

Bethel Department
of Nursing

Student Handbook 2019-2020

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INTRODUCTION

We, the faculty of the Department of Nursing (DON), are honored that you have chosen Bethel University to assist you in achieving your goal of becoming a baccalaureate-prepared Registered Nurse. We look forward to providing you with numerous educational experiences that will facilitate your transition from student to professional nurse.

This handbook is designed to provide you with information that will be useful throughout your nursing school experience at Bethel University. Standards, policies and procedures for the Department of Nursing are included. Nursing students are also governed by the Bethel University College of Health Sciences Catalog and Bethel Undergraduate Student Handbook – The Log. Each nursing student is expected to familiarize themselves with the information contained within each of these three documents and abide by the policies as stated.

Administrative Organization

Walter Butler
Bethel University President

Dr. Joe Hames, MD
*Vice President and Dean
College of Health Sciences*

Jenny Webb, PhD, RN, CNE
Director, Department of Nursing

Nursing Faculty

Dayna Edwards, MN, RN, CNS

Jason Hypes, BSN, RN, AEMT

Ashley Johnson, MSN, RN

Holly Kimbrell, DNP, RN

Delecia Parker, MSN, RN

Office Manager

Ginger Evans

VISION STATEMENT, MISSION STATEMENT & NURSING PHILOSOPHY

The mission statement and philosophy of the Bethel University Department of Nursing are consistent with the mission statement, operational definitions, and objectives of the parent institution (Bethel University). The mission statement and philosophy reflect the beliefs of the faculty and give direction to the baccalaureate nursing program.

Vision Statement

The vision of the Bethel University Department of Nursing is to be the premier nursing program in the region. The faculty expects our graduates to be distinguished as a result of their caring and compassion, academic, clinical and professional excellence, commitment to professional nursing, advocacy for their patients' and communities' health, contribution to the advancement of safe, quality patient care, and leadership in the implementation and standardization of evidence-based practice in an ever-changing healthcare environment.

Mission Statement

The mission of the Bethel University Department of Nursing is to provide our students with the opportunities, education, experiences, environment, mentoring and leadership necessary for them to develop to their highest potential as professional nurses.

Highest potential is defined as each student being prepared to exhibit excellence by positively impacting health care of the patient communities served, demonstrating competency by delivery of the ultimate level of safe quality care created by participation in interprofessional collaboration, life-long learning and advanced education, and implementing an evidence-based practice as the standard of care.

Philosophy

We, the Bethel University Nursing Faculty, believe that each person is a unique product of his or her environment; that learning is a result of the teaching-learning process; that health impacts quality of life; and that nursing is the art and science of care-giving, the prevention of illness, and promotion of health.

We believe that each person is a global citizen who exists and functions within the context of family, community, and world. We believe that each person is responsible and accountable for the decisions he or she makes and for the consequences resulting from those decisions. We believe in the intrinsic value of each person and that he or she is deserving of respect and dignity throughout the lifespan. We see each person as a holistic being whose interaction with his or her environment has the potential to positively influence the purpose and meaning that others derive from their existence.

We believe that environment shapes the person, just as the person exerts an influence upon his or her environment. Our belief is that a person's environment is the sum of the physical aspects of

one's internal and external existence as well as moral, cultural, psychosocial, socioeconomic, spiritual, political, educational, ecological and technological forces. We also believe that individuals make choices about how they interact with their environment resulting in an impact on their lives.

We believe that learning is the principal way in which individuals enhance the efficacy of their interactions within their environment. We believe that learning gives people the skills and knowledge they need to be successful on a personal level while allowing them to contribute to the benefit and welfare of society. We believe that learning is an individual process, that every person has potential and can learn. We also believe that every person has the responsibility to be an active participant in the learning process and is personally accountable for his or her learning outcomes.

We believe that learning is the sum of the outcomes from the teaching-learning process. The teaching-learning process is a reciprocal endeavor that involves the active, mutually cooperative participation of faculty and students in the learning environment. We believe that it is our responsibility to provide our students with the leadership, professional guidance, and academic foundation to be successful in the nursing profession. It is our professional obligation to instill a passion for life-long learning in our students to enable them to stay well-informed of the changes in health care science, technology, and evidence-based practice.

We believe that health—on the individual, community, and global level—is nursing's reason for being. Our belief is that health is a dynamic, constantly adapting state and is influenced by multiple variables, including the physical environment, culture, gender, age, ethnicity, lifestyle, socioeconomic status, education level and genetics. Our position is that the meaning of health is unique to each individual and exists on a continuum from wellness to death. The science of nursing strives to improve health maintenance and health management to achieve optimal wellness while participating in multidisciplinary care.

We believe that nursing is a profession founded upon caring. Nursing is an art and a science. The art is in our caring and in the manner of our care; the science involves health promotion, illness prevention, risk-factor identification, acute and chronic care, rehabilitation, and chronic disease management. Nurses are leaders, care-givers, designers of care, change agents, teachers, role models, decision makers, scientists, managers, and advocates. We believe that the future of nursing lies in taking a leadership role in health promotion, health care and the health care system.

BETHEL UNIVERSITY PROGRAM GOALS

The Bethel University Bachelor of Science in Nursing degree prepares graduates for entry-level professional positions in primary, secondary and tertiary care settings serving persons of all ages from diverse populations and for advancement to a graduate degree program in nursing.

The Bethel University nursing graduate is expected to embody certain characteristics. These characteristics are as follows:

- Demonstrates professional excellence as evidenced by a practice that reflects moral, legal, and ethical principles and accepted standards of practice.
- Integrates liberal arts, science, and nursing knowledge as the foundation of professional practice.
- Displays caring, compassion, and respect for human dignity.
- Acts as the patients' advocate, making their care and well-being the highest priority.
- Shares responsibility for and assumes a leadership role in the provision of quality health care and its continuous improvement based upon current evidence.
- Utilizes clinical reasoning and evidence based practice to improve health care of individuals, families, communities, aggregate populations and the world.
- Collaborates and communicates effectively with teams, both intra and interdisciplinary and other health care stakeholders using verbal, written, and informatics skills.
- Exhibits the cultural competence needed to provide holistic health care to individuals, families, communities, aggregate populations and the world.
- Applies knowledge of the health and wellness continuum to educate about and advocate for measures to maximize the health of individuals, families, communities, aggregate populations and the world.
- Accepts responsibility as an advocate for health care policies that improve health care for all, taking into account the needs of the profession, the health care system, and society.
- Functions as a professional nurse generalist providing safe, competent, evidence-based quality care
- Demonstrates a commitment to professional excellence through life-long learning.

BETHEL NURSING DEPARTMENT EXPECTED PROGRAM OUTCOMES

These Numbers reflect the Bethel Nursing Program goals and are used to measure the success of the program. The actual numbers vary from year to year and are available upon request from the Nursing Department.

Completion Rate	≥70% within three years of full-time enrollment in the nursing program
Employment	100% of those seeking employment
1st time NCLEX pass rate	>85%
AACN/SkyFactor Graduate Exit Assessment	≥ mean 5.0 on factors measured
AACN/SkyFactor Undergraduate Nursing Alumni Assessment	≥ mean 5.0 on factors measured

NURSING CURRICULUM

Prerequisites to Admission to the Nursing Program

offered by the College of Arts & Sciences

Common Core Courses = 46 hours

COE 101	2
ENG 101, 111	6
REL 111, 112	6
MTH 111 or higher	3 (exclusión MTH 113)
BIO 309/309L	4
BIO 310/310L	4
CHE 121/121L	4 (will accept CHE 111)
CHE 122/122L	4 (will accept CHE 112)
BIO 111/111L	4
PSY 111	3
SOC 111	3
Fine Arts Elective	6

Program Core Courses = 13 hours

BIO 311/311L	4
MTH 202	3
PSY 211	3
HSC 212 or HEA 211	3

HEA 201 or approved equivalent (NUR 300 is equivalent)

COE 401 or approved equivalent (NUR 424 & 430 is equivalent)

After Notification of Admission to the Nursing Program:

SAMPLE SEQUENCE OF NURSING MAJOR HOURS

Semester 1 = 14 hours

NUR 305	Success in Nursing School	1
NUR 300	Adult Health Assessment in Nursing	4
NUR 311	Foundations in Nursing Care	5
NUR 317	Pharmacology in Nursing I	2
NUR 321	Concepts in Professional Nursing	2

Semester 2 = 15 hours

NUR 318	Pharmacology in Nursing II	2
NUR 322	Nursing Care of Clients with Psychosocial Disorders	4
NUR 323	Pathophysiology in Nursing	3
NUR 326	Nursing Care of Adults I	6

Semester 3 (Summer Session) = 8 hours

NUR 334	Nursing Care of Children and Adolescents	5
NUR 381	Research in Nursing	3

Semester 4 = 15 hours

NUR 410	Nursing Care of the Community	4
NUR 414	Nursing Care of Women and Neonates	5
NUR 418	Nursing Care of Adults II	6

Semester 5 = 15 hours

NUR 422	Nursing Care of Critically Ill Adults	4
NUR 424	Capstone Practicum in Nursing	6
NUR 430	Leadership & Management in Nursing	4
NUR 450	Issues in Health Care	1

TOTAL NURSING HOURS = 67

TOTAL GRADUATION HOURS = 126

APPLICATION AND PROGRESSION POLICIES

Requirements

Students must apply for full time enrollment in the nursing program by completing the nursing application. This application is available on the nursing program page on the Bethel website at bethelu.edu or in the nursing department. The application deadline for fall admission is March 1 of each year. Applicants must also take the ATI TEAS examination prior to March 1 as part of the admission process. This examination is administered by the Department of Nursing at scheduled times during January and February of each year.

The Nursing Committee on Admission & Retention carefully examines each applicant's complete college scholastic record and ATI TEAS results. Selection of applicants is made on a competitive basis and equal educational opportunity is offered to all students meeting the entrance requirements regardless of race, sex, color, religion, marital status, age, national origin, or veteran status. Selection is based on a points ranking system which assigns points to the college GPA achieved, the ATI TEAS composite score earned, the ATI TEAS reading score earned and subtracts points (on a case by case basis) for courses that were repeated or withdrawn from due to academic risk. A class is admitted in the fall semester of each academic year.

Procedure

Enrollment in any nursing course is limited to students who have applied for Department of Nursing admission and have been admitted into the Bethel University Nursing Program. To be considered for admission into the nursing program, the student must have completed College of Health Sciences core requirements and nursing program core requirements with a grade of C or higher. All common core and program core courses must be completed prior to entering the nursing program except for 9 credit hours which may only be taken from REL or Fine Arts courses. The student must have a minimum cumulative GPA of 2.75. Transfer courses grades will be included in the calculation of GPA to determine eligibility for admission to the nursing courses.

Course Repetition

Students may repeat one nursing course if less than a "C" grade is earned. Students are ineligible to continue in the nursing program at Bethel University if grades of "D" and/or "F" are earned in two or more nursing courses. Students who transfer from another nursing program with a "D" or "F" in one nursing course on the transcript will be ineligible to continue in the Bethel Nursing Program if grades of "D" and/or "F" are earned in one or more nursing courses. Students who have earned a "D" or "F" in two nursing courses from another nursing program may apply for admission to the Bethel nursing program and will be considered on a case-by-case basis. If the Admissions committee decides to grant admission to the nursing program, the student must enroll as a first-time student and take all courses in the Bethel nursing program. The student may not make a "D" or "F" in any nursing course and will not be eligible to continue if either grade is earned.

Grading Scale

A	94-100	Excellent
B	85-93	Very Good
C	76-84	Good
D	75-65	Unsatisfactory
F	64 or below	Failure
W		Withdrew
WP		Withdrew Passing
WF		Withdrew Failing
P/F		Pass/Fail

Methods of Evaluation

The Department of Nursing faculty has adopted the following evaluation plan for progression in the nursing program:

Format for Standardized Evaluation of Students

1. Instructor determined number of unit exams with a minimum of three throughout the semester (Optional in NUR 341, NUR 430 & NUR 450)
2. Quizzes as appropriate (announced & unannounced)
3. Comprehensive Final
4. ATI Content Mastery Assessment (if available for the course)
5. Clinical Evaluation Tool (if clinical component included in course)
6. Nursing Care Plans, Concept Mapping
7. Projects, Papers, Journals, Presentations, Debates, Portfolios, Homework (not an all-inclusive list)
8. Medication Calculation Examination (for each clinical course)
9. Skills Check-offs

Weight of Percent of Each of the Above Evaluation Methods

Objective Evaluation Methods = 80%

1. Unit Exams40 - 80% total
2. Quizzes 0 – 10% total
3. ATI Content Mastery Exam 10% total
 - Level 3 proficiency - 10 pts
 - Level 2 proficiency - 10 pts
 - Level 1 proficiency - 0 pts
 - Less than Level 1 proficiency - 0 pts
4. Comprehensive Final..... 20% total

Subjective Evaluation Methods = 20%

5. Projects, Papers, Journals, Presentation.....0 - 20% total
6. Clinical Evaluation Tool Pass/Fail
7. Nursing Care Plans, Concept Mapping..... Pass/Fail
or graded to be included in the 20% subjective score.

Criteria for Successful Completion of Each NUR Course

1. Comprehensive Final must be completed with a grade of 76 or above to progress to the next NUR course.
2. Total average of grades for all objective evaluations must be 76 or above to progress to the next NUR course (Unit Exams, Quizzes, ATI Content Mastery Exam, Comprehensive Final Exam)
3. Total average of all grades for the NUR course must be 76 or above to progress to the next NUR course.
4. Clinical Evaluation must be a Passing grade to progress to the next NUR course.
5. Completion of the Medication Calculation Examination in each clinical course with a 90% or higher grade. Each student will have two opportunities to achieve this grade.
6. Successful completion of skills check-offs.

7. Each of the above criteria must occur to progress to the next NUR course. If any of the first four criterion are not met, the grade earned will be a "D" or below. If the criterion in #5 is not met, the student will administratively withdraw from the course during the first week of class. This withdrawal is not considered a failure of the course and will not be considered when evaluating eligibility for readmission.

Transfer Coursework

After admission to Bethel University Department of Nursing and prior to taking courses at other institutions, students must receive written permission from the College of Health Sciences Registrar to enroll in any course at another institution. Students should not base their progression or graduation on permission being granted to take coursework off campus. Students must notify their advisor when courses are not taken as scheduled, are dropped or failed, and should subsequently contact their advisor or Director to receive authorization to alter the originally agreed upon permission form. Students who fail to adhere to this policy may not receive credit. Courses taken at other colleges and universities may alter the Bethel University GPA. Students are responsible for having official transcripts for all authorized work taken at other colleges and universities forwarded to the Bethel University College of Health Sciences Registrar's Office for proper recording within one (1) semester of completion. It is the student's responsibility to determine that the transfer courses have been recorded in the College of Health Sciences Registrar's Office.

Governance and Re-admission to Nursing Program

Students who are accepted into the Bethel University Department of Nursing Program will be governed by the policies in effect at the time admission to the program is granted. If a policy is modified while the student is enrolled in the nursing program, the Director and Student Affairs student representative will be responsible for notifying all students of the change in policy. Additionally, students will receive a copy of the revised policy from the Director. This copy may be delivered in hard copy or electronic form.

Students who have been absent from the nursing program at Bethel University for one or more semesters for any reason must apply to the department for readmission and follow the Readmission to the Nursing Program policy requirements. The policy is available from the Department of Nursing and on the nursing program web page. Space availability will be one of the criteria used for the readmission decision as well as review of the student's previous academic record, completion of the readmission remediation program and the student's actions taken to address the reason for absence from the program.

Students who are transferring nursing credit from another university or students who have previously received two D's in nursing course from another university will be required to follow the Admission of Transfer Nursing Students policy regarding admission and progression in the program.

The faculty and academic advisers are available to help students understand and meet academic requirements for the Baccalaureate of Nursing degree, but the students themselves are responsible for understanding and fulfilling the requirements. The degree cannot be awarded until all requirements as defined by the Bethel University Department of Nursing are met. It is essential that each student become familiar with all requirements and remain informed throughout the program career.

Grade and Academic Honesty Appeals

If a nursing student feels that he or she is a victim of unfair grading practices, classroom procedures, or treatment of academic dishonesty; the following procedures should be followed:

1. The nursing student should first discuss the complaint with the nursing faculty member.
2. If the situation remains unsettled, the student should discuss the complaint with the Director of Nursing.
3. If the situation remains unsettled, the student should discuss the complaint with the College of Health Sciences Vice President/Dean.
4. If the situation remains unsettled, the student may appeal to the College of Health Sciences Curriculum and Academic Policy Committee.
5. If the situation remains unsettled, the student may appeal to the President of Bethel University.

In addition, nursing students are expected to adhere to the Appeals Process of Bethel University as stated in *The Log*.

National Council Licensing Examination (NCLEX)

Each student is required to write the NCLEX after graduation from the nursing program. Successful completion of this examination is required for licensing as a Registered Nurse. Licensing is required of any graduate who wishes to practice as a Registered Nurse. The Director of the nursing program will assist the senior nursing students in the final semester to complete the application process required to be eligible to take the NCLEX and achieve licensing. Fees for the application process are the responsibility of the student and are listed in this handbook.

The student must complete the Virtual ATI (VATI) and receive the green light from the ATI mentor before the Director will sign and submit the student's application for licensing to the Board of Nursing. Students will be required to complete VATI during their Capstone course and will complete the VATI Comprehensive Predictor during final exams week. Students who are unsuccessful on the VATI Comprehensive Predictor will be required to complete 40 hours per week of study time at the nursing building until the time of the retake VATI Comprehensive Predictor. Students who are successful on the VATI Comprehensive Predictor will be required to submit a minimum of 25 NCLEX

prep questions/day to the Director of Nursing, Simulation Coordinator, and Capstone Instructor until completion of the NCLEX exam. These questions may come from BoardVitals, VATI, etc.

ACADEMIC ADVISING

Academic advisement is necessary to meet your goals in the nursing program. Advising involves discussion of program options, assistance in program development and course sequencing, planning future goals, and preparing for graduation and licensure. All students must meet with their advisors during the published registration and advising periods. Faculty will post open hours of availability for advising appointments at least one week prior to scheduled pre-registration dates.

You should seek guidance from your faculty advisor to: 1) discuss problems that hinder your academic progression, 2) select courses for the semester, 3) review your plan of study, 4) discuss any changes like dropping or adding a course, 5) seek advice regarding unsatisfactory academic outcomes, 6) review progress throughout the program, and 7) seek advice on future goals.

To be prepared for the advising session, you must: 1) check your advisor's office for office hours, 2) sign-up on your advisor's posted advising schedule to set up an appointment, 3) arrive on time, 4) be open to suggestions for improvement in study habits, work schedules etc. 5) maintain your own academic file including a copy of your transcript, 6) bring your academic file and other documents, like copies of emails, petitions etc. to the session if appropriate, 8) contact your advisor if you are unable to arrive on time or need to change your appointment, and 9) refer to Bethel University College of Health Sciences Undergraduate Catalog and College of Liberal Arts Undergraduate Catalog for any questions regarding degree requirements and progression.

STUDENT RESPONSIBILITIES/STUDENT POLICIES & GUIDELINES

Clinical Experiences

The safety of patients may necessitate removal of a student from a clinical experience. Faculty members are responsible for recommending this action to the Director of the Department when indicated. The student who demonstrates clinically unsafe behavior can be administratively removed from and will fail the clinical course.

If the clinical agency recommends the removal of a student from a clinical facility, the student will be removed from the facility and may be removed from the Department of Nursing for failure to meet the objectives of a specific nursing course.

When in the opinion of the instructor a student is not prepared for the educational activity or is in violation of Standards of Conduct as outlined in the Nursing Student Handbook, the student will be dismissed from the clinical experience for the day by the instructor. The student will fail to meet the

critical behaviors for the clinical experience on the day of removal from the clinical experience. The instructor may recommend further action to the Director of the Department.

Attendance at all scheduled clinical and laboratory experiences is required. Penalties for a missed experience will be determined by the clinical faculty responsible for the experience. Opportunity for completion of the missed experience will be determined on a case-by-case basis and will take into consideration faculty availability, availability of facility resources and student history of reliability and responsibility as well as reason for absence.

Failure to complete required clinical experiences successfully may result in failure of the nursing course even if a grade of "C" or higher is obtained on the didactic portion of the course.

Dosage Calculation Examination

The Bethel University Pre-Clinical Dosage Calculations Testing Policies exist to facilitate dosage calculations competence necessary for safe nursing practice. The nursing literature reports that the majority of nursing errors occur in medication administration. Many hospitals require nurses to demonstrate dosage calculation proficiency as a requirement for employment. Therefore, it is imperative that nursing students assume personal responsibility for maintenance of math skills throughout the nursing curriculum. The dosage calculation testing serves as a means for continued assessment by students and faculty of these important required skills. Bethel University is committed to assisting students who need additional instruction in dosage calculations in order to maintain safe medication administration in clinical courses. All clinical students who have successfully completed NUR 317 Pharmacology in Nursing I are required to pass a dosage calculation test by the end of the first week of each clinical semester. The student is provided 2 attempts to pass the test; the passing score is 90% or above. Students who do not achieve 90% or above on the first attempt are required to wait a minimum of 24 hours to retest. If the student does not pass the 2nd attempt of the exam with a score of 90%, the student will be required to immediately administratively withdraw from all nursing courses at Bethel University, and the tuition refund policy of Bethel University will be applied.

Nationally-Normed Proficiency Testing

Students will be required to take nationally-normed tests throughout the nursing curriculum specific to the content studied, with the expectation that an identified proficiency level or above be obtained. Remediation and re-testing may be required prior to receiving a grade in the nursing course during which the test is administered. All students are required to take a nationally-normed comprehensive examination at the completion of NUR 424 Capstone Practicum in Nursing course and are expected to score at an identified proficiency level or higher. The identified proficiency level will be stated in the Capstone Practicum in Nursing course syllabus and should be attained for successful completion of the course.

Purpose of Testing

- Assists in documenting student outcomes
- Identifies strengths & weaknesses of students and aggregate groups of students
- Provides curriculum evaluation data
- Strengthens the potential for successful NCLEX outcomes

The fee for one year of testing is added to tuition charges for NUR 311 and NUR 418. These fees include access to all ATI practice exams, ATI content mastery examinations, ATI Nurse Logic, ATI Touch, ATI Achieve, Learning System, Dosage Calculation & Pharmacology Made Easy, all skills modules, Real Life clinical reasoning scenarios, electronic copies of all review materials, printed copies of review materials, quest for NCLEX success module and access to Virtual ATI review program after graduation.

Skills-Check-off Requirement

Each student must achieve a score of 80% on skills check-offs in order to pass the laboratory/clinical component of the program. Each student will be given an opportunity to remediate and demonstrate a repeat session if an 80% is not achieved during the first session. Simulations are part of the lab/clinical experience and serve as method of delivery for course content and professional integrity is expected. In order to preserve the integrity of the clinical scenarios, it is expected that all participants will maintain professional integrity related to the scenarios. Participants are not allowed to share any content, events, actions pertaining to the scenarios with those who are not involved in the event. Violation of confidentiality will be considered a violation of ethical professional conduct and will result in the participant being dismissed from participation in the scenarios with the outcome being an unsatisfactory or potential failure in the clinical component of this course.

Community Service

A total of three hours per semester of community service is required of each student. This activity is NOT GRADED, but documentation must be received by the Clinical Course Coordinator or Department of Nursing Office Manager by the last week of the semester (prior to finals week) if the student is to pass each clinical. The documentation should be submitted on the approved department form. It is the intent of the requirement that the student volunteer with a health-related community service.

PROFESSIONAL CHARACTER

Bethel University Department of Nursing requires that all nursing students exhibit exemplary professional character.

Evidence of exemplary professional character includes: 1) ability to distinguish right from wrong; 2) ability to think and act rationally; 3) accountability for his or her own behaviors; 4) ability to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting; and 5) ability to promptly and fully self-disclose facts, circumstances, events, errors, and omissions when such disclosure could enhance the health status of patient or the public or could protect the patient or the public from unnecessary risk of harm.

Academic Integrity

Areas of Student Responsibility

The University's expectations commence when the University initially accepts a student. They apply to the student's conduct wherever the student may be, on or off the campus, and when the student is engaged in University-related activities and when the student is not.

Basic Honesty

The University insists on basic honesty, and encourages the development of relationships characterized by integrity. Lying or misrepresentations concerning official university business threaten the welfare of the university community.

Academic Responsibility

Academic honesty is an essential condition for the health of Bethel University and is vital to the achievement of its intended objectives. Consequently, any effort on the part of a person to submit work that is not his or her own in fulfillment of course or examination requirements shall not be tolerated.

- A. The unauthorized use, or attempted use, of any form of notes, tables, books, or other devices in the writing of an examination or test of any kind is prohibited.
- B. The use of words from a source without quotation and documentation, or the idea of a source without documentation constitutes plagiarism and is prohibited. All sources used in the preparation of a paper or other assignment should be listed in the bibliography and specific quotations and references should be indicated by appropriate citation.
- C. Any student giving or receiving unauthorized aid, by any means including notes, signs, words, or gestures, is guilty of cheating.
- D. The submission of work that is not the actual accomplishment of the person submitting it is a violation of academic honesty.

- E. Assistance in typing or proofreading a paper is not considered improper unless specifically forbidden by the instructor.

The removal, misappropriation, or destruction of academic material in an unauthorized manner from the person, the office, or the vehicle of an instructor, from the library, or from another person is prohibited.

(refer to *The Log*, *The Student and Residence Life Handbook* for further clarification)

The following actions, while not all inclusive, are examples of academic misconduct: 1) cheating during an exam, 2) plagiarism, consisting of representing someone else's work as your own in a paper, report, care plan etc., 3) use of alcohol or drugs while performing duties in the classroom or clinical, 4) falsification of any data in the classroom or clinical setting, and 5) any academic behaviors that violate the policies of the nursing department, Bethel University or Professional Standards of Conduct as stated in this document.

Students are expected to adhere to the academic conduct policies of Bethel University. Violation of any of these policies may result in dismissal from the nursing program.

Professional Conduct

All students enrolled in the Bethel nursing program must exhibit professional conduct.

Bethel University Department of Nursing defines exemplary professional conduct as the integrated pattern of personal, academic and occupational behaviors exhibited consistently by an individual that meet the rules and regulations for licensure by the Tennessee Board of Nursing as well as meet the Tennessee Nurse Practice Act requirements.

Failure to exhibit professional behavior in academic, clinical laboratory experiences or personal performance may result in the removal from the Bethel nursing program.

The Bethel University Department of Nursing student is expected to display professional behaviors that are conducive to the practice of professional nursing at all times. Professionalism is a concept that embraces conduct, attitudes, values, and standards relating to the practice of a professional. Professionalism in nursing can be witnessed in individual and collaborative practice and organizational participation. The nursing students are expected to incorporate into their behavior the Bethel University Student Code of Conduct and Professional Standards of Conduct as discussed throughout this section of the handbook and the policies and regulations as established by the following regulatory bodies:

- 1) American Nurses' Association (ANA) Code of Ethics for Nurses
- 2) Nurse Practice Act—Tennessee Board of Nursing
- 3) American Hospital Association Patient Bill of Rights

The faculty of Bethel University Department of Nursing expects professional nursing students to conform to the standards of nursing practice. The term unprofessional conduct is described as any act, practice or omission that fails to conform to the accepted standards of the nursing profession.

Unprofessional conduct includes but is not limited to the following:

1. Failing to assess and evaluate a patient's status or failing to institute nursing intervention which might be required to stabilize a patient's condition or prevent complications.
2. Knowingly or consistently failing to accurately or intelligibly report or document a patient's symptoms, responses, progress, medications, and/or treatments.
3. Knowingly or consistently failing to make entries, destroying entries, and/or making false entries in records pertaining to the giving of narcotics, drugs, or nursing care.
4. Appropriating medications, supplies, equipment, or personal items of the patient or employer.
5. Failing to administer medications and/or treatments in a responsible manner.
6. Performing or attempting to perform nursing techniques and/or procedures in which the nursing student is unprepared, unsafe, and/or without appropriate supervision.
7. Violating the confidentiality of information or knowledge concerning the patient except where required by law.
8. Causing, permitting, or allowing physical or emotional injury to the patient or failing to report same in accordance with the incident reporting procedure in effect where the nurse is employed or working. Leaving a nursing assignment without notifying appropriate personnel.
9. Expressly delegating nursing care functions or responsibilities to a person who lacks the ability or knowledge to perform the function or responsibility in question.

(Adopted from the American Nurses' Association (ANA) Code of Ethics for Nurses, Nurse Practice Act—Tennessee Board of Nursing, American Hospital Association Patient Bill of Rights)

Failure to meet these standards **will result** in a failing grade for the clinical course.

Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety, of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

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If a nursing student violates any of the above standards and is involved in an unsafe incident in the clinical area, the Unsafe Clinical Performance Incident Report must be completed by the student and faculty member.

Professional Appearance

Students are to be professionally attired at all times.

Classroom

In the classroom environment on the campus of Bethel University, the student nurse is required to wear a purple scrub uniform with the Bethel University DON patch sewn to the left upper sleeve. The purple scrub should be appropriately fitted and may be worn with a long sleeve neutral colored shirt underneath during cold months. A lab coat may also be worn over the scrubs. Closed-toe shoes are required at all times.

At off campus Bethel University Department of Nursing sanctioned events; "business casual" is considered professional attire. Professional attire does not include jeans, shorts, skorts, casual sandals, flipflops, halter tops, athletic wear, sweat shirts, tank tops, muscle shirts, or tee shirts. Shoes should be clean and comfortable with low heels (less than 3 inches). Socks or hose must be worn if appropriate.

Jewelry is kept to a tasteful minimum. No multiple visible piercing. The only visible piercing is to be up to two small earrings in two pierced holes of each ear.

Fingernails should be clean and trimmed no longer than the fingertip. No nail jewelry or artificial nails are permitted. Clear or neutral colored nail polish may be worn.

Tattoos must be covered.

Clinical Experiences

The general requirements for the uniform for students of Bethel University Department of Nursing will be as follows:

Students accepted into the Bethel University nursing program must purchase one white top, one white lab jacket, and previously described scrub uniform, all with attached Bethel DON patch, from Meridy Uniforms. Ordering information will be distributed in the admission packet sent to newly-admitted nursing students. This information may also be obtained from the Department of Nursing. Information regarding the specified Bethel nursing uniform is available on the Meridy's Uniform website after entering the pass code given to incoming students.

Nursing shoes must be all white. They may be leather or non-porous sport shoes. Shoes must be clean, comfortable and quiet. (Canvas shoes as well as open toe or open heel shoes are not acceptable). Socks or hose must be worn. Socks are to be white.

The Bethel Student ID is to be worn on the left upper chest area, on the uniform, street clothing, lab coat, or scrubs when functioning as a Bethel University student nurse. The ID is not to be worn at any other time, such as during a work shift in a hospital setting.

Some clinical experiences will require the wearing of street clothes with lab jacket and Bethel Student ID. Street clothes include skirt or slacks with a shirt or blouse or dresses. Permissible street clothes does not include jeans, shorts, skorts, casual sandals, flipflops, halter tops, tank tops, muscle shirts, or tee shirts.

Shoes should be clean and comfortable with low heels (less than 3 inches). Socks or hose must be worn if appropriate.

Hair must be pulled back, secured and up off the collar for all clinical experiences.

Facial hair must be neatly trimmed and beards may not be longer than two inches below the jaw line.

Jewelry is kept to a minimum. No multiple visible piercing. The only visible piercing is to be up to two small earrings in two pierced holes of each ear.

Fingernails should be clean and trimmed no longer than the fingertip. No nail jewelry or artificial nails are permitted. Clear or neutral nail polish may be worn.

Students must wear a watch that allows them to count seconds so that heart and respiratory rates may be counted. All students are recommended to bring a personal stethoscope to clinical experiences as appropriate.

Tattoos must be covered and should not be visible through clothing.

Any questions about grooming or professional attire should be addressed to the faculty of the Bethel University Department of Nursing prior to the clinical experience.

Attendance and Tardiness

Attendance at the first session of all nursing classes (Didactic and Clinical Laboratory Experiences) and new student orientation is mandatory.

Attendance is required for each course. If the student has to miss a class for any reason, the student must get an excused absence from the instructor prior to the event. Students are responsible for all material presented in their absence and completing all requirements and the objectives of material presented.

A student missing any scheduled assignments, quizzes or exams without prior notification of the faculty member will earn a grade of zero. Opportunities to complete and resubmit assignments or take quizzes or examinations at other than scheduled times will be provided at the discretion of the faculty and as outlined in the course syllabus.

Punctuality is required. All students are required to be in the classroom seated and ready to begin work at the scheduled time for class to begin. When a student is tardy for two scheduled classes (if not excused), an absence will be recorded.

Attendance at all scheduled clinical laboratory experiences is required. Penalties for a missed clinical laboratory experiences will be determined by the clinical faculty responsible for the missed laboratory experience. This clinical faculty member will consider and evaluate each missed experience on an individual basis considering such factors as previous patterns of reliability and responsibility demonstrated by the student, availability of facilities, availability of faculty, and reason for the absence.

Punctuality is required for a scheduled clinical laboratory experience. When a student is tardy for any scheduled clinical laboratory experience, appropriate action will be determined by the faculty and might consist of dismissal from the clinical laboratory experience for that day and/or an additional assignment.

Two unexcused tardiness and/or absences from scheduled clinical laboratory experiences will result in dismissal from the clinical course. If a student misses a clinical activity for any reason, the student will be required to make up the clinical hours. The type of clinical activity will be determined by the instructor.

Nursing students enrolled in clinical nursing courses must attend clinical orientation scheduled according to the nursing course. This may be the first week of each semester or later in the semester. Absence will cause cancellation of enrollment in these courses.

If illness or other conditions occur that prevents participation in a scheduled clinical laboratory experience, it is the student's responsibility to follow course guidelines published in syllabi for notifying the faculty and the agency. Outcomes and penalties for a missed clinical laboratory experiences will be determined by the clinical faculty member who coordinated that clinical experience. The faculty member will evaluate each case on an individual basis, and will make the final determination for when a student is ready to re-enter the clinical experience.

A student with a communicable condition should not participate in a scheduled clinical laboratory where risk of exposing others exists. Follow course guidelines for notifying the faculty and the agency. If treatment is indicated, the student should follow up with recommendations from a health care provider. Outcomes and penalties for a missed clinical laboratory experiences will be determined by the clinical faculty member who coordinated that clinical experience. The faculty member will evaluate each case on an individual basis, and will make the final determination for when a student is ready to re-enter the clinical experience.

STUDENT POLICIES & GUIDELINES

Examinations

Examination dates are listed in the course syllabus. Students will take each examination at the time scheduled. If the student is unable to take the examination at the scheduled time, the instructor must be contacted prior to the class period the examination is being taken. Reasons for missing an examination must be considered academically valid, such as illness, and will be accepted on a case-by-case basis by the faculty. The student will make up the examination within **120** hours (not including weekends or holidays) after returning to class or clinical laboratory experience.

Arrangements to make up the examination will be made through the course instructor. Make up exams may be a different form and format such as essay. A student who fails to comply with the above will not be permitted to take the examination, and the grade will be recorded as zero.

Final Examinations

Final examinations will be given on dates and times as specified by the Bethel University Department of Nursing.

Quizzes/Assignments

Students are responsible for attending class prepared. This includes completion of all assigned readings and learning activities as designated in the course syllabus.

Quizzes may be announced or unannounced. All assignments are due on the date specified on the class schedule. Any assignment turned in late may have points deducted as stated on the evaluation form of the particular assignment.

Classroom/Clinical Participation

Students are expected to participate in class discussion. Each student will be accountable for all assigned objectives. The student will be held accountable for all content taught in previous courses.

Performance in Clinical Experiences

Students are expected to arrive at the clinical laboratory experience prepared and may be sent home if not prepared. Clinical preparation may include but is not limited to research related to assigned patient health care needs, reviewing readings related to assigned patient health care needs, viewing skills modules, practicing in the skills lab, or developing care plans or care maps prior to arrival at clinical experience. As part of the clinical experience students will have the opportunity to work in several clinical settings and with numerous persons during their years as a student in the nursing program. As professional nursing students, students are expected to keep confidential all information entrusted to them by patients, family members, peers, and colleagues.

Nursing students will be expected to travel to the clinical facility the day before clinical practice to meet the patient they will be caring for during clinical practice. Students will also collect data from

the patient documents and patient that will assist them in planning for care during the clinical practice experience.

Utilization of Handheld Electronic Devices

All students are required to use a handheld device [Personal Digital Assistant (PDA), Smartphone (iPhone®, Android, Blackberry, etc), iTouch®, or any other handheld electronic device (HED)] in the clinical area for quick reference on clinical topics. The use of the HED is guided by the policies of the individual clinical sites and the Department of Nursing Guidelines for use of Handheld Electronic Devices in the Clinical Setting. HIPAA policies are to be followed when using any HED device. No patient identifiers or personal patient information may be placed on the HED. Telephone and camera must be in the "off" mode while in the clinical area. Text messages may only be sent to your clinical instructor to notify him or her that you need their assistance. No text messages may be sent to other students or external sites. No pictures may be taken while in any clinical area including documents, patients or computer screens. Appropriate asepsis techniques must be used when referencing the HED in the clinical area.

If non-adherence occurs, the student will be removed from the clinical area immediately. The incident will be reported to the Director and consequences will range from an unsatisfactory for the clinical day, failure of the clinical component of the courses to removal from the nursing program.

Inclement Weather Policy

Clinical laboratory experiences may be cancelled by the faculty in the following situation:

At those times when the school district within the county of location of the classroom or clinical experience is closed due to inclement weather. Consideration will be given to student and faculty travel to the learning experience.

Each faculty member is responsible for evaluating the weather conditions in the geographical area of the clinical site. If the decision is made to cancel a clinical experience, it is the faculty member's responsibility to contact the student and the clinical facility with the relevant information. All missed clinical hours will be made up. The type of clinical activity will be determined by the instructor.

Membership on Nursing Committees

Since nursing faculty and students are involved in governance of the educational process, students are elected or appointed to the following faculty committees:

1. Department of Nursing Curriculum Committee
2. Department of Nursing Student Affairs Committee

Employment

Students may be employed on or off campus as opportunities are available and the course load and schedule permits. However, the Department of Nursing faculty urges caution in scheduling more than a few hours of work per week; work schedules must allow time to study. Students

employed in clinical agencies may not wear the school uniform or Bethel Student ID during employment. The uniform worn during such employment should be the one required by the employing agency. Students who are employed in a clinical setting must not sign their names as Bethel University Student Nurse.

Change in Health Status

A change in physical or emotional health status must be reported to the clinical instructor and program director as soon as it is suspected and /or verified. Although the student's right to privacy is recognized and respected, it is important that the faculty be aware of the situation in order to protect the student, Bethel University, and affiliated organizations. The student may be required to seek evaluation by a health care provider and provide documentation regarding ability to function safely in the classroom and clinical setting.

In order to progress academically, the student must demonstrate the ability to fulfill program requirements and objectives. If the student is unable to meet the course requirements due to health problems, he/she will be asked to withdraw from the class or to withdraw from the university for the semester.

STUDENT FEES*

In addition to tuition and University fees, nursing students have the following estimated costs:

- Uniform expense \$100.00 - \$200.00
- Purchase of electronic device for e-books..... varies according to device
- Nursing Central (6 e-books).....\$269/program
- Textbooks varies by semester
- Shadow Health Assessment program \$103 for NUR 300
- Clinical/lab fees \$70.00/course/semester
- Professional Liability insurance \$17.00/year
- Student Nurse Association Membership \$40.00/year
- Standardized exams \$865/year
- Electronic Health Record Access.....\$155/program
- Criminal background check.....\$125 for each check
(admission to nursing program, before application for state board examination & as required by clinical agency requirements)

- Drug screens..... \$27.00/year
- Transportation to and from clinical experiences
(Memphis, Nashville, Bolivar & Jackson as well as local health care facilities)
- Bethel University Department of Nursing pin..... \$21.00 - \$200.00
(to be awarded to graduating seniors during pinning activities)
- Nursing Licensure Examination \$375.00
- Health Insurance (Cost determined by insurance company)

** Student expenses may vary from semester to semester according to increases in costs from participating organizations.

CLINICAL AGENCY REQUIREMENTS

Drug testing and criminal background checks of nursing students are required by the facilities which serve as the sites for the clinical learning experience for nursing students. These facilities require drug testing and criminal background checks of each student, prior to the time the student would have contact with the facility's patients or employees.

Drug Screen – Yearly

Drug screens are performed yearly at the beginning of fall semester. The Department of Nursing arranges for a laboratory to collect urine specimens on campus at a specified time.

At the time of drug testing, the student is required to pay the cost and any additional expenses related to further investigation, if needed, by the Medical Review Officer.

If a positive drug screen occurs, the following will occur:

1. the student will be immediately suspended for a minimum of one year (12 continuous months from the date of the beginning of the suspension) from the nursing program; and
2. the positive drug screen will be shared by the Bethel University Department of Nursing Director with the Vice President of the College of Health Sciences for further action, including but not limited to referral for a drug abuse education program, referral to counseling, and/or referral to a drug treatment program,
3. other appropriate action, if any.

Any nursing student with a positive drug screen is encouraged to seek treatment.

Bethel University Department of Nursing encourages impaired students to seek assistance voluntarily and assume responsibility for their personal and professional conduct. A student who has on one occasion had a positive drug screen under this policy, and who desires to reapply to Bethel Department of Nursing may reapply for a school semester beginning after the period of suspension (one year minimum). The student will, in addition to meeting all other requirements for similarly situated applicants, be required to provide documentation of successful treatment and the student will be required to consent to and undergo drug testing. The decision on whether to re-admit the student is not guaranteed and will be made on a case-by-case basis.

Additionally, a student assigned to a facility for a clinical experience, and who is suspected by the facility or faculty of substance use or abuse, will be asked to consent to a drug test, plus other consequences. In this situation, the student is required to sign the consent and complete an immediate drug test. Some clinical facilities also require a drug test if an injury occurs to the student on site. The student is required to pay for all drug tests.

Criminal Background Check

Each student who will be the subject of the criminal background check is required to cooperate with the company conducting the check so that it can be completed at the time required by Bethel University prior to a clinical laboratory experience. Each student is required to provide the screening company accurate identifying information requested so that the company can carry out the screen upon the student. Each student is required to sign any and all consents/releases, in the form(s) designated by Bethel University, including consent to the criminal background check and permission for it to be provided by the company to Bethel University. It is intended that the background check include all cities and counties of known residence for the 7-year period prior to the check.

Under this policy, the term "failing" the criminal background check is defined as the screening company reporting to Bethel University that the student had any of the following, during the 7 year period prior to the check:

- A felony conviction.
- A misdemeanor conviction or felony deferred adjudication involving a crime against a person (physical or sexual abuse).
- A misdemeanor conviction related to moral turpitude (prostitution, public lewdness/exposure, etc).
- A felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances.
- Registration as a sex offender
- Any requirement specific to each clinical facility used for clinical experiences

The company conducting the criminal background check will communicate the criminal background check results to the Director of Bethel University Department of Nursing. It is the policy of Bethel University to maintain the confidentiality of these criminal background check results to the extent required by law. The student must give permission for the clinical agency to view the results if requested due to concern over violation of the facility's criminal background check policy.

When a student fails the criminal background check, the following will occur:

1. The student will be immediately suspended from the nursing program until the company conducting the check reports to Bethel University that the student no longer fails the check,
2. The student will be notified of a description of the adverse action taken, the name of the company which prepared the report, a statement that the company did not make the decision to take the adverse action, that the student has a right to obtain a free copy of the company's report from the company, and to contest its contents.
3. The results will be shared by Bethel University Department of Nursing with the Vice President of the College of Health Sciences for further action. The results may be shared with the appropriate contact from the clinical facility.
4. Other appropriate action, if any.

A student who is convicted of or receives deferred adjudication for any of the criminal offenses while enrolled in the program must report the conviction to the Director of Bethel University Department of Nursing within three days of the conviction, and the student will be referred to the Vice President of the College of Health Sciences. Action taken will be predicated on the type of criminal offense and particular policy violated by the offense.

At the time of the background check, the student must pay all expenses associated with the criminal background check process.

Immunization, Current CPR Card & Health Insurance

Up-to-date immunization status as well as current CPR training is required of all students by the facilities in which Bethel schedules clinical experiences.

Required immunizations include:

- Tetanus/Diphtheria (TD) (within past 10 years) or TDaP if renewal required while enrolled in the nursing program
- Measles, Mumps, Rubella (MMR and blood titer)
- Hepatitis B and blood titer

- 2-step Tuberculosis Skin Test (nonreactive) or one step TB skin test performed consistently for previous 2 years or more (nonreactive) or Chest X-ray (clear) or negative blood test
- Varicella (chickenpox) and blood titer
- Annual Flu Shot (between September 1 and September 30 each year)

CPR certification must be from the American Health Association and must be for the Healthcare Provider CPR. Copies of documentation of immunization status and American Heart Association Healthcare Provider CPR training card must be submitted to Certified Background Student Immunization Tracker prior to the first day of class. Information regarding the process to accomplish this requirement is included in the admission packet sent to newly-admitted nursing students. This information is also available from the Department of Nursing.

If annual renewals are necessary, copies of the renewals should be submitted to the Student Immunization tracker before the first day of classes each semester.

Bethel Department of Nursing students enrolled in clinical nursing courses must submit proof of health insurance yearly to Student Immunization Tracker.

Student Malpractice Liability Insurance

All students are required to purchase malpractice liability insurance prior to participating in clinical experiences. This is a requirement of all clinical facility in which Bethel nursing students practice. The Department of Nursing contracts with an insurer to provide blanket malpractice insurance for all students enrolled in the nursing program. The yearly fee for the insurance is added to the charges for NUR 311 and NUR 418.

Compliance with all Policies

Students who are not in compliance with the above policies regarding drug testing, background checks, immunizations, CPR, health insurance and malpractice insurance will not be allowed to participate in clinical activities involving patient contact. The missed time cannot be made-up and will be counted as unexcused absences and handled according to policies stated in the student handbook.

**** It is the students' responsibility to follow all guidelines and requirements set forth in the *Bethel University Nursing Student Handbook, Bethel University Log and Bethel University Catalog.***

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

1. All students must sign a Bethel University Nursing Confidentiality Statement prior to accessing patient files in any agency used for clinical education. Some agencies require additional confidentiality forms specific to their facility be signed in addition to the Bethel University DON Statement.
2. All student documents related to patient assignments (journals, care plans, papers, assignment sheets, etc) must be protected to assure privacy of the patient(s) information by de-identifying the health information. Your course faculty will tell you the de-identification method to be used.
3. Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means including electronic means.
4. Any documents submitted to faculty should contain no protected health information (PHI) or the information should be de-identified. For example: course papers, care plans, interview information, etc.
5. If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.
6. Only students wearing the approved Bethel University identification badge will be granted access to patient information by the clinical agency.
7. Student ID's are to be worn on the L. upper chest on the uniform, street clothing, or scrubs when representing self as a Bethel University student nurse. The ID is not to be worn at any other time, such as during a work shift in a hospital setting.

Any student research or professional projects should maintain the protection of health information collected during the duration of the project by including no identifying patient information on project instruments. If a code is used to re-identify the participant information, the codebook must be maintained in a locked, secured file. If an informed consent document is signed, the documents should be maintained in a locked, secured file apart from any patient/subject information.

HIPAA Privacy Official

1. The Director of the Bethel University Department of Nursing is the Privacy Official, but may delegate his or her duties to others if so desired. The appointment is continuous and will transfer when and if a new Director is named.

2. The duties of the Privacy official include: a) Maintaining program compliance with HIPAA regulations b) developing Bethel University policies and procedures related to HIPAA regulations c) maintaining documentation of complaints and sanctions d) overseeing HIPAA training program.
3. The chain of command under the Director, Bethel University Department of Nursing, as the Privacy Official is student to faculty, faculty to lead teacher of course (if applicable), and faculty/lead teacher to Director. At times it may be appropriate for the student and faculty/lead teacher to meet simultaneously with the Director.

HIPAA Training

1. All Bethel University students enrolled in clinical courses for the first time will complete a training program regarding HIPAA regulations and policies during the first week of the academic semester. Each will be asked to sign a form indicating understanding of the Bethel University Department of Nursing policies and procedures related to HIPAA and the Bethel University Department of Nursing Confidentiality Statement. The clinical agencies may require additional HIPAA training as well.
2. If a breach in confidentiality occurs, the student will complete a retraining program as soon as possible following the incident.
3. All students will complete retraining within 1 month following a significant change in privacy practices.

HIPAA Complaints

1. A complaint regarding a breach in patient privacy may be brought to the Privacy Official with the assurance that no retaliatory measures will be taken against the person bringing the complaint.
2. The Privacy Official will document the complaints received and their disposition and maintain the document in a locked, secured file.
3. Students who violate the protection of health information are subject to sanctions, which may include, but are not limited to: failure of course or suspension from the program.

PATHOGEN EXPOSURE

Any exposure to blood borne pathogens, tuberculosis, or communicable pathogens other than blood borne communicable diseases during clinical laboratory experience should be reported to the person in charge on the unit and the individual(s) must follow that institution's policy regarding blood borne pathogen or communicable disease exposure. The student will pay for any exposure

testing requested. If post-exposure procedures are not available to the involved individual, the student should go immediately to the nearest emergency room.

The student must immediately notify the supervising faculty promptly of the incident or exposure no matter how small it might be. Incident reports are to be completed by the faculty member and student(s) involved at the facility. The agency may require additional documentation as well.

The student may receive immediate testing/treatment at the agency if offered OR report to the nearest Emergency Room. Immediate reporting will afford the opportunity for the initiation of the process of appropriate follow-up of possible exposure to bloodborne pathogens or tuberculosis as well as provide timely administration of appropriate therapy in the event of known any infectious exposure.

The student and faculty together must complete the Bethel University Department of Nursing Post Exposure Incident Form for Bloodborne Communicable Diseases or Tuberculosis as soon as possible after the incident or exposure.

The supervising faculty member will assist the student with the above reports and clarify the student's understanding of the treatment recommendations.

Other exposures or incidents not related to pathogens or tuberculosis, the student must:

1. Notify the supervising faculty member promptly
2. Report the incident immediately to the appropriate individuals within the agency and complete any records required by agency policy
3. Receive immediate treatment at the agency if available OR report Immediately to the nearest emergency room
4. Complete the Bethel University DON Post Incident Form within 24 hours of the incident

In the case of all exposures or incidents, the supervising faculty member will inform the Bethel University Director of the Department of Nursing immediately of the incident or exposure. The faculty will help the student complete the required reports and forms, clarify information regarding reporting and treatment, and file the appropriate forms in the student's file. The Director of Bethel College Department of Nursing will inform the Vice President of the College of Health Sciences of the incident or exposure and follow any guidelines or regulations set forth by Bethel University or other reporting agencies.

Fees acquired for bloodborne pathogen, tuberculosis, or other exposures and incidents are the responsibility of the student. The student will have financial responsibility for all testing and resulting treatment.

ACKNOWLEDGEMENT OF STUDENT HAND BOOK

I, _____, have read the Bethel Student Nurse Handbook and agree to abide by all policies as stated in the handbook.

Printed Signature: _____

Legal Signature: _____

Date: _____

** Bethel Department of Nursing must keep a signed copy of this form in the student's folder for one year after graduation.

STUDENT CONFIDENTIALITY AGREEMENT

Patient confidentiality at the facilities used by Bethel University Department of Nursing is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient health information to be kept confidential.

Additionally, patients and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to, patient names, their health information, and relevant agency information) gained through their clinical assignments or professional/research projects at any facility used by Bethel University Department of Nursing in strictest confidence. Confidentiality includes, but is not limited to, not discussing patients or their health conditions with persons who do not have a need to know and not removing any documents with individually identifiable patient data from the facility.

I also understand the terms of this Student Confidentiality Agreement, and I agree to abide by the above confidentiality requirements. I further understand that any breach of a patient's confidentiality may result in disciplinary action against me as described in the Bethel University Department of Nursing Student Handbook.

Printed Student Name

Printed Faculty Name

Student Signature

Faculty Signature

Date

Date

** Bethel Department of Nursing must keep a signed copy of this form in the student's folder for one year after graduation.

HIPAA TRAINING

I have completed the required reading of the Bethel University Department of Nursing policies and procedures regarding HIPAA and received mandatory HIPAA training. I understand that if I have questions, I should ask my course faculty for clarification or information.

I agree to comply with the Bethel University Department of Nursing HIPAA Policies.

Student Signature

Date

** Bethel Department of Nursing must keep a signed copy of
this form in the student's folder for one year after graduation.

STANDARD PRECAUTIONS TRAINING

I, _____ have completed the required reading of the Bethel University Department of Nursing policies and procedures regarding Standard Precautions and received mandatory standard precautions training. I understand that if I have questions, I should ask my course faculty for clarification or information.

I agree to implement these precautions consistently.

Student Signature

Date

** Bethel Department of Nursing must keep a signed copy of this form in the student's folder for one year after graduation.

UNSAFE CLINICAL PERFORMANCE INCIDENT REPORT FORM (Page 1)

Date of Occurrence

Student

Course

Clinical Instructor

Clinical Site

Patient Age

Diagnosis

Type of Incident: Near Miss regarding medication or patient Injury, or actual medication error or injury related to medication or injury, or other. _____

Student states exactly what happened (attach additional documentation if needed):

Student describes why he/she thinks the error occurred:

What harm resulted from the error or incident?

What harm could have resulted from the error or incident?

Student's plan to prevent this incident from occurring again:

Student Signature

Instructor Signature

Instructor Comments

Date of Counseling

Signature of Witness at Counseling

UNSAFE CLINICAL PERFORMANCE INCIDENT REPORT FORM (Page 2)

Referral/outcome: (Circle all that apply & comment under each section):

1. Immediate dismissal from clinical area after faculty conference
2. Faculty consultation/remedial work assignment (to be determined by faculty)
3. Referral for outside medical/counseling assistance
4. Immediate dismissal from the nursing program
5. Conference with faculty member and director
6. Conference with faculty, director, and the Vice President of the College of Health Sciences if applicable

**Return to the clinical area is dependent upon accomplishment of remedial actions recommended by the faculty and director.

*** Immediate dismissal from the program is approved by the faculty, Director, and the Vice President of the College of Health Sciences

- Faculty notified student: (Copy of this report given to student & placed in student's file)

Date _____ Time _____

- Director notified: (Copy of this report sent to Director's office)

Date _____ Time _____

- Vice President's office notified: (Copy of this report sent to the Vice President's office)

Date _____ Time _____

Student Signature

Faculty Signature

** Bethel Department of Nursing must keep a signed copy of this form in the student's folder for one year after graduation.

POST INCIDENT FORM (Page 1)

Date of Report

Time of Report

Name

Phone #

Email Address

Date/Time/Location of Incident

Type of incident: (please check or complete all that apply)

___ Patient injury

___ No injury to patient

___ Injury to student

___ No injury to student

___ Injury to others

___ No injury to others

___ Property damage

___ Confidentiality breach

___ Hazardous material exposure

___ Other _____

Description of occurrence or incident: (Use a separate page to document all aspects of incident to include the following information if applicable: Part of body affected, possible causes, both immediate and long term measures taken to prevent re-occurrence, treatment and follow up care, notification process, and witness(es) name & phone number)

Student responsibilities:

1. Notified supervising faculty: Date _____ Time _____

Name of supervising faculty: _____

2. Completed incident report at facility: Date _____ Time _____

3. Completed Bethel University DON Incident and/or exposure forms:

Date _____ Time _____

Please check:

Did student obtain _____ /refuse _____ examination and/or treatment? Not applicable _____

Student Signature

Faculty Signature

POST INCIDENT FORM (Page 2)

** If the student does not seek treatment or follow up care as required by Bethel University Department of Nursing, the health care provider or clinical agency, and if this places faculty, students, organizations and patients at risk, Bethel University Department of Nursing has the right to ask the student to withdraw from the nursing program until the required treatment and follow up care is completed.

*** Bethel Department of Nursing must keep a copy of this signed form and other required documents in the student's file for one year after graduation.

POST BLOOD BORNE PATHOGEN OR TUBERCULOSIS EXPOSURE FORM (Page 1)

Date of Report

Name of Student

Student Phone Number

Student Email Address

Date of Exposure

Exact Location of Exposure

Description of Exposure (use separate page if needed):

Student notification of supervising faculty: Date _____ Time _____

Student completion of incident report at facility: Date _____ Time _____

Completion of all required Bethel DON exposure/incident forms: Date _____ Time _____

- Student reported for initial screening and treatment:

a. Date ____ Location _____

b. Name of Provider _____ Location _____

- Student reported for required follow up treatment:

a. Date ____ Location _____

b. Name of Provider _____ Location _____

POST BLOOD BORNE PATHOGEN OR TUBERCULOSIS EXPOSURE FORM (Page 2)

Student has discussed the treatment and plan of care with supervising faculty and understands that he/she is responsible for obtaining medical care. The student is responsible for all expenses related to medical treatment and follow up care:

Date _____ Signature of Student _____

Faculty notifies Director: Date _____ Time _____

Faculty places a copy in the student's file: Date _____ Time _____

** If the student does not seek treatment or follow up care as required by Bethel University Department of Nursing, the health care provider or clinical agency, and if this places faculty, students, organizations and patients at risk, Bethel Department of Nursing has the right to ask the student to withdraw from the nursing program until all required treatment and follow up care is completed.

*** Bethel Department of Nursing must keep a signed copy of this form and other required documentation in the student's file for one year after graduation.

Community Service Activity Documentation Form

Student Name (please print) _____

Semester community service performed _____

Where community service performed _____

Type of Community Service Performed and relation to health

Date community service performed _____ Hours dedicated to community service _____

Student Signature _____

Activity Coordinator Name (please print) _____

Activity Coordinator Signature _____

Title: Guidelines for use of Handheld Electronic Devices in a Clinical Setting		Number: NAD-114
Originated by: Mary Bess Griffith		Approved by: Jenny Webb, PhD, RN
Position: Director		Position: Director
Issued:	Latest Rev: 09/10/2019	No. Pages: 3
Computer file location:		

1 PURPOSE

This policy is to guide appropriate use of handheld electronic devices in the clinical setting.

2 SCOPE

This policy applies to all students enrolled in the Bethel University nursing program as well as all faculty employed by the nursing program.

3 PROCEDURES

For the purposes of this policy, the following devices are included: Personal Digital Assistant (PDA), Smartphone (iPhone®, Android, Blackberry, etc.), iTouch®, iPad® or any other handheld computers or tablets. The abbreviation HED will be used to refer to these products in this policy.

- A. HED may only be utilized in clinical sites that have authorized their use. Faculty are responsible for verifying this authorization in each clinical facility and informing the students of appropriateness of use or not.
- B. Use of the HED in the clinical facility is guided by the clinical facility policies as well as local, state and federal regulations and laws in addition to Bethel University Department of Nursing policy.
- C. Students and faculty are responsible for following all components of Health Insurance Portability and Accountability Act (HIPAA) when using any HED in any clinical areas.

NO PATIENT IDENTIFIERS OR PERSONAL PATIENT INFORMATION MAY BE PLACED ON THE HED.

Violation of this requirement will result in removal from the clinical area and failure of the clinical component of the course.

- D. Telephone and camera functions must be in the “off” mode while in any clinical area. This can be accomplished by placing the HED in “airplane” mode (refer to the instruction manual for your HED to perform this action).

NO PICTURES MAY BE TAKEN WHILE IN ANY CLINICAL AREAS INCLUDING DOCUMENTS, PATIENTS OR COMPUTER SCREENS.

Text messages may only be sent to your clinical instructor to notify her/him that you need their assistance. No text messages may be sent to other students or external sites or persons.

Violation of this requirement will result in removal from the clinical area and failure of the clinical component of the course.

- E. The purpose of using HED's in any clinical area is access to reference material or sites for educational purposes and use of the calculator function.
- F. Use of the HED should only be performed away from public view as the patient or visitors may misunderstand and assume you are focusing on personal issues instead of patient needs. If you must use the HED in a public area, explain to the patient and/or any other individuals in close proximity that you are accessing the device for information to assist you in providing the highest quality nursing care.

HED Hygiene

Infection control procedures must be followed when using the HED in any clinical areas.

- A. Wash hands before using HED.
- B. Do not touch the HED with any contaminated objects or gloves or place the device on any potentially contaminated surfaces such as bedside table or patient bed.
- C. Clean the HED with solutions recommended by the HED manufacturer prior to and following all clinical experiences. No contaminants should be brought from outside the facility to a patient or taken outside the facility to the public. The device may need to be cleaned during the clinical experience depending on exposure to contaminants. Be prepared to clean the device as needed to avoid the spread of contaminants.
- D. DO NOT TAKE AN HED INTO ISOLATION ROOMS.

4 RESPONSIBILITY

Implementation of this policy is the responsibility of the faculty of the Department of Nursing as well as all students governed by this policy.

Safety and security of the HED while at the clinical site is the sole responsibility of the owner of the device.

5 REVIEW

Review of this policy will occur according to the Program Evaluation schedule.

6 ATTACHMENTS

Compliance agreement for use of HED in the clinical area.

END OF POLICY

BETHEL UNIVERSITY DEPARTMENT OF NURSING

NAD 114 - Guidelines for use of Handheld Electronic Devices in Clinical Setting

COMPLIANCE AGREEMENT FOR USE OF HANDHELD ELECTRONIC DEVICES IN THE CLINICAL SETTING

I have read the Bethel University Policy *Guidelines for use of a Handheld Electronic Device in the Clinical Setting* and understand all the requirements of the policy. I agree to comply with all requirements of this policy when using any handheld electronic device in the clinical setting. I understand I will be removed from the clinical area and may receive a failure for the clinical day or fail the clinical component of the course if I should not comply with this policy. This policy is in effect while I am enrolled in or employed by the Bethel University nursing program.

Signature _____

Date _____