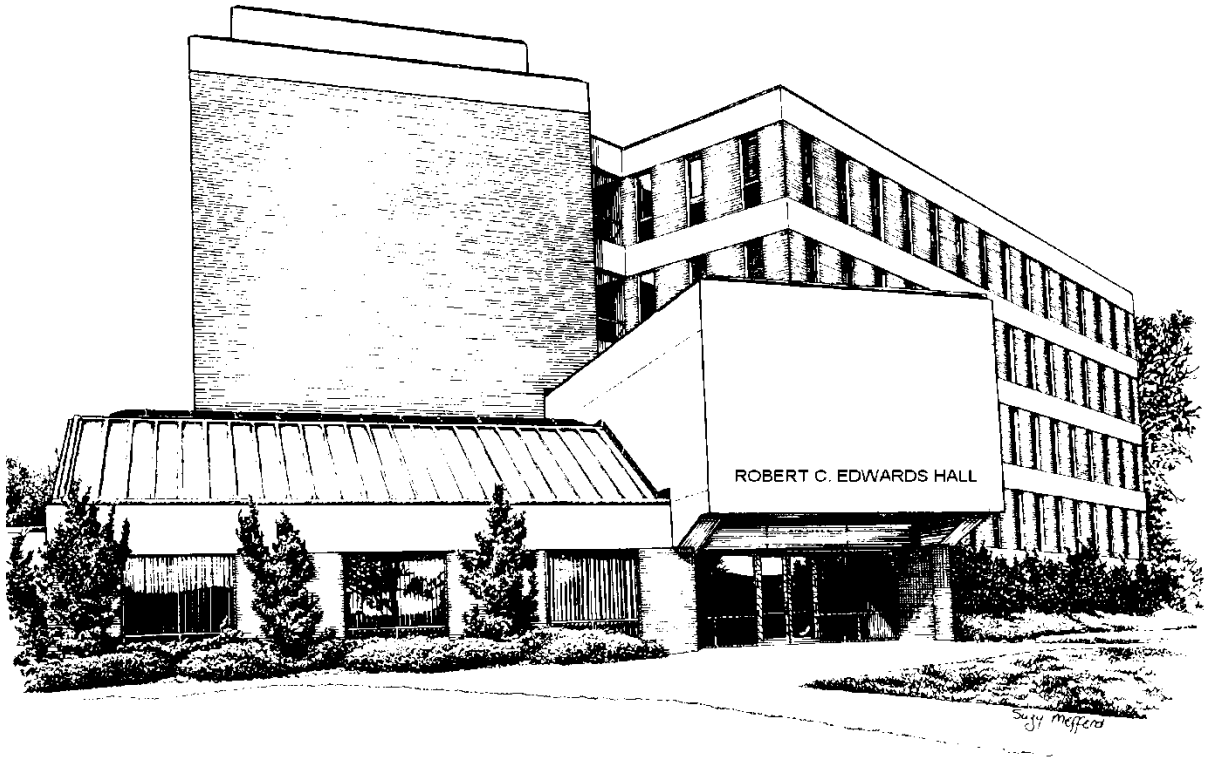

Clemson University
SCHOOL OF NURSING

College of Behavioral, Social and Health Sciences

UNDERGRADUATE STUDENT HANDBOOK 2018-2019

NLN
Center of Excellence in Nursing Education

Undergraduate Student Handbook
2018-2019
CLEMSON UNIVERSITY
School of Nursing
College of Behavioral, Social and Health Sciences

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Section I: The School of Nursing
Welcome to the School of Nursing

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 the Program Director of Undergraduate Programs, Dr. Stephanie Davis is Program 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. and multiple non- degree granting units.

Accreditation
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.

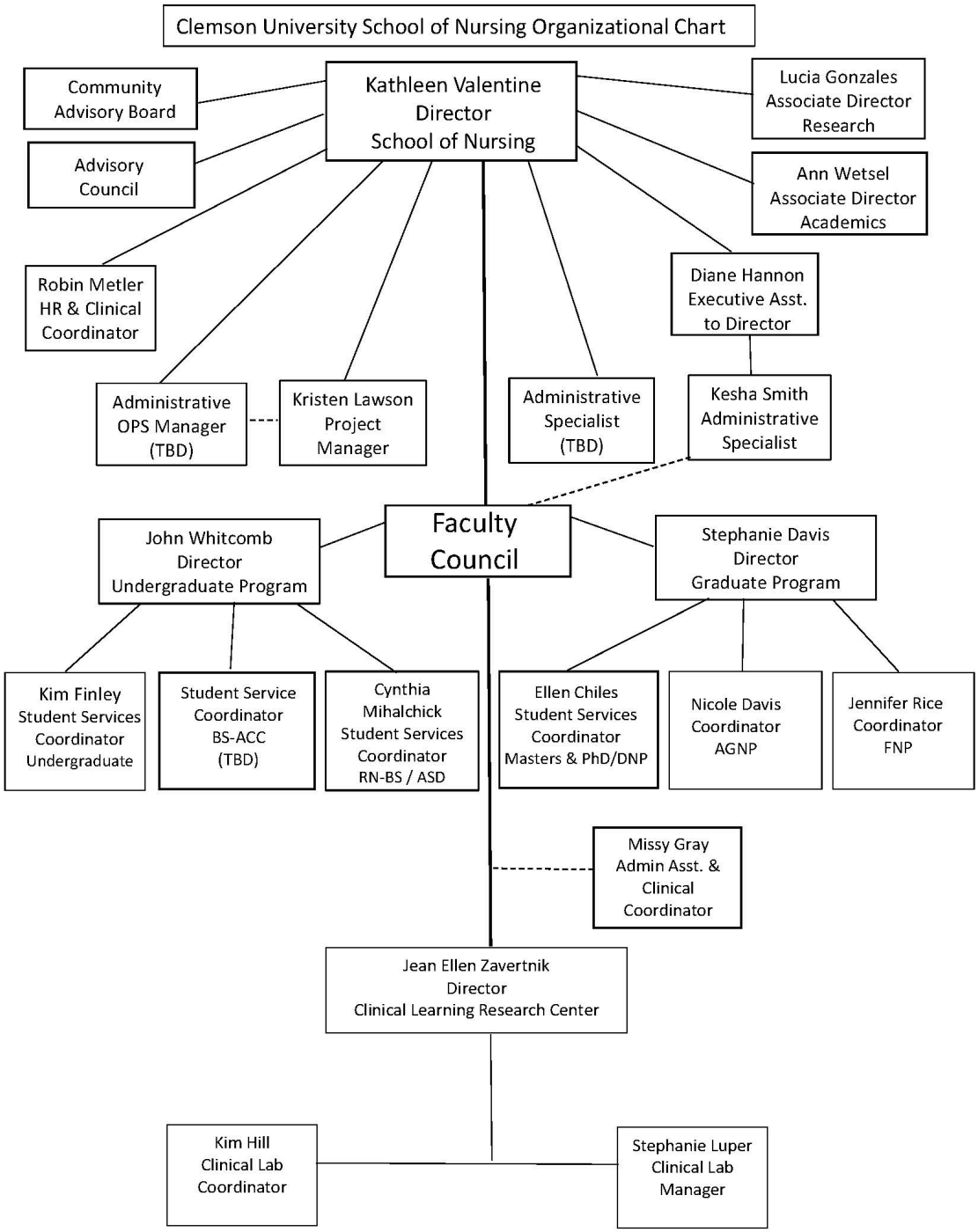
The Doctor of Nursing Practice program at Clemson University is pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

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 University School of Nursing Organizational Structure

Programs leading to the baccalaureate and master's degree in nursing are implemented by faculty in the School of Nursing. The PhD is interdisciplinary and based in the School of Nursing. Current Administration includes a Director and five faculty program coordinators: Undergraduate (BS, Nursing), Accelerated Second Degree, RN-BS, Graduate (MS, Nursing), & Doctorate (PhD, Healthcare Genetics)



Clemson University
School of Nursing

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: Objectives and

Curriculum Information

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.

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.

Curriculum Plan

FRESHMAN YEAR

First Semester		**Second Semester**	
Biol 1030 General Biology I	(3,0) 3		
Biol 1050 General Biology Lab	(0,3) 1	Chem 1010 General Chemistry	(3,3) 4
Commun 1500 or 2500	(3,0) 3	Mthsc 2030 Elem. Statistical Infer	(3,0) 3
Soc 2010 Intro to Sociology	(3,0) 3	Engl 1030 Composition	(3,0) 3
Nurs 1400 Computer Applications	(3,0) 3	Psych 2010 Intro to Psychology	(3,0) 3
Nurs 1020[1] Nurs Success Skills	(2,0) 2	Humanities Req. (Non-Literature)[2]	(3,0) 3
	15		16

SOPHOMORE YEAR

First Semester		**Second Semester**	
Biosc 2220 Hum Anat Phys I	(3,3) 4	Biosc 2230 Human Anat Phy II	(3,3) 4
Micro 2050Intro to Microbiology	(3,3) 4	Humanities – Cross Cultural Req.[2, 3]	(3,0) 3
Humanities Req (Literature) [2]	(3,0) 3	Nurs 3330 Health Care Genetics	(3,0) 3
Nutr 2050 Nutrition for Nurs	(3,0) 3	Nurs 3200 Prof in Nurs	(3,0) 3
Elective	1	Elective	(2,0) 2
	15		15

JUNIOR YEAR

First Semester		**Second Semester**	
Nurs 3040 Pathophysiology	(3,0) 3	Nurs 3030 Med-Surg II: Nurs of Adults	(3,12) 7
Nurs 3100 Health Assessment	(2,3) 3	Nurs 3050 Psychosocial Nurs	(3,0) 3
Nurs 3120 Med-Surg 1: Foun of Nsg	(2,6) 4	Nurs 3110 Hlth Prom Lifespan	(2,0) 2
Engl 3040 or Engl 314	(3,0) 3	Nurs 3230 Gerontology Nurs	(2,0) 2
Nurs 3400 Pharmther Nurs	(3,0) 3	Nurs 3300/ 3300H Research in Nurs	(3,0) 3
	16		17

SENIOR YEAR

First Semester		**Second Semester**	
Nurs 4010 Mental Health Nurs	(3,6) 5	Nurs 4030 Med-Surg III Compl Nurs Adults	(3,6) 5
Nurs 4110 Nursing of Children	(3,6) 5	Nurs 4100Senior Nurs Practicum	(3,9) 6
Nurs 4120 Nurs Women & Fam	(3,6) 5	Nurs 4150 Comm Hlth Nurs	(2,6) 4
	15		15

TOTAL HOURS = 124

1 Students scoring 2 or below on the CMPT must take MTHSC 1010 as a prerequisite for CH 1001 during this semester.

2 See General Education Requirements.

3 If this requirement is satisfied by another course in the curriculum, elective hours may be substituted.

Notes:

1. A minimum grade of a *C* is required in the following courses for progression to junior year clinical courses: BIOL 1030/1050, BIOSC 2220, 2230, CH 1010, MICRO 2050, MTHSC 1010, 2030, NUTR 2050

2. A minimum grade of *C* is required in all nursing courses.

3. To progress to junior-level nursing courses, students must have a minimum grade-point ratio of 2.5 and may not have received more than two final course grades of less than a *C* in the last five years.

4. A minimum grade-point ratio of 2.5 must be achieved in all required nursing courses for progression to the next level. Only courses required for the Nursing curriculum, including the allotted three elective credit hours, will be used to calculate this grade-point ratio.

5. Students may repeat only one nursing course. Further, students may repeat that nursing course one time only. Students who are unsuccessful on the second attempt in a nursing course will be counseled to select another major and will not be permitted to continue in the Nursing program.

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

Bachelor of Science in Nursing Course Descriptions

Please see Undergraduate Announcements for pre/co-requisites

NURS 1020 Nursing Success Skills 2(2,0) Introduction to a variety of topics critical to a student's success as a Nursing major and future professional. Topics include time management, goal setting, test taking, campus and nursing department resources and policies, critical thinking, and diversity. Students have the opportunity to discover and practice many procedures, techniques, and tips, as well as apply principles learned to their future career in nursing.

Nursing 1400: Computer applications in Health Care 3(3,0) Designed to introduce students to the application of computers in the delivery of health care. Covers existing healthcare applications and forecasts future needs. Multiple computer systems will be discussed. Nursing majors will be given enrollment priority.

Nursing 1980: Creative Inquiry – Nursing 1-4 (1-4, 0) In consultation with and under the direction of a faculty member, students pursue scholarly activities individually or in teams. These creative inquiry projects may be interdisciplinary. Arrangements with mentors must be established prior to registration. May be repeated for a maximum of eight credits.

Nursing 2980: Creative Inquiry – Nursing 1-4 (1-4, 0) In consultation with and under the direction of a faculty member, students pursue scholarly activities individually or in teams. These creative inquiry projects may be interdisciplinary. Arrangements with mentors must be established prior to registration. May be repeated for a maximum of eight credits.

Nursing 3000: Seminar in Health Care Topics1-4(1-4,0-9) Individualized in-depth study in a selected health care area; may have a clinical component and/ or special projects. Open to non-Nursing majors. May be repeated for a maximum of six credits.

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 3110: Health Promotion Across the Lifespan 2(2,0) Focuses on health promotion and illness prevention activities across the life span for individual and families in the community. Major emphasis is on nursing's role in the acquisition and maintenance of health as well as the identification and modification of health risk factors.

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

Nursing 3170: Development of the Nursing Profession 3 (3,0) Explores the evolution of nursing as a profession, the social and technological factors and challenges, struggles and accomplishments of past nursing leaders. Includes strategies for effecting change based on experiences of the past.

Nursing 3180: Multidisciplinary Approach to End-of-Life Care 3 (3,0) Integrates principles of

care to increase comfort at the end of life, presented within a framework which encompasses the physical, psychosocial, and spiritual dimensions of an individual. Coursework also includes ethical and legal issues related to advance directives, reimbursement, and regulatory topics.

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 H3280: Honors Seminar I 1 (1,0) Serves as the foundation for senior honors projects. Students identify a topic of interest, a faculty member, and team members for their honors project and begin to review the literature in their areas of interest. To be taken Pass/Fail only. Preq: Admission to Nursing Department Honors Program.

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 is also addressed.

Nursing 3340: Integrative Healing: Complementary/Alternative Healthcare 3 (3,0) Introduction to healing practices that are complementary with/and alternative (C/A) for conventional Western medicine. Includes exploration of research, principles, techniques, and methods of C/A used in health and healing.

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 3980: Creative Inquiry – Nursing 1-4 (1-4, 0) In consultation with and under the direction of a faculty member, students pursue scholarly activities individually or in teams. These creative inquiry projects may be interdisciplinary. Arrangements with mentors must be established prior to registration. May be repeated for a maximum of eight credits.

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 4030: Med-Surg III: Complex Nursing of Adults 5(3,6) Focus on the biological, psychological, philosophical, and socio-cultural influences on complex health problems related to acute and traumatic conditions. Emphasis on the concepts of circulation, oxygenation, homeostasis, and compensation in acutely ill adults.

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, and 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 4150: Community Health Nursing 4(2,6) 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

Nursing H4200: Senior Honors I 2 (2,0) Students will develop a proposal for major thesis, direct study project, or research project under the guidance of a faculty preceptor.

Nursing H4280: Senior Honors II 2 (2,0) Students will implement a proposal for a major directed study project or research thesis under the guidance of a faculty preceptor.

Nursing 4980: Creative Inquiry – Nursing 1-4 (1-4, 0) In consultation with and under the direction of a faculty member, students pursue scholarly activities individually or in teams. These creative inquiry projects may be interdisciplinary. Arrangements with mentors must be established prior to registration. May be repeated for a maximum of eight credits.

Nursing 4990: Independent Study 1-4 (1-4, 0-9) In-depth study in an area of special interest in Nursing. Students develop specific objectives with a faculty member with expertise in the area of interest. May be repeated for a maximum of six credits.

Honors Program

The Departmental Honors Program in the School of Nursing provides Calhoun Scholars in Nursing an opportunity for advanced, independent and in-depth study of a clinical problem or professional issue in nursing. Under the guidance of a faculty preceptor with expertise in the chosen subject area, Calhoun Scholars must meet Calhoun College qualifications and take a minimum of one honors course per semester. To obtain Departmental Honors in Nursing, Calhoun Scholars must complete the nursing courses (8 credit hours) designated as honors courses (NURS H3280, H3300, H4200, and H4280). Students must apply to Calhoun Honors College the semester before they plan to enter in order to participate in the School of Nursing Departmental Honors Program. Students are admitted into Departmental Honors in the Fall semester only. The School of Nursing's Departmental Honors Advisor, Dr. Nancy Meehan (439 Edwards Hall) provides academic counseling and pre-registration advisement for all Calhoun Scholars until graduation.

Grading Policies for 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.

Approved by the School of Nursing Faculty
Spring 2000
Reviewed Spring 2007
Reviewed Spring 2016
Reviewed Fall 2017

Supplemental Testing Program

The School of Nursing has implemented a Supplemental 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 Supplemental Testing Program to assure their 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. Students must pass all required supplemental tests in order to complete a course. Failure to pass the supplemental tests by the end of the semester will result in an "I" (incomplete) for that course. To progress to the next semester, all re-testing must be successfully completed within 3 weeks after the end of the course. Students who must re-test must make individual arrangements to test at the Kaplan Center in Greenville. Each student is responsible for providing documentation of successful completion of the required tests to the course instructor so that the grade of I can be replaced with the course grade, which will enable the student to register for successive courses.

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.

School of Nursing Policies Regarding Progression

(See also School of Nursing Student Acknowledgement of Policies and Expectations)

- **All nursing courses must be taken at Clemson University.**
- A minimum grade of "C" or better is required in science and nursing courses.
- To progress to junior-level nursing courses, students must have a minimum grade-point average of 2.5 and may not have received more than two final course grades of less than a *C* in the last five years.
- 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.
- A minimum grade point ratio of 2.5 is required for registration in each nursing course
- 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.
- 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.
- Students must pass didactic and clinical components to pass all clinical courses.

Approved Feb. 2001
Reviewed Spring 2007
Reviewed Spring 2016
Reviewed Fall 2017

Course Space Priority: Students whose progress through the curriculum is delayed for any reason, including course withdrawal, course failure, or medical withdrawal, will be admitted to successive clinical courses as space permits. In all cases, first-time enrollees will be given priority over students who are returning or repeating a course.

Validation of Prior Coursework: Students who have been out of clinical courses for one year or more will be required to demonstrate competency in all previously acquired nursing knowledge and clinical skills

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

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."

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.

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.

Guidelines for Expressing Student Concerns

Students' concerns or complaints about the 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 course instructor 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 of Undergraduate Programs, Dr. John Whitcomb (528-A Edwards Hall), 656-1741 or jwhitco@clemson.edu.
3. If the issue cannot be settled with the Director of Undergraduate Programs, an appointment should be made to discuss the issue with the Director of the School of Nursing, (510 Edwards Hall).

4. If previous discussions do not resolve the issue, an appointment should be made with the Dean of The College 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 students will be informed of their faculty advisor upon entering the junior year of nursing.
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 Undergraduate Studies Coordinator.

Adopted by SON Faculty May 5, 2004

Independent Study Guidelines
NURS 4990

1. Prior to registration for NURS 4990, the student must seek approval from a faculty member who agrees to guide the experience.
2. Student will formulate objectives, plan of study, and evaluation methods in consultation with the faculty member.
3. A copy of the above will be submitted to the Director of the School of Nursing within three weeks after the start of the semester.
4. A maximum of six hours of NURS 4990 may be taken.

Revised and approved by School of Nursing Faculty 3-14-05

Nurs 3000 – Special Topics
Course

Nursing 3000: Special Topics Course. To be offered at various times. Courses include content regarding specific interests. These courses are elective courses and are not mandated by the curriculum for graduation.

Approved by School of Nursing Faculty April 17, 2000

Summer School

Selected nursing courses may be offered in summer school contingent upon availability of funds, adequate student enrollment and faculty availability. However, the School of Nursing does not guarantee that any nursing course will be scheduled during the summer sessions. Information about summer offerings will be distributed in advance of on-line registration for the spring semester

Section III: Program Information, Policies and Procedures

Clinical Laboratory Requirements

Freshmen enrolled in Nursing will be required to complete a four-eight hour shadowing/volunteer experience as part of enrollment in NURS 1020 fall of their first semester. Students should complete any and all requirements as set forth by the shadowing facility. These requirements typically are not able to be used toward the junior level clinical requirements. Freshmen will also be required to purchase a white coat with the official School of Nursing insignia on it during NURS 1020. This will be able to be used as part of the uniform into the junior and senior clinical.

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 (See pages 16-19 of this handbook). The form along with copies of all required documentation must be received by the School of Nursing Office of Undergraduate Studies, 516 Edwards Hall by the stated deadlines (July 1st). **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 of Undergraduate Studies. 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.

Helpful Suggestions for Completing Clinical Laboratory Requirements

All clinical requirements should be completed beginning May 1st and turned in no later than July 1st. Packets should be turned in to Mrs. Metler in room 516 Edwards Hall by July 1st. Failure to turn the requirements in by July 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:

Essential Functions for Nursing Students

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

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 the following accommodations:*
Critical Thinking, Interpersonal & Communication			
Mobility & Motor Skills			
Hearing & Visual			
Tactile & Smell			
Self-Care			
Environment			

*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 Student Accessibility Services (SAS) at Suite 239, Class of '56 Academic Success Center Building by phone at 864-656-6848 or by email at studentaccess@lists.clemson.edu . If a nursing student or applicant believes that he or she cannot perform required activities satisfactorily without reasonable accommodation, then he or she should register with Clemson University's Student Accessibility Services. It is the student's responsibility to request the accommodation in a timely manner; the university does not provide for retroactive accommodations. Upon receipt of any request for accommodation, SAS will require the student to provide the appropriate and necessary documentation to confirm the disability. Once the disability is confirmed, SAS 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 SAS and for working with faculty to plan appropriate learning experiences.

Approved by the SON faculty
October 21, 2002
Revised Fall 2017

Clemson University School of Nursing
HEALTH REQUIREMENTS—Due no later than JULY 1 each year.

Acceptable forms of documentation include:

- **Copy of vaccination or immunization record**
- **Copy of laboratory report**
- **Form signed by health care professional**

Please return Health /Clinical Requirements to:
Robin Metler, Clinical Coordinator
516 Edwards Hall
Clemson, SC 29634-0743
Phone: (864) 656 5746 / rmetler@clemson.edu

The following items you will <u>Submit ONCE</u> when starting the program.

- **Essential Functions for Nursing Students Form**
  Must be completed fully and action taken as required.
- **Drug/Alcohol Screening Permission Form**
- **Acknowledgement of Policies and Expectations**
- **Health History Form**

These first 4 forms are in this handbook and should be completed fully and submitted as a complete set with the other requirements listed on this page.

- **Proof of Health Insurance:** Must be current at all times while enrolled in nursing courses. Copies of documentation required at start of program and if there is a change in insurance.

- **Hepatitis B Immunization verification:**
  Submit documentation of series of 3 Hep B shots.

- **Tdap (Tetanus/Diptheria/Pertussis):**
  Submit documentation of immunization. Vaccination must have been done in the last 10 years.

- **MMR: (Measles, Mumps, Rubella)** Submit verification of a series of 2 doses of vaccine on or after first birthday.
- **Varicella/Chicken Pox:** Submit documentation of date of two-dose varicella immunization, or documentation of positive titer showing immunity. Report of having had the chicken pox is **<u>not</u>** acceptable documentation.
- **Criminal Background Check (CBC):** Copy of current background check by SRand I at www.srandi.com. Letter of expungement or satisfaction required for any violations/arrest shown on CBC. Must be updated every 2 years.

The following items you will submit <u>Now</u> and submit <u>UPDATES as outlined below</u>:

- **PPD: (Turerculosis 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 <u>single PPD screening yearly therafter.</u>**
- **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 then 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 Robin Metler 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 folows:

→ **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# C_____ Last 5 digits of SS __ __ __ __ __

Address:_____ Date of Birth: _____

Home Phone: _____ Alternate Phone: _____ Email Address: _____

Emergency Contact: _____ Relationship to contact: _____

Emergency Contact phone #: _____ Address of Contact: _____

General Health Information:

Date of last physical examination: _____

Any medication allergies (hypersensitivities, allergies, upset stomach, hives, rash, etc.):

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 ___ Heart condition ___ Diabetes ___ Seizure disorder/fainting spells

___ Physical limitations ___ Latex allergy ___ Acute infection ___ Any chronic disease

___ Emotional problems ___ Other: Please specify _____

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

Name of drug: _____ Frequency of Use: _____

Name of drug: _____ Frequency of Use: _____

Name of drug: _____ Frequency of Use: _____

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 done one to three weeks after the first PPD).
3. Chest x-ray no more than 3 months prior to beginning clinical PPD is positive or are completing the INH medication.

Screening Dates (Step 1 & 2)
Date Placed: _____ _ Date Read: _____ **Result: _____** **Signature:_____**
Date Placed: _____ Date Read: _____ **Result: _____** **Signature:_____**

Chest X-ray: Required for persons with a positive PPD who have not Yet 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 treatment: _____

PHH REV 9/15

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 and 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 864-656-7622.

Students with special health concerns that may place them at risk during clinical experiences should discuss their situations with the Undergraduate Coordinator 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. Parents or guardians of students will be informed of the 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 (TJC, 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, phencyclidines (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 the Undergraduate Coordinator. 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 Undergraduate Coordinator 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

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*.

BS 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 or purple 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 4050), the clothing is to be in keeping with the policy of the institution.

*In Pediatrics (N 4110), students may wear printed scrub tops and coordinated uniform slacks or pants.

**** RN-BS STUDENTS**

Students should dress professionally and wear professional white lab coats with Clemson student pin. All other guidelines in this document are to be followed.

*** MS STUDENTS

Students should dress professionally and wear professional white lab coats with Clemson student pin. All other guidelines in this document are to be followed.
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 2hour 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:

TELEVISION

WYFF-TV (Greenville, Channel 4)
WSPA-TV (Spartanburg, Channel 7)
WL0S-TV (Asheville, Channel 13)
WHNS-TV (Asheville, Channel 21)

RADIO

WAHT (Clemson, 1560 AM)
WSBF (Clemson, 88.1 FM)
WESC (Greenville, 92.5 FM)
WSSL (Greenville, 100.5 FM)
WMYI (Greenville, 102.5 FM)

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.

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.

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. Performing 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 work place.
- 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 <u>any clinical, patient, or facility related information</u> 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.**

<u>Policy for Use of Personal Digital Devices in the Clinical Area</u>

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. Adhere to infection control policies at all times, especially while in 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, insure 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.

ROTC Fact Sheet
Reserve Officers Training Corps

The Departments of the Army and the Air Force both maintain ROTC units at Clemson University. Their mission is to produce officers of high quality to pursue both technical and nontechnical careers in the U.S. Army and Air Force Both two-and four-year programs are available. The four-year program consists of the basic course for freshmen and sophomores and the advanced course for juniors and seniors.

Scholarships are available to selected ROTC students. Each scholarship pays for tuition, books, and laboratory expenses, in addition to month stipend during the school year. Non-scholarship advanced cadets also receive a stipend per month. Basic course credit may be awarded to students having one or more years of military service.

Selected advanced Air Force cadets receive flight training at government expense. Cadets who complete their major course of study and satisfy commissioning requirements as established by law and/or regulations are appointed Second Lieutenants. Ample opportunity exists for graduate study in both services, with temporary deferments possible.

Nursing Students Enrolled in ROTC

1. Bachelor of Science Degree Program nursing students who are enrolled in ROTC courses may substitute the free electives for ROTC, thereby meeting the University requirement that each college allow 10 elective credits for ROTC.
2. Other courses may be substituted if the Department Chairman of the course in question approves the ROTC course as a substitute.
3. Nursing students interested in ROTC may contact Aerospace studies in 300 Tillman Hall, or Military Science in Johnstone Hall for more information.

Ms. Portia Botchway (R.C. Edwards Hall, Room 440) provides academic counseling and pre-registration advisement for nursing students enrolled in ROTC.

Section IV: School of Nursing
Facilities, Resources and Student Organizations

BSHS Academic Advising Center

The BSHS Academic Advising Center is located in 309 Edwards Hall. The Academic Advising Center services are available for a variety of services for students; however, the primary purpose is to provide students with essential academic advising services. The office is open Monday through Friday from 8:00 a.m. until 4:30 p.m. Advisors are available by appointment and students may make appointments at the Academic Advising Center reception desk (Room 309) or by calling (864) 656-5495. During late registration at the beginning of each semester, students are seen on a first-come, first served basis to resolve schedule conflicts or to have schedule changes approved.
Academic Advising Center Personnel for Nursing

Kristin Goodenow, Director and Academic Advisor for Nursing
Valerie White, Academic Advisor
Allysa Sutton, Academic Advisor

The following is a brief overview of the types of services provided for students by the BSHS Academic Advising Center:
Registration Advisement: Freshman & Sophomore students are advised by seven professional advisors regarding course selection and approval of schedules. The Academic Advising Center holds advising sessions beginning three weeks prior to the pre-registration period each semester (mid-October to mid-November in the fall and mid-March to mid-April in the spring) in order for students to have an opportunity to meet with an advisor. Students are notified by email and given a link to sign up for appointments in an on-line advising appointment system. Students must attend their advising/registration session in order to be registered for nursing courses. Juniors & seniors are assigned to School of Nursing faculty advisors until graduation. Students will register for nursing courses based on their standing in the nursing program. Advisement and registration is scheduled according to the last three digits of each student's Clemson University ID number as determined by the University Scheduling Office guidelines each semester. Course schedules are available on-line each semester at http://soc.clemson.edu/
Student Records and Confidentiality: Academic records for each student are maintained in the Advising Center. The School of Nursing will not release information to a third party without the written consent of the involved student.
Permission to Take Courses away from Clemson University: Students who wish to take a course at another institution must complete a "Request for Approval to Take a Course Elsewhere" form prior to enrolling in the course. The appropriate form is available in 104 Sikes Hall and in the BSHS Academic Advising Center. Students must complete the form indicating the school name, course number and course title. An Advising Center staff member will check the transfer credit database to determine the transferability of the course. If the course is not listed on the database, students will be directed to see the evaluator in the department where the course is taught at Clemson for approval. Once transfer approval is given, an advisor will sign

the form and the student will turn the form in at 104 Sikes Hall. The form includes Clemson University rules and regulations that govern a student receiving credit for course work.
Dropping or Adding Classes: Students may use the on-line registration system to add or drop non-nursing classes during the registration period until the last day to add or drop classes as posted by the University Registrar's Office. Approval to add or drop a course must first be obtained by your advisor before using the on-line system.
Scholarships: External scholarship opportunities, which are not a part of the University's Financial Aid program, will be posted on the bulletin board in the Academic Advising Center and on the bulletin board outside the Clinical Learning and Research Center.
Career Day: Career Day is an annual event held in each fall semester for nursing students. Recruiters from hospitals, health departments and corporations, etc. in South Carolina, Georgia, North Carolina, and other states meet with students to discuss different options for placement in their facilities.

Joseph F. Sullivan Center

The Joseph F. Sullivan Center is operated by the College of Behavior, Social and Health Sciences. This Center provides unique opportunities for students to gain experience in providing health promotion, disease prevention and wellness services. Under the guidance of faculty, students plan and implement these services in a well-equipped, up-to-date health facility.

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

Hours

Academic Year

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

Maymester

Monday – Friday	8am-4:30pm Director
	4:30pm-6:30pm Student coverage
Saturdays	9am-12Noon S t u d e n t coverage

Summer Sessions

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

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

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 Clinical Learning and Research Center Operations

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 diskette 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 floppy, 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.

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: Dr. Jean Ellen Zavertnik; CLC Lab Coordinator
Office: 440 Edwards Hall, 656-5485
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
- Assistance with lab set-up and break-down
- Ordering supplies
- Coordinating laundry pick-up/delivery
- Work with faculty in organization/implementation of skill sets in various classes

Computer Resources

What do you do when you need assistance troubleshooting your computer/printer?

UserId's and Passwords

Please Read! Very Important!

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.

You are required to change your password every 90 days; the computer will prompt when it is time enter a new password.

- Don't ever 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/about/policies/userid_password.html

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 masters 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.

Student Representatives on School Program Committees

In the beginning of each year, students are elected to serve as representatives of their class on a number of School of Nursing committees. Student input is one way the faculty learns about concerns and issues in the School. It is important to elect representatives who will agree to attend designated meetings in order for this process to take place. Students are free to speak at any of these meetings, but are not allowed to vote.
School of Nursing Faculty Meetings:
One Junior and alternate, and one Senior and alternate student.
School of Nursing Curriculum Committee:
One Senior student
Student Liaison Committee:
Two students per class

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 Mrs. Kimberly Finley 506 Edwards 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.

Pins for Professional Convocation

Early in the semester, an information e-mail will be sent to graduating seniors, in which students will be able to order Clemson Nursing pins online. A realistic time for the students to submit their pin order is listed online, and if this date is not honored then there is no guarantee the pins can be completed on time. The School of Nursing will assist past graduates in reordering pins, if they should need to do so.

At the time of graduation, the School of Nursing holds Professional Convocation to honor its graduates and to welcome new graduates into the profession. Students completing the Master of Science degree in Nursing will receive their master's hoods as part of the ceremony. Baccalaureate graduates will receive the School pin.

Program Pin and Cap

Pin

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.
You receive the School of Nursing pin at the School of Nursing Convocation. Your pin is worn as part of your official uniform whenever you are engaged in nursing practice.
A Clemson University Baccalaureate Cap (Can be ordered through SNA). The cap was also designed by Dean Emerita Geraldine Labecki and the first graduating class of 1972.--The three pleats in the back represent the three graduates of this class.
--The University Logo in gold metal now replaces an original cloth "C.U." which was made of gold and purple thread.
--The Logo pin is to be worn on the left wing (corner) of the cap, 1/2 inch from the upper edge.

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

- SLED Background Check $25 on-line or SRNI at $35
- Health Assessment Check with doctor or health professional
- Transportation to and from clinical sites.

Approximate Graduating Student Expenses estimates (as of July 1, 2017)

• 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 0r Nursing GPR falls below 2.5, I will no longer be eligible to continue in the nursing curriculum.** If I have
- 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 fist 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 Undergraduate 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 **Supplemental Testing (ST).** I **must pass all required ST in order to progress** to the next level of courses. I will receive an **incomplete in the course in which I did not pass the ST,** which will be converted to my course grade when I have passed the ST.
- 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 Undergraduate 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) CU ID Number

Student Signature Date