pose unacceptable risk for patients, the University, the faculty and health care agencies. Therefore, use of alcohol, use of illegal drugs and/or the misuse of legal therapeutic drugs by nursing students while engaged in any portion of their educational experience is strictly prohibited. Furthermore, nursing students are strictly prohibited from being under the influence
of alcohol or any drug while engaged in any portion of their formal educational experience. Faculty who suspect a violation of this policy are required to take action. The actions to be taken are spelled out in the procedures which follow. Students are required to read and acknowledge by signature that they understand this policy.

As this policy refers to positive drug/alcohol screen procedures, the following definitions of positive will be used:
1. Screen results indicating use of an illegal drug;
2. Screen results indicating non-therapeutic drug level of prescribed or non-prescribed drugs;
3. Screen results indicating presence of alcohol in blood.

Drug Policy and Procedure Statement

The Joint Commission (JCAHO, 2004) requires that all staff, students and faculty meet standards relative to criminal background and freedom from drugs. In compliance with Joint Commission and clinical agency requirements, Clemson University School of Nursing requires drug testing (urine screens).

Procedure for Drug Testing: Prior to participation in clinical facilities, students will be required to follow the procedures established by the School of Nursing. All costs associated with testing are the responsibility of the student. Tests are conducted by a qualified laboratory, using established methods and procedures. Confidentiality of the student, as well as the integrity of the urine sample, will be protected. The procedure for collection, as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures. The urine sample will be screened for amphetamines, barbiturates, benzodiazepines, inhalants, cocaine, marijuana, methadone, methamphetamines, phenycyclidines (PCP), opiates/morphine and tricyclic antidepressants. A drug test will be presumed positive if any of the drugs listed are found. Presumed positives will be confirmed by a second test from the original urine sample. If the test is positive, the available evidence, including health history, will be used to determine the presence or absence of drug abuse by a college health officer. The School of Nursing will ensure confidentiality of results by making the information available only to the student and appropriate administrators.

Refusal: Refusal by a student to submit to testing will result in that student’s dismissal from the School of Nursing.

Positive results: Positive drug screens shall be reviewed by a College Health Officer (CHO). If the student tests positive for one or more of the above drugs, and asserts that the positive test is a result of taking a drug prescribed to them by a health care provider, the CHO will review, with the student, the actual prescription, amount taken daily, the time and amount of the last dose, and the reasons for the prescribed drug. Additionally, the student will be required to contact the prescriber and/or pharmacy and authorize release of medical information to indicate the illness for which the drug was prescribed, the length of time the student will have to take the drug, and other relevant information.

Reasonable Suspicion of Drug/Alcohol Use: In addition to the pre-clinical screening process for substance abuse, for the protection of patients, faculty, staff, and students, the School of Nursing has the right to require a student to submit to testing for substance abuse at the student’s expense when a faculty member has reasonable cause to believe that a student is under the influence of alcohol and other drugs including:
1. Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug or alcohol, such as, but not limited to, slurred speech, impaired physical coordination, inappropriate comments or behaviors, pupillary changes, noticeable change in grooming habits or odor of alcohol or other drugs.
2. Abnormal conduct or erratic behavior, absenteeism, tardiness or deterioration in performance.
3. A report of drug use provided by credible sources.
4. Evidence of tampering with a drug test.
5. Information that the individual has caused or contributed to harm of self, visitors, other staff, or patient while under the influence of drugs.
6. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs.

If a faculty member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the faculty member must excuse or remove the student from the educational or patient setting immediately and contact the School of Nursing Director in order to review the situation and authorize the faculty member to make arrangements for testing. The faculty member is to make arrangements to have the testing performed immediately. If a drug use/abuse incident occurs while on a clinical unit, the student will be responsible for obtaining transportation to the designated lab or other testing agency; the student will not be allowed to drive from the clinical facility. The student will be requested to sign an informed consent to be tested before the specimen is collected at the designated testing agency. The student’s failure to consent to the substance abuse test shall result in immediate dismissal from the School of Nursing. (See procedure for positive screens above).

**Confidentiality:** The CHO will report all test results to the Director of the School of Nursing. The results will be maintained in a file in the Director’s office. Confidentiality of test results will be maintained with only the Director, the appropriate university administrator, and the student having access to the results.

**Readmission:** In order to be considered for readmission, students who are dismissed from the nursing program due to a positive substance abuse screen must:
1. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program.
2. Prior to readmission, submit to an unannounced substance abuse screening at the student’s expense. A positive screen will result in ineligibility for readmission.
3. Submit to random drug tests as requested by the School of Nursing after readmission. A positive screen will result in permanent dismissal.
Understanding of Alcohol and Drug Policy & Permission for Drug Screening

I have read and understand the Alcohol and Drug policy, and agree to the drug screen guidelines. I hereby release the designated testing agency and its director, Clemson University, the School of Nursing and faculty from any claim in connection with the drug screening guidelines. I understand that in the event any legal action be taken as a result of the drug screening guidelines, confidentiality may no longer be maintained. I further understand that I will be subject to drug tests while enrolled in the School of Nursing. A positive drug test or refusal to submit to testing will result in dismissal from the School of Nursing.

Print Name

Signature Date_____________

Witness Name

Witness Date ______________

Approved by Faculty 9-19-05
Section V: School of Nursing Facilities, Resources, and Student Organizations

Clinical Learning & Research Center

Mission Statement
The Clinical Learning & Research Center (CLRC) will support current and anticipated instructional, research, and service programs of the College of Behavior, Social and Health Sciences. The primary focus of support is for the faculty, staff, and students of the School of Nursing and the Department of Public Health Sciences.

Contact: Kim Hill, CLRC Director
203A Edwards Hall; 656-5477; kkamp@clemson.edu

Academic Year:

Hours
Monday – Thursday 8am-6 pm
Friday 8am-4:30pm

Summer Sessions
Monday – Friday 8am-4:30pm
Hours may vary

Services
The Learning Resource Center provides students with use of a computer lab equipped with sixteen computers, wireless internet access, photocopier, scanner, flip camera, comfortable study areas, and two study rooms with large flat-screen televisions, a DVD player, and VCR capabilities.

Book/Video/CD/DVD Collection
The LRC provides two primary collections for use in the instructional process by faculty and students.

a. Book collection – this collection is a nursing/health based collection and is available for a two-week checkout to faculty/students for use in the learning process.

b. Video/CD/DVD collection – this collection primarily serves as a faculty based resource for assigning students audiovisual tools to enhance the classroom/lab experience. The loan period for faculty is for duration of use. Resource lists of either collection will be provided and printed out upon request as needed.

Lost Items
Students will be responsible for the replacement cost, plus a $5.00 processing charge per item, of all lost items. Items not returned by the specified cutoff date each semester (this will be posted) will be considered lost. The Financial Management Office will be sent a list of all delinquent students and the amount owed. Students will be billed by the University, and all bills must be paid at the Bursar’s Office. Students will be required to present their receipt from the
Bursar’s Office to be reinstated to full borrowing privileges in the Learning Resource Center.

Printing and Copying

Printing from the Learning Resource Center computers to the laser printer is available for 10 cents per page. Photo copies can be made on the copier for 10 cents a page using cash or 5 cents per page using TigerStripe.

Room Reservations

The LRC maintains two flexible learning spaces and two small 3-5person study rooms for use by labs, classes, meetings, small group meetings, guest speakers, special events etc.

Room 201 Edwards Hall (classroom) must be booked with Kristen Lawson for student groups and study meetings.

Room 204B Edwards Hall (seminar room) must be booked with Kristen Lawson, CLRC Director.

Study rooms in the Learning Resource Center are on a first come, first serve basis unless posted otherwise.

Literature Searches

The CLRC Director’s office will provide literature searches as needed upon request.

Scanning Services

CLRC staff will assist and instruct students on how to scan graphics/documents.

Guidelines for Use of Clinical Learning and Research Center

In order to protect the carpet, furniture, equipment, and computers and to maintain an outstanding work space, management has created a set of rules which must be followed by every user. Staff members are authorized to enforce the rules.

- No food or drink permitted in the LRC; bottle water is acceptable.
- Save your work on your own disks, not on the machines’ hard drives. Check your memory device regularly for viruses. A security program on the machines will not allow you to save to the hard drive or to change any computer settings.
- Network user spaces are accessible and CD/DVD drives and USB ports for memory sticks are available on each machine. The lab images refresh every evening.
- Respect other users and the staff at all times.
- Please keep voices low while in the LRC out of respect for fellow students who are studying, writing, and testing. Cell phones conversations should be conducted outside of the LRC.
- If you have a problem, consult the staff member on duty.
- Do not copy software from the machines. Software piracy is a crime.
- Computers and all other equipment are to be used for educational purposes only.
- Book Collection – Books are available for check-out. Books may be checked out for two weeks and are located in the floor storage unit. Reference books (in-house use only) cannot be checked out but can be used in the LRC and copied if desired and can be found in the open shelving units.
- Journals – Journal articles are for in house use and can be photocopied if desired.
- Videos – Videos are in house use only and/or for classroom use as related to class
projects/assignments.

- Printing Policy – Copier printing is 10 cents per page using cash; 5 cents per pages using your TigerStripe card copies. Printouts sent to the laser printer are 10 cents per page. The LRC is not a DCIT lab and due to budget restrictions we must recover some costs as related to paper and ink cartridges.

- Music CDs may be brought into the lab but must be listened to through headphones.

- Do not place papers with staples, tape, or other objects that could scratch the glass in the scanners. Please do not set anything on top of the scanners.

- This lab is open, during indicated hours, to Faculty, Staff, and Students in the College of Behavioral, Social and Health Sciences.

- Repeated violation of these rules will result in the revoking of lab privileges.

The Clinical Learning & Research Center (CLRC) is closed for all University staff holidays.
Clinical Learning Center

Mission Statement

• To provide nursing students and faculty with a research oriented, state of the art, clinical practice environment.

• The CLC focus supports interdisciplinary teaching and learning of aspects of health care and advances evidenced-based scientific nursing knowledge.

Objectives

• To maintain a current state of the art environment that support clinical practice
• To support faculty by providing clinical simulation models, supplies and equipment for teaching and research activities
• To provide a positive learning environment for students supported by current clinical equipment, simulation resources, and supplies
• To maintain a clinical lab environment that simulates community healthcare facilities
• To provide learning opportunities for clinical simulation experiences utilizing SimMan, CathSim, and other simulation technology

Contact: Jean Ellen Zavertnik, DNP, RN, ACNS-BC, CNE; CLC Lab Coordinator
Office: 440 Edwards Hall, 656-5485; cell 864.888.7943
Lab: 204 Edwards Hall, 656-1506
jzavert@clemson.edu

Hours:
Office Hours: Varies per academic semester; See posted schedule
Lab Hours: Varies per academic semester; See posted schedule

Services:
• Tutor/Assist students with skill improvement
• Assist with lab set-up and break-down
• Order supplies
• Coordinate laundry pick-up/delivery
• Collaborate with faculty on organization/implementation of nursing skill sets

Computer Resources

UserId’s and Passwords
Passwords must be a minimum eight characters and contain one letter, one number and one special character. Passwords are not case sensitive on computers using the authentication system. Passwords are set to automatically expire each year; the computer will prompt when it is time to change a password.

• Don't share your UserID and password with anyone else.
• Don't write your password down, or pick a password that is easy to guess.

Here are a few ways to pick a password that is hard to guess or crack:
• Combine words or letters and numbers. For example, substitute zeroes for Os, ones for Ls, and five for Ss, but avoid easily guessed passwords like MAY03.
• Combine or misspell words, like REDHAT, OLEDOG, or TAHDER (red hat spelled backward).
• Build your own acronym like WINEE (Why Is Nothing Ever Easy).
• Mix upper and lower case (and numbers) if your system is case sensitive, 01Ed0g for example (notice zeroes and one in place of letters).
• **Be careful how you use your University UserID and password.**
• For further information on Password Security go to: [http://www.clemson.edu/ccit/](http://www.clemson.edu/ccit/)

**Sigma Theta Tau, Gamma Mu Chapter**

Sigma Theta Tau is the international honor society of nursing with chapters at schools and colleges of nursing throughout the United States and several other countries. Gamma Mu Chapter was installed at Clemson University College of Nursing in the Spring of 1978. Its purposes are those of the international organization:
--to recognize superior achievements;
--to recognize the development of leadership qualities;
--to foster high professional standards;
--to encourage creative work;
--to strengthen commitment to the ideals and purposes of the profession.

Through the membership, Gamma Mu Chapter works to support the purposes of the society by engaging in activities which are of an educational or scientific nature and by cooperating with other chapters and the international council. At least two program meetings are held during the year, one of which consists of research presentations by nurses. Membership is an honor, designed to recognize and encourage superior scholarship and leadership. Selection is made from among students in baccalaureate or graduate programs in nursing and from among community nurse leaders with at least a bachelor's degree. Eligibility screening is carried out in January, and eligible candidates are notified directly by the Eligibility Committee. Upon acceptance and payment of the induction fee, new members are received into the Chapter each Spring.

**Qualifications for Regular Membership:**

**A.** Candidates shall have demonstrated superior scholastic achievement, evidence of professional leadership potential and/or marked achievement in the field of nursing.

**B.** Candidates shall be elected from students enrolled in:

1. Bachelor and master’s programs which have been accredited by the nationally recognized accrediting body for professional nursing, and post-masters, doctoral and post-doctoral programs.
2. Students who have completed at least one-half of the required nursing components of the bachelor's curriculum or a minimum of one-fourth of nursing shall be eligible.
3. **Bachelor of Science Degree Program:**
   Students shall have a grade average of at least 3.0 on a four-point scale or its equivalent, i.e., "B" or the second highest grade of the institution as indicated by the official record of grades. Exceptions maybe made at the discretion of the chapter's Eligibility and Membership Committee when a student has a qualifying grade average in the nursing major, has demonstrated consistent progress in academic achievement, and meets to a high level the other qualifications for membership. When grade averages are not available, the use of a reliable and valid measure, such as a rating tool, shall be used to determine scholastic achievement. The number of students from any one class shall not exceed one-third of the total number expected to graduate from that class.
4. **Programs of Graduate Study:**
Programs of graduate study include Master's, Post Master's, Doctoral, Post-Doctoral. Nurses matriculated for graduate study in nursing are eligible for membership if they have achieved a grade point average higher than the minimum requirement for graduation. When grade averages are not available, the use of reliable and valid measures, such as a rating tool, shall be used to determine scholastic achievement.

C. A community nurse with a bachelors or higher degree who has demonstrated marked achievement in the field of nursing shall be eligible for membership in any chapter.

South Carolina Student Nurses’ Association at Clemson University

All students enrolled in the School of Nursing who have not yet completed a Bachelor of Science Degree in Nursing are eligible for membership in the Student Nurses' Association. This organization serves to promote career exploration through programs featuring speakers from various specialties in nursing. It also strives to keep students informed about a variety of issues currently affecting nursing by means of program meetings and participation in the state level organization, Student Nurses' Association of South Carolina. A number of students from Clemson University have held offices in the state SNA in recent years. Membership in SNA is voluntary and can be attained upon payment of a nominal membership fee. Forms may be obtained from the SNA faculty advisor or from any SNA member. The ASD program maintains its own chapter of CU SNA in collaboration with the traditional undergraduate program at the main CU campus.

Student Liaison Committee

Each fall, 3 students are elected by their classmates to serve on the Student Liaison Committee as representatives of their cohort. These students are responsible for providing feedback on issues and outcomes of the program to the SON/ASD leadership. It is important to elect representatives who will agree to serve for the duration of the program, and attend designated meetings in order for this process to take place. The ASD SNA president will also serve as a standing member of this committee.
Section V: Senior Information

National Council Licensure Examination for Registered Nurses (NCLEX-RN)

All graduates of nursing programs are required to pass the NCLEX-RN in order to obtain a license to practice nursing and to use the title "R.N.". The examination is the same in each state and is offered on computer through various testing facilities in the state. Application materials are available online for each state board of nursing. Seniors should submit the required materials, which vary by state to Ms. Hillarie Brown for endorsement. Students seeking licensure outside South Carolina need to include the mailer with sufficient postage. Each Board of Nursing determines the applicant’s eligibility to take NCLEX. Applicants who have any misdemeanors or criminal records should seek consultation of the Board of Nursing several months before the application deadline. All graduate nurses are personally notified of their performance on the NCLEX-RN by the State Board of Nursing in the state where they took the examination. This information is reported as either "pass" or "fail." No individual scores are given to anyone. Successful candidates are listed as registered nurses on the state board website. South Carolina is a member of the RN Compact. Nurses with a compact license may practice in any compact state. Some states, such as Georgia for example, are not members of the compact so registered nurses must obtain a Georgia license to practice in that state.

NOTE: THE INDIVIDUAL STUDENT IS RESPONSIBLE FOR COMPLETING THE APPLICATION PROCESS AND MEETING ALL DEADLINES. Practicing without a valid license is a serious offense.

CU SON Pin Information

Early in the senior II semester, applications for the CU SON pin will be available to those who chose to order one. The pin order is completed online and will be emailed to the students. It is the students’ responsibility to order the pin in a timely manner. At the time of graduation, the School of Nursing holds Professional Convocation to honor and welcome the graduates into the profession. Traditional and ASD baccalaureate graduates will receive the School pin at this time.

CU SON Pin History

The School of Nursing pin was designed by Dean Emerita Geraldine Labecki and the first graduating class of the Baccalaureate Degree Program in Nursing. This class consisted of three graduates who completed their course of study in 1972.

GOLD -- Stands for worthiness
BLUE -- Stands for truth and constancy
THE SCROLL (BOOK) -- Symbolizes the search for knowledge on which nursing practice is based
THE SEAL -- Is the University Seal with the state's symbol, the palmetto, in the center.
An example of the CU SON pin can be seen in the elevator lobby on the 5th floor in an enclosed glass showcase.
School of Nursing Estimated Expenses

Clinical Requirements:
- PPD - Check with your doctor or clinic for cost
- CPR - Check with AHA or Red Cross for cost
- Malpractice Insurance - offered by NSO at NSO.com, check online for cost
- Hepatitis B - Check with your healthcare provider for cost
- Health and Accident Insurance - Check with your family's health insurance or student health insurance for cost
- SR&I background check $38
- Transportation to and from clinical sites

Approximate Graduating Student Expenses (as of July 1, 2016)

- NCLEX Exam Application Fee $200.00
- Licensure Fee (South Carolina) $97.00
- Criminal History Background Check (South Carolina) $54.25
- School of Nursing Pin (optional) $45.00 - $199.00
- University Ring (optional) $406.18-$1613.26
- Cap/Gown/Tassel $29.99+$6.00 shipping fee if ordered on time

*Please be aware that these are the current costs at the time this handbook was printed and they are subject to change.
Nursing Student Acknowledgement of Policies and Expectations

- I must **pass all nursing and other science courses with a minimum grade of “C”** or better for progression to the next level.
- I must maintain an **overall grade point ratio (GPR) and in my required nursing courses of 2.5 in both** or above to remain in the nursing curriculum. **If my overall GPR OR Nursing GPR falls below 2.5, I will no longer be eligible to continue in the nursing curriculum.**
- I must maintain **full time progress with a GPA 2.5** or above to guarantee my space in nursing courses. Otherwise, I am not guaranteed a place in the remaining upper division nursing courses. If I am eligible to reenroll, I will be permitted to register in courses as space is available. (Students electing study abroad for a semester during freshman or sophomore year will remain in the full time cohort.)
- I can **repeat the same nursing course one time only.** A grade of “w” counts as my first attempt. Additionally, I can **repeat only one nursing course. Upon a second failure of the same course OR failure of a second nursing course, I will not be eligible to continue in the nursing program.**
- I must **pass the didactic and clinical** components to pass all clinical courses.
- A criminal background check is required before entering clinical courses and a negative result is expected. I understand that my clinical placement and/or licensure may be affected by information revealed through a criminal background check.
- I must submit to a **drug test** prior to any clinical. If I refuse to submit to drug testing, I will be dismissed from the School of Nursing. If I have a positive result on the drug test, I will be suspended from the School of Nursing. (See ASD Handbook for requirements for readmission after a positive drug screen).
- I must **satisfy all clinical requirements** prior to any clinical. **If I miss the deadline, I will be dropped from clinical courses. All documents should be submitted as a package.**
- I am required to participate in the **Kaplan Program. I must pass all required Kaplan tests in order to progress** to the next level of courses.
- I understand that if I have been counseled or disciplined for chemical, mental or physical impairment, while in school, or ever been convicted of a crime, I may be required to report it to the State Board of Nursing when applying for licensure.
- I understand that the Nursing Accelerated Second Degree Handbook contains information for which I am held accountable and that I must review the Handbook at the beginning of each academic year. I understand that the policies set forth in the Handbook are binding and that breach of these policies can have consequences ranging from a written warning to dismissal from the program. I have read and understand this School of Nursing Contract and I agree to abide by the terms therein.

Student’s Full Name (please print)  
Student Signature  

CU ID Number  
Date