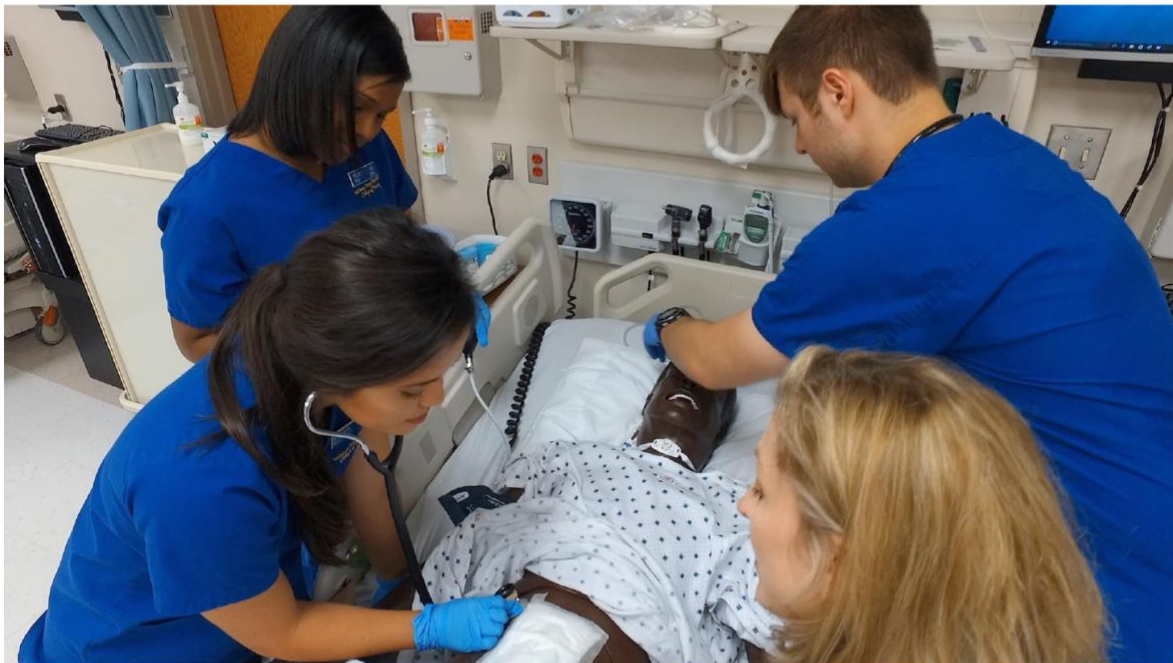


MCNEESE STATE UNIVERSITY COLLEGE OF NURSING  
AND  
HEALTH PROFESSIONS

Department of Undergraduate Nursing  
**Student Handbook**



2018-2019



*Revised: December 2018*

## Contact Information

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[www.mcneese.edu/nursing](http://www.mcneese.edu/nursing)

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College of Nursing and Health Professions  
Department of Undergraduate Nursing  
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Lake Charles, LA 70605

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Lake Charles, LA 70605

**For information regarding programs  
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**Student Services Coordinator**

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sdupre@mcneese.edu

### **Undergraduate Nursing Degree Programs**

Bachelor of Science (BSN) and LPN to BSN  
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Hardtner Hall, Suite 205  
Fax : 337-475-5925

RN to BSN  
337-475-5821  
Hardtner Hall, Suite 205  
Fax: 337-475-5925

### **Disclaimer**

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The information in this publication is as accurate as was possible to obtain at the time of publication. The provisions are subject to change and do not constitute a contract or an offer to contract with students enrolled or enrolling at McNeese State University or the College of Nursing and Health Professions (CONHP). Students must take the initiative to ascertain current information and meet the requirements of the particular program in which they enroll. MSU and the CONHP reserve the right to change or withdraw courses; to change fees, rules and calendar for admission, registration, instruction, and to change other regulations affecting the College of Nursing and Health Professions student body at any time.



The baccalaureate program at McNeese State University College of Nursing and Health Progressions is accredited by the Commission on Collegiate Nursing Education (CCNE),  
655 K Street, NW, Suite 750,  
Washington, DC 20001, (202) 463-6930.  
[www.aacnnursing.org/CCNE](http://www.aacnnursing.org/CCNE)

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Welcome Students!

The College of Nursing and Health Professions nursing administration, faculty, and staff are excited you will be joining us in the next phase of your career goals as a nurse. Nurses are consistently ranked as the most trusting health professional on the health care team. Why?? Nurses care about people and they are willing to listen to their patients when it really matters. You have to want to be a nurse and if the answer is “yes”, your opportunities to make a difference in the lives of others and yourself will be limitless. Our alumni are working across the country and the world making a difference every day...in both practice and education settings. You can do the same as a graduate of this program.

The next two and one-half years will require a lot of hard work but it will be worth every minute you spend. I want to thank you for choosing this college and wish you an awesome experience.

Remember to stay committed to your studies and stay focused on being the very best that you can and will be.

Sincerely,

Dr. Peggy Wolfe  
Dean, College of Nursing



## ***I. INTRODUCTION***

### **HISTORY OF THE COLLEGE OF NURSING AND HEALTH PROFESSIONS**

In 1953, political forces in nursing and the health care industry convinced the Louisiana State Board of Education to approve several regional state-supported colleges as sites for programs in nursing offering the bachelor's degree. McNeese State College was one of the regional colleges considered. Approximately 10 students were admitted to the College of Liberal Arts in anticipation of the establishment of a nursing program in the immediate future. Initial approval by the Louisiana State Board of Nurse Examiners was given to the program on March 5, 1954. The first class of six graduated in May 1957. The college has graduated approximately 3,675 professional nursing students as of the Spring 2017 commencement.

Other occurrences of historical significance for the nursing program include the initial accreditation by the National League for Nursing in 1981, and attainment of full college status on June 30, 1983. Also, during 1983, the College and three other state-supported programs of nursing petitioned the Louisiana State Board of Regents to grant master's degrees in nursing. After evaluation, and with concurrence from the four universities, the Board of Regents directed that a consortium for a master's degree in nursing to be given by each university under the auspices of the Intercollegiate Master of Science in Nursing Consortium. In May of 1988, the College of Nursing chartered the Kappa Psi Chapter of Sigma Theta Tau International Honor Society for Nursing. Enrollment in the College of Nursing increased over 500 percent from 1980-1994. At the same time that Louisiana was experiencing a nursing shortage, health care employers were increasing their budgets for registered nurses working in their agencies. In 1991, after meeting with health care agency representatives in the service area regarding the nursing shortage, the College agreed to implement two clinical admissions per year. Implementation began in fall of 1992, after which a second class was admitted in spring of 1993. Two classes continue to be admitted annually, one each in fall and spring semesters.

In 1992, a coalition of health care agencies agreed to fund an Associate Degree program in nursing. In August 1993, initial approval was granted by the Louisiana State Board of Nursing. The program admitted the first class in April of 1995. Effective 2011-2012 MSU Catalog, the Associate Degree in Nursing was converted to an Associate of Science in Nursing Program. In 2010, the Louisiana Legislature approved the LAGRAD Act that directed the transfer of associate degree program offerings at four-year schools such as McNeese State University to community colleges. A four-year phase-out plan was begun Spring 2014 with the last ASN class graduating Fall 2016. On May 27, 2015, the College of Nursing was renamed the College of Nursing and Health Professions following the initiation of a new non-nursing degree program, a Bachelor of Science in Health Systems Management (HSM) (Board of Regents Academic and Student Affairs Committee Report). In Spring 2016, University administration made the decision to further expand the College of Nursing and Health Professions and moved the Radiologic Sciences and Medical Laboratory Science Programs to the College of Nursing and Health Professions as a department.

### **MISSION OF THE COLLEGE OF NURSING AND HEALTH PROFESSIONS**

The mission of the College of Nursing is to prepare health care professional to provide direct or indirect care to meet the health care needs of individuals, families, populations, or systems. The College supports the University core values of academic excellence, student success, university-community alliances, and fiscal responsibility.

### **DEPARTMENT OF UNDERGRADUATE NURSING MISSION**

The mission of the undergraduate nursing degree program is to provide education that will enable graduates to improve the health care system and the quality of life in global society, value lifelong learning, and enhance the profession of nursing through a focus on:

- Clinical Judgment
- Communication
- Role Development
- Professionalism
- Service to the Community

Fundamental to this mission is the faculty commitment to the University core values: academic excellence, student success, fiscal responsibility, and university-community alliances.

## **DEPARTMENT OF UNDERGRADUATE NURSING STATEMENT OF PHILOSOPHY**

The faculty believe:

### **Person**

The person can exist as a unique individual, family, group, community or population possessing dignity, worth, and the right to self-determination. Persons have biological, psychological, sociocultural and spiritual dimensions. As open systems, persons are in constant interaction with a changing environment that influences health.

### **Environment**

The environment is the sum total of all internal and external factors in dynamic interaction with person, health and nursing.

### **Health**

Health is a relative state of physical, mental and social functioning. Health reflects the degree to which persons maximize their potential for well-being.

### **Nursing**

Nursing is an art and science practiced within the global society. The practice of nursing is the interaction between the person, environment, and the nurse for the purpose of facilitating need fulfillment across the life span. The profession of nursing is characterized by accountability, responsibility, and self-regulation based on the American Nurses Association Standards of Clinical Nursing Practice and the state nurse practice act.

Nurses:

- Use clinical judgment and communication to provide evidence-based, safe, quality, patient-centered care.
- Promote, maintain, and restore health and provide palliative or end-of-life care;
- Function independently and interdependently in a variety of roles; and
- Commit to serve the community and the profession through education, community, service, social policy development, research and health care delivery system improvement.

### **Nursing Education**

Nursing education is built upon a foundation of liberal arts and sciences and is a life-long process of scholarly and professional development. The role of the graduate is differentiated based upon the complexity, intensity, and length of educational preparation.

**Baccalaureate nursing education** prepares the graduate for entry into professional practice as a generalist nurse who cares for individuals, families, groups, communities or populations in structured and unstructured health care settings and is the foundation upon which all graduate nursing education builds.

**Masters nursing education** prepares a specialist nurse who cares for individuals, families, groups, communities or populations in structured or unstructured settings.

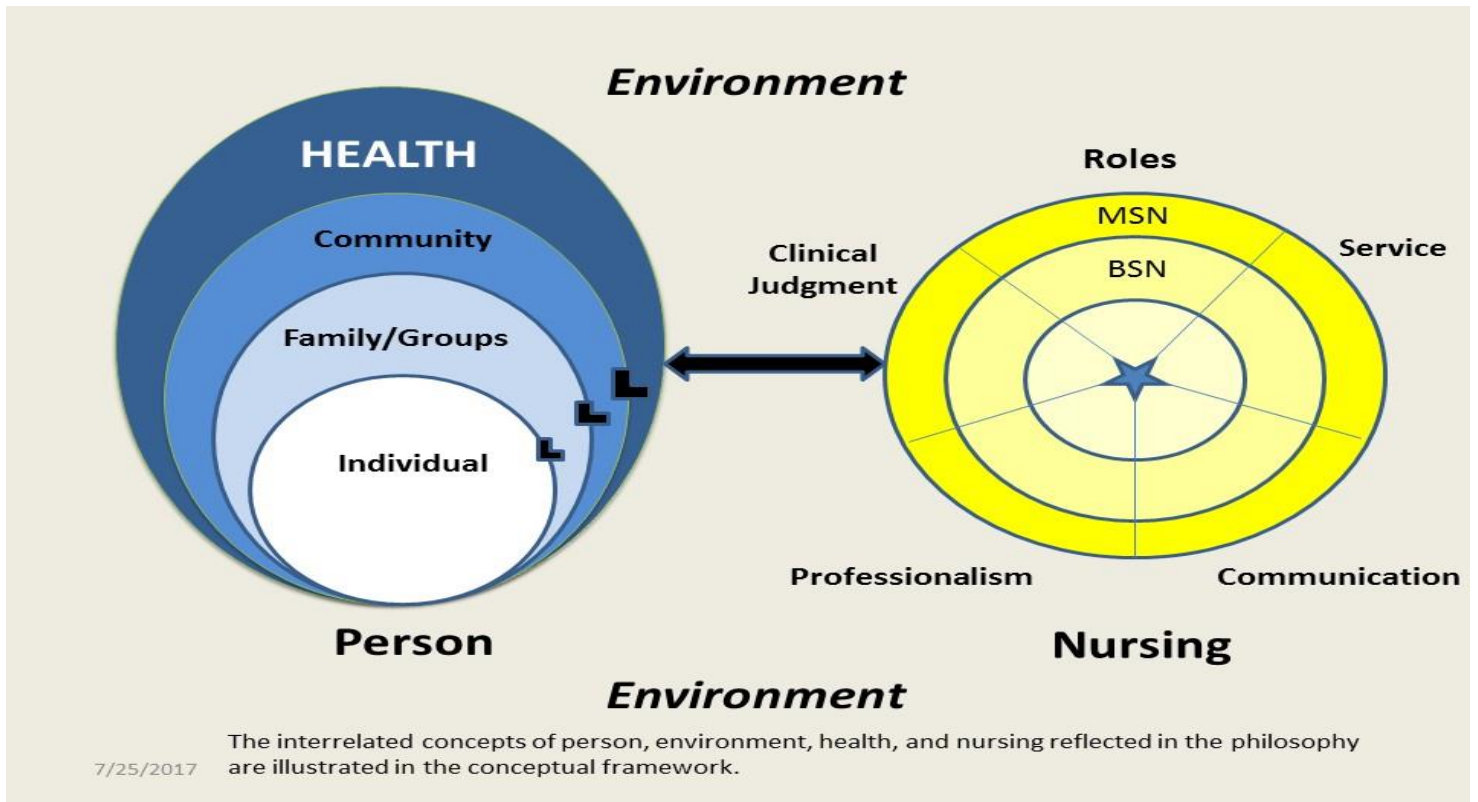


## OVERVIEW OF THE UNDERGRADUATE NURSING CURRICULUM

The design of the undergraduate curriculum is based on the Department of Undergraduate Nursing Philosophy. A statement of the basic beliefs the department holds to be true about the professional of nursing.

The philosophy is organized to four key concepts: person, environment, health, and nursing. All nursing courses and their related student learner objectives are drawn from these concepts. Each level of the nursing curriculum produces specific leveled outcomes for students and terminal outcomes for graduates.

### McNeese State University Department of Undergraduate Nursing *Conceptual Framework*



**BSN Level and Terminal Student Learning Outcomes Correlated with Major Concepts of the Philosophy**

Concept	Level and Terminal Student Learning Outcomes		
	Level I	Level II	Level III
<b>Person</b>	Utilize knowledge from the biological, psychological, sociocultural, and spiritual theories to understand the dimensions of the person.	Analyze the person's dimensions and interactions with the environment that influences health.	Evaluate the person's responses and interactions with the changing environment that influences health.
<b>Environment</b>	Apply knowledge of internal/external environmental factors which impact the person, health and nursing.	Analyze the increasingly complex and changing environment on the person, health and nursing.	Evaluate the environment and environmental influences on the person, health, and nursing.
<b>Health</b>	Interpret persons' state of physical, mental, and social functioning.	Examine the influence of persons' values and beliefs on their potential for well-being.	Evaluate persons' ability to utilize resources to maximize their potential for well-being.
<b>Nursing</b>	Use the Standards of clinical Nursing Practice to facilitate need fulfillment for persons' across the lifespan.	Demonstrate the use of concepts and principles when interacting with persons and environment for the purpose of facilitating need fulfillment across the life span.	Integrate learning and experiences from different areas to promote, maintain, restore health, or to provide palliative care across the life span.
<b>Communication</b>	Demonstrate basic skill in verbal, nonverbal communication, written documentation and information technology.	Demonstrate competency in oral discussions, written documentation, and information technology to communicate.	Use written, oral and emerging technology methods to communicate effectively as a professional nurse.
<b>Clinical Judgment</b>	Demonstrate the ability to make accurate clinical judgments related to priority problems for an individual patient.	Demonstrate the ability to make accurate clinical judgments when caring for multiple patients or specialty populations.	Use clinical judgment as a generalist professional nurse.
<b>Roles</b>	Relate the professional roles (communicator, teacher, counselor, leader/manager, researcher, advocate, designer/manager/coordinator of care and caregiver) of a nurse in meeting needs of persons.	Perform in various nursing roles as a member of the health care team in the provision of care to persons.	Integrate the roles of the nurse in coordinating and delivering health care through collaboration with persons and members of the interdisciplinary health care team
<b>Service</b>	Recognize the importance that voluntary service has on the welfare of others.	Perform service that contributes to the welfare of persons, the College of Nursing and Health Professions, the University, and the community.	Value service as a nursing contribution to the welfare of persons.
<b>Professionalism</b>	Demonstrate accountability, responsibility, and self-regulation consistent with nursing practice standards as appropriate to the educational level.	Perform in a professional manner as appropriate to the educational level.	Evaluate own characteristics as a member of a profession according to nursing practice standards.

### Purposes-BSN

The purposes of the Bachelor of Science in Nursing Program are to prepare graduate to:

1. Enter into professional practice as a generalist nurse who cares for individuals, families, groups, communities or populations in structured and unstructured health care settings.
2. Assume a leadership role within one's scope of professional nursing practice in improving quality care.
3. Begin scholarly practice.
4. Use clinical judgment and effective communication to provide safe, quality patient-centered care.
5. Promote, maintain, and restore health and provide palliative or end-of-life care.
6. Function independently and interdependently in a variety of roles.
7. Commit to serve the community and the profession through education, community service, social policy development, research, and health care delivery system improvement.
8. Value life-long learning including graduate education and professional development.

The baccalaureate program at McNeese State University College of Nursing is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791 The program is also approved by the Louisiana State Board of Nursing.

### **COLLEGE OF NURSING COMMUNITY HEALTH CARE CENTER MISSION**

The mission of the College of Nursing and Health Professions Community Health Care Center is to improve the well-being and productivity of the community, in particular, under-served populations through primary care, prevention, and health promotion. Using nursing models of health, the Community Health Care Center serves as a clinical site for faculty, graduate and undergraduate students.

## ***II. ACADEMIC POLICIES FOR THE DEPARTMENT OF UNDERGRADUATE NURSING***

### ADMISSION

**Students entering nursing should be advised that the Nurse Practice Act of Louisiana requires that the student must be approved by the Louisiana State Board of Nursing (LSBN) for clinical courses. All students entering any nursing curriculum should be advised that the Louisiana State Board of Nursing Rule 46:XLVII.3517 requires "that persons who hold licensure in any health care discipline and who have disciplinary action against their license and/or students who have felony convictions, shall petition the board for review and action regarding their right to practice as a student nurse in Louisiana prior to entry in the first nursing clinical course."**

If a student is admitted to the clinical sequence of the program, any subsequent action, arrest, criminal or conviction or impairment shall be immediately reported to the Louisiana State Board of Nursing through the program head.

### **Bachelor of Science in Nursing (BSN)**

Students who declare the Bachelor of Science in Nursing as their major and are eligible to enter McNeese State University **are not automatically admitted into the nursing courses. Eligible students must make application for**

**admission.** The Department of Undergraduate Nursing reserves the right to limit the number of students admitted based upon faculty and clinical resources and selection for enrollment in clinical nursing courses is on a competitive basis.

All required pre-nursing course work must be completed with a grade of "C" or better by the end of the semester in which the application is filed and submitted to the CONHP Student Excellence Committee. Please note that Biology courses (Bio 225 & 226, or equivalent transfer courses) may not be older than five (5) years prior to admittance to clinical. Students not admitted to nursing courses must seek advisement, make up deficiencies, and reapply in a future semester.

### **Eligibility to Apply to Nursing Courses-Undergraduate Nursing Programs**

To be eligible to apply, the student must have met the following criteria by the end of the semester that the application is made:

1. Have completed 50 semester hours of non-nursing courses as outlined in the first, second, and third semesters of the curriculum.
2. Have a grade point average of 2.7 or higher in all non-nursing courses as outlined in the first, second, and third semesters of the curriculum.
3. Have a grade point average of 2.7 or higher in all Science courses: (Biology 101, Biology 225, Biology 226, Chemistry 120, and Biology 201. The highest grade earned in each Science course is the grade used to calculate Science GPAs). **BIOL 225 and BIOL 226 must have been taken within five years prior to entry into the clinical nursing sequence.**
4. Complete all required non-nursing courses with a grade of "C" or better.
5. Have repeated no more than two non-nursing courses in which a grade of "D" or "F" is earned.
6. Pass the required nursing admission test. (maximum of 2 attempts)
7. Be able to perform the physical and mental requirements of the discipline of nursing as identified on the Health and Physical Examination form and the ADA requirements in the Department of Undergraduate Nursing Student Handbook.

### **International Students**

The international student must meet the general eligibility requirements for clinical as well as the following:

1. Take the TOEFL iBT (Internet Based TOEFL) and score a minimum of 19 on each of the four test sections: Listening, Reading, Speaking, and Writing, for a total of 76 points.
2. Or Take the IELTS (International English Language Testing System) and score a minimum composite band score of 6.0.
3. Take the Pearson Test of English (PTE) and score a minimum overall score of 51
4. Provide the College of Nursing with a copy of passing TOEFL iBT/IELTS/PTE scores by the clinical application deadline.

### **Application Process Undergraduate Nursing Programs**

The student must:

1. Obtain an application for admission form from the Undergraduate Nursing Degree Program in Hardtner Hall.
2. Pay application fee to the Cashier's Office in Smith Hall.
3. Attach the following to the application form
  - a. Completed Physical Examination Form
  - b. Completed Medical-Mental Diagnostician/Treating Provider Form for any physical or mental health issue. (only if applicable)
  - c. Copy of current tuberculosis (TB) skin test results (must be PPD).
  - d. Copy of current CPR card (must be CPR for health care professionals or BLS Provider). **On-line courses or courses where a skills component is not required will not be accepted.**
  - e. Copy of completed and up to date immunization record.
4. Submit the application form with attachments to the Department of Undergraduate Nursing office in Hardtner Hall by the published deadline.

5. Pay for, schedule, and take the standardized nursing entrance exam. Obtain directions for scheduling and taking the program specific entrance exam from the Undergraduate Degree Nursing Programs' office.
6. Present a picture ID in order to take the nursing entrance exam.
7. Submit the completed LSBN Application for Permission to Enroll in Clinical Nursing Courses form and include a money order made payable to LSBN for processing clinical acceptance and fingerprint record check.
8. Submit completed Authorization to Disclose Criminal History Record Information form and the Application Processing-Disclosure Bureau of Criminal Identification and Information form.
9. Submit **two** fingerprint cards – fingerprinting must be performed by an authorized law enforcement agency (i.e.: local police, state police or sheriff's department).

An acceptance packet will be mailed to students upon conditional approval by the department. The student will be required to hand deliver the completed acceptance forms to the Department of Undergraduate Nursing secretary in Hardtner Hall Suite 205.

Students who are accepted to clinical nursing courses are required to own or have reliable access to a laptop computer meeting basic minimum performance standards. Students planning to use their current laptops must ensure their equipment meets these requirements (see Laptop/*Computer Requirement* section) to ensure adequate functionality in the BSN curriculum.

Students who have previously attended McNeese State University and have been readmitted to the nursing curriculum must meet the current university admission requirements and nursing retention-progression criteria.

The Department of Undergraduate Nursing strongly **RECOMMENDS** all students enrolled in clinical nursing courses retain a personal health insurance policy. At this time, several clinical agencies require that all assigned students must show proof of health insurance. Faculty will attempt to assign students without health insurance to another clinical agency, however this cannot be guaranteed. In this case, students without health insurance may not be able to progress in a timely manner

### **CLINICAL PROGRESSION FEE**

All Department of Undergraduate Nursing students are required to pay a clinical progression fee per semester to help defray cost of learning resources, medical equipment and supplies, and standardized testing.

### **Assessment Technologies Institute (ATI) TEAS EXAM**

**Purpose:** The ATI TEAS exam is designed to assess a student's preparedness entering the health science field. The TEAS is a standardized exam comprised of reading, math, science, and English and language usage components. The exam is given to all undergraduate nursing students prior to entering nursing clinical courses. Students must achieve a passing score of 68% to be eligible for clinical nursing courses. Scores remain valid for one year. After this period, students must retake the exam unless they have exceeded the number of re-takes allowed.

Students are allowed to take the Teas exam a maximum of two (2) times during their academic career as a McNeese State University nursing student. Students transferring from another University or transferring into MSU Department of Undergraduate Nursing clinical courses may not substitute a NET score or A2 score to meet the entrance exam requirement for admission. Students must pay for each exam prior to the testing date. Payment should be made to the cashier's office and the paid receipt should be brought to Hardtner 205 in order to schedule the exam.

**Passing score:** 68%

## **ADMISSION ENTRANCE EXAM RETAKES**

**Retakes --** Students are allowed to take the ATI TEAS exam a maximum of two (2) times during their academic career as a McNeese State University nursing student.

**Length of time between retakes** – minimum of 30 days.

**Expiration date** – the exam remains valid for a period of one calendar year.

### **READMISSION**

#### **Eligible Students**

Students seeking readmission to the Department of Undergraduate Nursing, who are considered in good academic standing, must comply with the following stipulations depending on the length of time the student has stopped out from clinical coursework in the Department of Undergraduate Nursing.

a) Up to one year – students will be considered for readmission to their previous clinical course(s) contingent upon the student meeting all course requirements and skill expectations required for the course. **Readmission is not guaranteed and will only be granted if faculty resources are available.** *Note: Students who sit out for more than one semester will have to re-apply to the University and meet all published admission requirements for the University and Department of Undergraduate Nursing.*

b) 1 year up to 3 years – students wishing to return after one year and up to 3 years must reapply to the University and meet all current published entrance requirements to clinical nursing courses. Students must also demonstrate proficiency in knowledge and clinical skills of all previously completed clinical coursework.

Students will be required to take and achieve a passing score on standardized exams for all clinical courses completed. In the event the student does not achieve a passing score on any standardized exam then the student will be required to re-enter the nursing program at the course where the non-passing score was earned regardless of prior completion of other clinical courses. Scores are valid for one year.

Students will be required to meet all course requirements and skill expectations of the course they are entering. Students are responsible for the cost of all standardized exams, meeting all readmission requirements, and scheduling any skill check off's with the course coordinator **the semester prior to the date they wish to re-enter the program.**

**Readmission is not guaranteed and will only be granted if faculty resources are available.**

c) 3 years or longer- students who sit out for 3 years or longer will be required to seek readmission to first semester clinical courses and meet all current published admission requirements. No credit for prior nursing coursework will be recognized by the Department of Undergraduate Nursing.

#### **Ineligible Students**

A generic McNeese or transfer nursing student deemed academically ineligible for the BSN program as a result of violating the nursing retention/progression policies and exhausting the appeals process may:

a) Begin the process of change of curriculum. The ineligible student may retrieve copies of their academic record, as well as a change of curriculum form, in Hardtner Hall, Suite 205.

OR

b) Request their academic folder be reviewed by the dean or department head after a minimum of three (3) years has passed since the date the academic ineligibility was declared. A review of academic records is not a guarantee of reentry into the Nursing program. If reentry is granted, the level of reentry will be determined by the dean or department head.

## **LPN to BSN and RN to BSN ARTICULATION PLANS**

Graduates from a Louisiana or an out-of-state associate degree in nursing/associate of science in nursing or practical (vocational) nursing program who are currently licensed and in good standing to practice in Louisiana may be eligible for advanced standing in the BSN program. Specific information related to any of the articulation models may be obtained in the Department of Undergraduate Nursing Office.

### **TRANSFER STUDENTS**

Students transferring into nursing must:

1. Make application to enroll in the University according to admission criteria.
2. Contact the Department of Undergraduate Nursing to initiate a transcript(s) evaluation after a letter of acceptance to the University is received.
3. Provide a transcript of all previous college work to the Department of Undergraduate Nursing. No advising appointments will be given unless all transcripts have been received by the University and/or the department.
4. Submit a course description and content from completed nursing courses to the Department of Undergraduate Nursing transfer advisor one semester prior to placement in clinical courses, as requested. Students are not automatically granted credit for nursing courses completed at other Universities.
5. Complete 12 semester hours of course work at MSU or obtain permission of the Dean prior to enrollment in any nursing course.
6. Complete application to nursing courses form prior to enrollment in any clinical nursing course.

### **Validation of Prior Learning**

Students wishing to transfer credits from other institutions should follow the Transfer of Credit Evaluation Process in the McNeese State University catalog. The student's academic department determines applicability of transfer credit to the student's degree program. Students are also subject to the current Readmission policy (Department of Undergraduate Nursing Student Handbook, pg. 14).

Students who receive credit for clinical nursing courses are responsible for all clinical skills required in the corresponding MSU nursing course. It is the student's responsibility to practice and reacquaint themselves with those skills prior to the first day of clinical. Students are encouraged to use the Learning Resource Center and Clinical Simulation Lab to refresh basic nursing skills and physical assessment.

### **Transferring Nursing Courses while enrolled in the nursing sequence**

Once a student is accepted into the nursing clinical sequence, the student will not be able to transfer a nursing course from another university.

### **RETENTION-PROGRESSION-DISMISSAL**

In order for a student to be retained and progress in the curriculum, the student must:

1. Complete all required non-nursing courses with a grade of "C" or better.
2. Have repeated no more than two non-nursing courses in which a grade of "D" or "F" is earned.
3. Complete all required nursing courses with a grade of "C" or better.
4. Have repeated no more than one nursing course in which a grade of "D" or "F" or "W" is earned. A student is permitted one failure or withdrawal once admitted to the clinical nursing sequence. A second failure and/or withdrawal, in any nursing course, constitutes dismissal from the program.
5. Students earning a "D", "F", or "W" in a clinical course (with the exception of Nursing 310) must seek readmission to the BSN program. Re-application for admission (*Intent to Return Form*) must be submitted within ten business/working days after final grades are posted in Banner. Applications received after 10 business days will not be considered (See Intent To Return to Clinical Nursing Courses section). Students

- earning a “D”, “F”, or “W” in nursing 310 will need to re-apply to the clinical sequence and meet all published admission standards.
6. Pass theory with a minimum of “C” and have a Satisfactory (S) clinical evaluation in nursing courses with a clinical component. If a theory failure (D or F) should occur, a satisfactory clinical evaluation is negated. If an unsatisfactory clinical evaluation should occur, a theory average of “C” or better will be reduced to a “D”. A theory grade of “D” will be reduced to “F”.
  7. Maintain current CPR certification (CPR for Health Care Professionals or BLS provider is required, **no on-line course renewals will be accepted nor courses where a skills evaluation is not required**) and TB test annually throughout all clinical courses. Students with a positive TB test must be compliant with treatment protocol.
  8. Report any changes in health status to the course faculty by completing the Change in Health Status Form found in the office of the secretary for Undergraduate Nursing Degree Program.
  9. Maintain a current Student Health Insurance Verification form while enrolled in clinical courses.
  10. Declare any subsequent action, arrest, criminal charge or conviction, or impairment in writing to the Louisiana State Board of Nursing (LSBN) and the Undergraduate Nursing Degree Program’s Department Head.
  11. Comply with the College of Nursing and Health Professions (CONHP) Drug Testing Policy.

Failure to comply with the retention-progression policies may jeopardize the academic standing of the student in the program. Students who do not meet the requirements may be placed on an academic contract.

### **Dismissal**

Students will receive an immediate course grade of "F" and the loss of the right to withdraw or progress in the course under any of the following conditions:

1. A deliberate attempt to cover up any error or negligent performance during clinical experience.
2. Unsafe, unethical, illegal practices with patient care.
3. Failure to comply with clinical agency policies and regulations.
4. Cheating or plagiarism. See the MSU Academic Integrity Policy at <http://www.mcneese.edu/policy/academic-integrity-policy>
5. Violations of the CONHP Drug Testing Policy.
6. Violations of the University Code of Student Conduct.
7. Violations of the College of Nursing and Health Professions policies as stated in the Department of Undergraduate Nursing Student Handbook.

Faculty reserve the right to recommend termination of any student in the nursing program when health or personal conduct requires such action. If for any reason there are questions concerning continuation, the Course Coordinator, Department Head, and Dean may recommend a review of the student's academic program and professional performance by the Student Excellence Committee. Students who do not achieve the expected requirements will be dismissed from the College of Nursing. Decisions made by the Student Excellence Committee may be appealed to the Retention/Progression and Dismissal Appeal Committee. If the student’s appeal is denied by the Retention/ Progression and Dismissal Committee, the student may appeal to the Dean. Decisions by the Dean of the College of Nursing and Health Professions are final.

The student will be assisted through referral for counseling and guidance in redirecting the student's program of study. The faculty reserves the right to recommend termination of any student in the nursing program when health or personal department requires such action.

### **APPEALS POLICY: Retention/Progression/Dismissal**

Students who fail to meet the Retention/Progression/Dismissal criteria as set forth in the University catalog are notified by the Student Excellence Committee at the end of each semester. Students who wish to appeal the decision must follow the stated guidelines set forth below:

1. All appeals must be in writing using the approved appeal form and submitted by the designated date as published on the appeal form. This form is available in the Office of the Department of Undergraduate Nursing.



2. The Appeal Committee is composed of five (5) faculty members and the Assistant Department Head who will review the appeal form and any submitted documents. Students may meet with the appeal committee to discuss their case.
3. The committee will make a decision and formally notify the student via letter of the committee's decision.
4. The Appeals Committee meets twice per semester, at the beginning and ending of the Fall and Spring semesters.
5. Decisions may be appealed to the Dean of the College of Nursing and Health Professions prior to late registration of the following semester.
6. Decisions made by the Dean are final.

### **WITHDRAWAL POLICY (Gen Ed and Nursing Courses)**

Students who are enrolled in the Department of Undergraduate Nursing and who wish to officially withdraw are required to obtain a withdrawal form from Hardtner Hall suite 205 and seek advisement. Students who withdraw or fail Nursing 310 will have to re-apply for the clinical nursing sequence. Students who withdraw or fail other clinical courses (315,318,320,319,400,402,424,425) must complete an *Intent to Return Form* with 10 business days of the withdrawal or course failure. Students wishing to return to a clinical course will be selected for re-admission based on GPA and standardized test scores, as faculty resources dictate the number of clinical seats available.

Once students have been advised and submitted the *Intent to Return Form*, they should then follow the withdrawal policy for the university. A student who wishes to withdraw from all courses must resign from the university.

### **INTENT TO RETURN TO NURSING COURSES**

Students who withdraw or fail a nursing course and intend to return the following semester or within one calendar year should obtain and submit an "Intent to return to nursing courses" form. This form may be obtained in the undergraduate degree program secretary's office. It must be submitted to the department head of the undergraduate degree program no later than 10 business days following the posting of final grades for the semester with the exception of the Fall semester. In Fall semesters, the form must be submitted within 5 business days. Submission of this form does not guarantee automatic re-entry into the program. In the event there are more students than available seats, students will be ranked according to GPA and standardized test scores. Those with higher ranking scores will be re-admitted in decreasing order until all available seats are filled in the clinical course to which re-admission is sought. Students will be considered based upon available faculty resources and the number of students progressing into each nursing course.

### **ACADEMIC CONTRACT POLICY**

The academic contract policy is used for students that have less than a satisfactory academic performance in the Department of Undergraduate Nursing. The contract is used to officially notify the student of their current academic performance. Additionally, the contract specifically states the performance necessary by the student to be retained in the Department of Undergraduate Nursing.

1. The contract is initiated by the Assistant Department Head or representative after the student's academic folder has been reviewed by the Student Excellence Committee for compliance with the Retention, Progression, and Dismissal criteria.
2. The student will be notified to meet with the Assistant Department Head or representative to discuss the Academic Contract. The student is requested to sign the contract. A copy of the contract with all signatures will be given to the student. An academic advisor will continue academic advising for the student to discuss progress. The Assistant Department Head or representative will review academic contracts and faculty advising documents for compliance annually.
3. Any student who has not maintained the terms of the contract will be sent a letter regarding their status in the Department of Undergraduate Nursing.

## **ACADEMIC AND CLINICAL HONESTY**

The College of Nursing and Health Professions expects students to be academically honest, consistent with McNeese State University's Academic Integrity Policy. Please refer to the following website for policy details:

[http://www.mcneese.edu/policy/academic\\_integrity\\_policy](http://www.mcneese.edu/policy/academic_integrity_policy)

## **GRADUATION**

The student who is in his/her final two semesters of the nursing curriculum is responsible for:

1. Completing curriculum requirements that are listed in the Academic Catalog dated when the student first registered in the nursing curriculum.
2. Meeting specific departmental requirements.
3. Clearing all University accounts (such as library, bookstore, traffic fines)
4. Filing an application for degree at the time of registration for the last semester in which he/she completes the degree requirements.
5. Being present for commencement exercise unless written approval to be absent is granted by the Dean of the College of Nursing and Health Professions.
6. Attending an exit conference with the financial aid officer, if applicable.

The financial expenses (subject to change) to anticipate in the final semester are:

1. Applicable Clinical Progression Fee: approximately \$240 per semester due prior to clinical.
2. License Fee: \$100.00: (if the student plans to practice in Louisiana). The license fee will be due two months prior to graduation. Each state sets an individual cost for license registration. If you are not going to practice nursing in Louisiana, you will apply for licensure from the Board of Nursing in the state to which you are moving.
3. N-CLEX Exam: \$200.00
4. After registering, candidates who want to change the Board of Nursing where licensure was requested will be required to pay a \$50.00 change fee.
5. Pictures: \$20-\$35; Individual and class, depending on size of the class. A deposit is required at the beginning of the semester. Passport size and quality pictures are required for the licensure application.

Optional Expenses:

1. Class pictures.
2. NCLEX Review course.
3. Nursing Pin: A deposit is due early in the semester.
4. Sigma Theta Tau induction/pin.
5. Phi Kappa Phi Honor Society induction.

## ***III. ATTENDANCE POLICY***

### **CREDIT AND CLOCK HOURS**

One credit hour is assigned for 750 minutes of class meeting time or 1500 minutes of laboratory meeting time. A credit or semester hour represents one hour (55 minutes) of class work. In the Baccalaureate Program in Nursing, the laboratory credit is a ratio of one (1) credit hour to three (3) laboratory or clinical hours (1:3) in semesters 4, 5, and 6. One (1) credit hour to four (4) clinical hours (1:4) is the ratio in semesters 7 and 8.

## CLASS ATTENDANCE POLICY

### Class Attendance policy adopted from the University Catalog Academic Regulations

[http://catalog.mcneese.edu/content.php?catoid=12&navoid=746#class\\_attendance](http://catalog.mcneese.edu/content.php?catoid=12&navoid=746#class_attendance)

Class attendance is regarded as an obligation as well as a privilege, and students are expected to attend regularly and punctually all classes in which they are enrolled. Students enrolled in e-learning classes must log in and participate in course activities. Failure to do so may jeopardize a student's scholastic standing and may lead to suspension from the University.

1. Each instructor will keep a permanent record for each class. These records are subject to inspection by appropriate University officials.
2. Instructors are required to state in their syllabi their expectations regarding class attendance and make-up policies; instructors using the university attendance policy must clearly state so in their syllabi and must either supply students with a copy of the policy or provide the web link through which students can access the policy online. Syllabi must be distributed during the first week of the semester.
3. A student must submit excuses for all class absences within the time frame specified by the instructor. The instructor will accept an official University excuse. Students must present proof of participation in University-sponsored events which constitute an official excuse for absence from class (band trips, special field trips, athletic team trips, etc.). Each instructor is to determine whether any other absence is excused or unexcused; medical excuses may be subject to verification.
4. If a student misses an examination, it is the student's responsibility to present an excuse to the instructor upon return to class. Students who miss examinations or required class assignments due to a planned University approved event, must present the University approved excuse **prior** to missing class. See Make-up Exam Policy for the appropriate time frame for make-up exam and excused absences.
5. If a student receives unexcused absences in excess of ten percent of total classes, an instructor may assign a "WN" (withdrawal for non-attendance) as a final grade. Because individual instructors may or may not choose to implement this policy, a student who stops attending classes should not assume a "WN" will automatically be assigned. Students are responsible for understanding attendance policies as noted in the syllabus for each class in which they are enrolled; they are responsible for monitoring their own status with regards to absences and should communicate with their instructors as to whether specific absences are excused or unexcused. Students who do not comply with the attendance policy in a class in which the instructor has opted to implement it may receive a grade of "WN" despite any other grades earned in that class.
6. If a student's excused and unexcused absences exceed forty percent of the total classes, an instructor may assign a "WN" for a final grade if the student does not withdraw from the course following established University procedures.

NOTE: All recipients of federal financial aid should contact the Office of Financial Aid and consult the section of the catalogue concerning financial aid to understand the implications of these attendance regulations on funding and the repayment of funding received. In addition, students should understand that failure to comply with these regulations may have an impact on TOPS eligibility, private insurance coverage, tax status, etc. --Effective Fall 2003

## CLINICAL ATTENDANCE POLICY

The student is expected to attend all clinical experiences. Absences from clinical will compromise the student's ability to meet clinical objectives. The clinical faculty will state in writing to the student when absenteeism is jeopardizing the student's ability to meet clinical objectives. When a clinical absence is unavoidable, the student must:

1. Adhere to syllabus or clinical instructor's preference regarding notification of an absence.
2. Call his/her clinical unit at least 30 minutes before scheduled clinical time. (Or as soon as the agency opens)

**Failure to notify the clinical instructor and the clinical unit will result in an unsatisfactory clinical evaluation for that day.** Clinical time cannot be made up, but alternate learning methods may be assigned at the discretion of the instructor.

If the student has any health problems (mental, emotional, or physical, especially an elevated temperature) or is taking any medications for any reason during clinical, he/she is to inform his/her clinical instructor. It is the responsibility of the clinical instructor to decide if such problems may interfere with the student's judgment or performance.

## *IV. TESTING, GRADING, EVALUATION and ACADEMIC INTEGRITY POLICIES*

### LAPTOP/COMPUTER REQUIREMENTS

Students in the Department of Undergraduate Nursing will utilize computer testing beginning Spring 2018. Testing will occur throughout the curriculum. Students will be required to own or have reliable access to a laptop computer meeting basic minimum performance standards. Students planning to use their current laptops must ensure their equipment meets these requirements (see minimum requirements listed below) to ensure adequate functionality in the BSN curriculum.

#### Minimum Requirements

Students can use either a Mac [MAC OS X 10.9.1 Mavericks recommended, minimum 10.8 Mountain Lion] or a Windows-based laptop (Windows 7 or higher). With minor exceptions, equivalent services are available to students using either platform. NOTE: As of October 2014, Microsoft Surface Pro (1,2, and 3) are all supported by ExamSoft.

Major releases to operating systems are often released in the fall. To ensure compatibility with the software used in our curriculum, you should avoid upgrading until it has been determined that all software will work correctly.

- Approved laptops must have a CPU that runs at 2.4 GHz or faster [Intel dual core i5 or higher]. Most modern processors are adequate; however, CPUs slower than 2.4 GHz should be avoided.
- If you are running a standard 32-bit Windows or Mac Operating System (OS), machines should have a minimum of 4 GB of RAM.
- Please consider the screen size carefully. Smaller screens (such as those found in lower-end netbooks) may not be optimal for examinations; remember, you will be taking course examinations (many with images) on this screen and should feel comfortable using it.
- Wireless networking capability (standard on most newer units).
- Required Software
  - o Anti-virus must be installed (PC's).
  - o Microsoft Office (Excel, PowerPoint, and Word) must be installed.
  - o Adobe Acrobat Reader (downloadable free of charge from [www.adobe.com](http://www.adobe.com)) must also be installed to accommodate course materials in PDF format.
  - o All computers will have a web browser installed. Depending on the application, you may be required to install additional browsers (e.g., Google Chrome, Mozilla Firefox, etc)

- Students are responsible for all e-mail and patient-related information sent via the campus email system to their assigned e-mail accounts. Supplemental e-mail accounts (e.g. Yahoo, Gmail, etc.) are not considered primary contact points for official communications.
- Students are responsible for the ensuring the functionality of their laptops.

### ***Academic Integrity***

McNeese State University seeks to strengthen the value of student academic achievement by fostering a learning environment which is based on honesty, respect, fairness, responsibility, accountability, and excellence in the search for truth and knowledge. The University expects members of its academic community to uphold the policy for academic integrity. The purpose of the Academic Integrity policy is to provide students, faculty, and staff with guidelines about what behaviors violate academic integrity expectations, and the process for addressing academic integrity issues. Students may learn what constitutes a violation and how the violation will be handled at [http://www.mcneese.edu/policy/academic\\_integrity\\_policy](http://www.mcneese.edu/policy/academic_integrity_policy)

### ***Grading***

#### **THEORY EVALUATION**

The grading scale used to determine student's achievement for the Department of Undergraduate Nursing will be:

91 -100 = A  
 83 - 90 = B  
 77 - 82 = C  
 66 -76 = D  
 65 and Below = F

**No rounding up of grades is allowed in any course or on entrance exams**

In order to successfully complete a nursing course the student must pass theory with a minimum grade of “C” and have a Satisfactory (S) clinical evaluation (for those courses that include a clinical component). Each course will set their own evaluation criteria such as the number of tests, papers or quizzes etc. The criteria will be posted in the course syllabus. Students are responsible for adhering to the posted criteria. *Please note, the use of smart phones, mobile phones, or PDA’s (personal digital assistants) or any other electronic equipment or smart device during testing is strictly prohibited and may constitute a violation of the academic integrity policy*

#### **CLINICAL EVALUATION**

The clinical experience will be evaluated as either satisfactory or unsatisfactory according to the critical elements of the Evaluation of Clinical Practice form. All behaviors within each of the critical elements on the Evaluation of Clinical Practice form must receive a satisfactory rating in order to pass the clinical portion of the course. Failure to satisfactorily complete the clinical experience will result in the loss of the right to progress in the course regardless of the theory grade. If an unsatisfactory clinical evaluation should occur, a theory average of "C" or better will be reduced to a "D" and a theory grade of “D” will be reduced to "F". Absenteeism will compromise the student's ability to meet clinical objectives. Evaluations of Clinical Practice forms for each course are located on Moodle under Course Syllabus.

#### **CLINICAL CONTRACTS**

The purpose of the student clinical contract is to document unsatisfactory clinical behavior in the clinical setting and provide an opportunity for faculty and students to communicate on how to improve clinical behavior. Clinical contracts can be initiated in any clinical nursing course for identified unsatisfactory clinical behaviors by a student’s

clinical instructor. Clinical contracts specify the behaviors that are necessary for the student to be successful in the clinical portion of the courses. If a student continues to perform unsatisfactorily after being placed on a clinical contract, the student may jeopardize his/her success in the clinical rotation. All contracts will become a part of the student's permanent clinical record.

### **TRACKING OF CLINICAL CONTRACTS**

Clinical contracts are tracked across the curriculum. Students who demonstrate multiple unsatisfactory behaviors in either a **single** course or **multiple** courses and receive three clinical contracts are in jeopardy of dismissal from the Department of Undergraduate Nursing. Clinical documentation will be stored in the Undergraduate Department. Data will be tracked by the Office of the Dean.

Level I: Initial clinical contract for identified unsatisfactory clinical behavior and critical element. (i.e. Accountability: Tardiness-Professionalism).

Action:

1. Clinical Faculty will notify Course Coordinator.
2. Clinical Faculty will counsel student.
3. Clinical Faculty will forward a copy of the contract to the Course Coordinator.
4. Course Coordinator will notify the Office of the Dean for tracking purposes.

Level II: Second clinical contract initiated for the same identified unsatisfactory clinical behavior and critical element.

Action in addition to Level I steps 1-4:

5. Student will be counseled by Department Head and Course Coordinator.

Level III: Third clinical contract initiated for the same identified unsatisfactory clinical behavior and critical element.

Action in addition to Level I steps 1-4:

6. Department Head will counsel student.
7. Department Head will make disposition up to and including one of the following:
  - a. Clinical failure
  - b. Dismissal from the CON

**Appeal Process:** Students seeking appeal to the Student Clinical Record Policy should follow the Problem Resolution Procedure. Should the clinical contract result in a failing grade, the student has the option to appeal to the University Grade Appeal Committee.

### **NCLEX Preparation and Mentoring Program**

The Department of Undergraduate Nursing faculty is dedicated to your success in the nursing program and on the NCLEX-RN Exam. To ensure your competency at each level of the nursing curriculum each student will be assigned a faculty mentor. Students receiving an 80% or less on exams in theory must meet with their assigned faculty mentor within two weeks of the exam to discuss content competency and mentoring.

A standardized exam will be administered at the end of the semester. The student scoring below the designated passing score will be required to participate in an individualized remediation plan to be completed by the student by the first week of the next semester.

### **GUIDELINES FOR WRITTEN WORK**

All formal papers and written work submitted for course credit to the faculty of MSU College of Nursing AND Health Professions (CONHP) shall conform to the guidelines in the Publication Manual of the American Psychological Association (APA), current edition

## **PROPRIETERSHIP OF WORK**

Coursework and examinations are the property of the College of Nursing and Health Professions and may be retained.

## **MAKE-UP TEST POLICY**

It is the expectation that students attend class and complete exams, assignments, and practicums. Students who miss scheduled exams/practicum or required class assignments must provide a valid excuse to the course coordinator upon return to class.

Students who miss examinations or required class assignments/practicum due to planned absence for University-approved events must present the approved University excused absence to the instructor **prior to missing class**. The instructor can allow the student to take an exam or submit assignments prior to the planned absence, or within two weeks after the absence.

Students who miss examinations or required class assignments/practicum for illness or other circumstances deemed appropriate as an excused absence, must provide faculty with documentation upon return to class. Make-up exams/practicum or assignments must be completed within 2 weeks of presenting documentation for an excused absence.

Examples of valid appropriate excused absences and documentation:

Illness/Surgery/Trauma—healthcare provider excuse

Death of a family member—Obituary

Car Wreck—Police report

Jury Duty—Court Summons

Other absence—documentation approved by course coordinator

Failure to provide appropriate documentation will result in a grade of zero. All make-up exams must be complete prior to the beginning of the University final examination period. Final Exams must be made up by the grade submission deadline or the grade of “I” (incomplete) will be assigned. See the University policy for removal of “I” grades.

## **POSTING of GRADES POLICY**

Instructors are required to post grades in the student information system by the deadline specified in the University calendar. Moodle is used as a means of communicating with students and is not meant as an official course grade reporting tool.

## **STANDARDIZED TESTING**

### **Assessment Technologies Institute (ATI)**

ATI Examinations are standardized tests given to students as part of the course requirements for nursing clinical courses in semesters 5-8. These exams assess student knowledge at the completion of specified content areas. Examination costs are included in the clinical progression fee each semester. The faculty believes that standardized testing is an important indicator for successful completion of the NCLEX-RN Examination

## **NCLEX-RN**

The NCLEX-RN Examination is required for licensure and is taken after the completion of all graduation requirements. Applications for licensure are distributed to students during the final semester of the program.

### **Volunteer/Community Service Policy**

Students in the clinical nursing sequence must complete community service hours each semester. The purpose of the requirement is to promote the concept of service to the community as a health professional. These hours are a non-reimbursed contribution by the student in a variety of settings. Students enrolled in Nursing 310 are required to complete 2 hours. Students in subsequent semesters have a 3-hour requirement per semester. Community service activities must be pre-approved by the course instructor prior to the activity. Once completed, the activity must be documented using the student self-report form and signed by an agency representative. Documentation should be submitted to assigned course faculty

## ***V. FACULTY/STUDENT COMMUNICATION***

### **COMMUNICATION TO STUDENTS OF CHANGES IN POLICY**

**Purpose:** To systematically disseminate information to Department of Undergraduate Nursing students in a timely manner.

1. All changes in policies or procedures that affect students will be communicated in a timely manner.
2. Information may be distributed via course Moodle sites, bulletin boards throughout Hardtner Hall, the CONHP website, the Department of Undergraduate Nursing student handbook, the use of student email addresses, and/or University media (newspaper or marquee).
3. Time sensitive information will be communicated verbally, through use of MOODLE announcements and through the use of personal letters to the student body.
4. The Department Head will notify faculty of the need to post information on Moodle.

### **INSTRUCTOR CONFERENCES**

If a student desires to have a conference with an instructor, an appointment should be scheduled at an agreed upon date and time. Students may access faculty contact information via course syllabi.

### **COURSE INFORMATION**

Students are responsible for reading course information on a continual basis throughout the semester. Frequent pertinent information is communicated via Moodle announcements.

## ***VI. STUDENT LIFE***

### **THE AMERICANS WITH DISABILITIES ACT**

The American with Disabilities Act (ADA) provides a clear and comprehensive mandate to end discrimination against individuals with disabilities and to bring them into the economic and social mainstream of American life. Educational settings are expected to establish eligibility requirements and to provide reasonable accommodations to assist with the educational process.

The College of Nursing has established the eligibility requirements of students using key concepts such as critical thinking, professional relationships, communication, mobility, motor skills, hearing, visual, tactile sense, olfactory, cognitive, and emotional. Each of these concepts is detailed in the chart, Identified Core Nursing Competencies for the Americans with Disabilities Act found in the appendix. The College also has established guidelines for student accommodations. Each student with an identified disability that requires accommodation from the College and faculty is expected to follow the guidelines.



## **Guidelines for Student Accommodations in Accordance With The Americans with Disabilities Act**

It is the student's responsibility to register with the Office of Disabilities Services when requesting an academic adjustment in accordance with ADA. Any student with a disability is encouraged to contact the Office of Disability Services in Room 200 of Drew Hall. Mr. Timothy Delaney, Director of the Office of Disability Services may be reached at (337) 475-5916 Voice, (337) 475-5878 FAX, or (337) 562-4227 TDD/TTY, Hearing Impaired. Students may also reach the office at [ssd@mcneese.edu](mailto:ssd@mcneese.edu). McNeese ensures compliance with the Americans with Disabilities Act of 2008, Sections 503 and 504 of the Rehabilitation Act of 1973, other federal and state laws and regulations pertaining to persons with disabilities, and receives complaints regarding ADA access issues. In addition, Dr. Michael T. Snowden serves as ADA Coordinator, Burton Business Center, Room 404, VOICE (337) 475-5428; FAX (337) 475-5960; TDD/TTY, Hearing Impaired (337) 562-4227; or [cdo@mcneese.edu](mailto:cdo@mcneese.edu).

1. Students must register at the beginning of every new semester to ensure the request for modifications and/or reasonable accommodations for their disability are met. For more information on how to register with the Office of Disabilities Services, please see <http://www.mcneese.edu/ods>
2. These accommodations are available to students who have an impairment that substantially limits one or more major life activities, have documentation of the disability, and can demonstrate that the requested accommodations are necessary for participation in university programs. It is the responsibility of students to seek assistance and to make their needs known.
3. Disabilities may include but are not limited to: Visually Impaired, Hearing Impaired, Attention Deficit Disorder, Learning Disabilities, Orthopedic Disabilities, and Chronic Health Conditions
4. The course faculty will make provisions for the determined accommodations and will be responsible for monitoring the student's progress.

### **Emergency preparedness for students with disabilities**

A student with a disability is responsible for locating the designated emergency exits and the areas of refuge in each classroom building. The student is encouraged to develop an evacuation plan and discuss the plan with the faculty member.

## **EQUITY AND INCLUSION POLICY**

McNeese State University strives to provide our campus community with the tools to embrace a changing and challenging new demographic market. To that end we will engage all communities and under-represented populations. McNeese State University will be inclusive of all regardless of age, color, disability, ethnicity, gender, gender expression, genetic information, marital status, military status, national origin, race, religion, sex, or sexual orientation in admission to or employment or participation in its educational programs, services, and activities. For more information regarding disabilities, equity and inclusion, sexual misconduct, anti-bullying, civility and personal conduct, and retaliation, or to read the policy in its entirety, please visit [https://www.mcneese.edu/policy/equity\\_and\\_inclusion\\_policy](https://www.mcneese.edu/policy/equity_and_inclusion_policy)

## **FIRE DRILL POLICY**

McNeese State University will periodically conduct fire drills. In the event of a fire drill or a related building emergency, all persons in a classroom are required to exit the building using posted escape routes or the Area of Refuge for individuals with disabilities. Faculty shall communicate to the students on the first day of class the quickest escape route from their classroom along with a secondary route in case the primary route is inaccessible. Additionally, faculty will identify a location outside and away from the building where the class can meet to ensure all students are accounted for.

McNeese State University complies with federal regulation 29CFR1910.38, the National Fire Protection Association Standard NFPA 101, Life Safety Code, Section 4.7, the State of Louisiana Office of Risk Management, and University

policy. All persons in class are required to follow the faculty member outside of the building to safety and are required to check in with the faculty member to ensure that everyone has safely exited the building. It is everyone's responsibility to ensure that emergency responders such as University Police or Building Coordinators are made aware of missing or injured persons and individuals with disabilities who evacuated to the Area of Refuge. No one may re-enter the building until an official all-clear is given by emergency responders.

### **EVACUATION PLAN**

Evacuation routes are posted in each hallway on each floor of the building. The Dean is designated Building Manager in the event of an evacuation. There are designated Floor Managers in the event of an evacuation.

### **HEALTH POLICIES**

#### **PHYSICAL EXAMINATION REQUIREMENTS**

A complete physical examination is required as a part of the application process for entrance into the clinical nursing courses. The physical examination form must be completed in full before it is turned into the Department of Undergraduate Nursing. A copy of the student's immunization record and PPD test for tuberculosis (or see Department of Undergraduate Nursing Student Handbook pg. 27 if PPD is positive) must accompany the physical examination form. An incomplete physical examination form will not be accepted and may delay the student's entrance into clinical level nursing courses. **Tuberculosis testing (PPD) is required annually by the Department of Undergraduate Nursing.**

### **CHANGE OF HEALTH STATUS**

The Department of Undergraduate Nursing requires the student to fill out a "Change of Health Status" form if severe illness, surgery, hospitalization or pregnancy occurs **after entrance into clinical courses**. A copy of the "Change of Health Status" form can be found in the Undergraduate Nursing office. The completed form must be presented to the student's clinical instructor and course coordinator. The Department of Undergraduate Nursing reserves the right to require completion of this form by the student and a health care provider in the event of a suspected change in the student's health status.

### **LATEX ALLERGY**

Any student developing, having, or describing symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation. Such evaluation is at the student's expense. It is the responsibility of the student found to have a latex sensitivity to understand and acknowledge:

1. The risks of continued clinical education and a healthcare career, even when reasonable accommodations are made and
2. The recommendations of their personal healthcare provider.

Students with concerns should contact the appropriate Department Head and the student's own healthcare provider to discuss the ramifications of a latex allergy. If a qualified practitioner determines a clinical nursing student is latex sensitive/allergic, the only accommodations available are use of latex free gloves. The College of Nursing and Health Professions cannot guarantee a latex-free environment.

If such a student elects to continue in training, the student must realize he/she assumes any responsibility and risk posed by allergic reactions, which can range from mild symptoms to anaphylaxis and death. In the event such an allergy is present, either intentional or inadvertent exposure to latex and related products may lead to these consequences. Latex sensitive students are responsible for notifying course instructors/clinical faculty or preceptors in writing of the need to use latex free gloves in every clinical experience where potential latex exposure is possible.

## BLOOD AND BODY FLUIDS EXPOSURE

Purpose: To provide direction to the faculty and/or student involved in a blood or body fluid exposure. Blood and body fluid exposure should be considered an urgent medical concern.

Procedure: The student/faculty involved in the incident must comply with the following:

1. Seek immediate care to exposure site by washing with soap and water.
2. Inform faculty member and agency infection control officer (if any) of the incident and follow agency blood and body fluids exposure policies.
3. In order to ensure timely post exposure management, the student must seek immediate treatment in a local Emergency Department within one hour of the exposure.
4. The student will receive a Blood and Body Fluid Exposure packet containing:
  - The CDC Guidelines for Management of Occupational Exposures to HBV, HCV, and HIV
  - A copy of the Blood and Body Fluids Exposure policy
  - A Change of Health Status Form
5. The student must submit to the Undergraduate Nursing Department:
  - Emergency physician's report
  - Initial post-exposure lab results on self
  - Post-exposure lab results on source (patient). Source protected health information is not required.
  - Follow-up post-exposure lab results at 6 weeks, 12 weeks, and 6 months on self for an unknown or positive source exposure
  - Change of Health Status form in the event of a positive lab result indicating seroconversion
  - **Note: student is responsible for all medical expenses related to blood or body fluid exposure.**
6. Any student who fails to submit Change of Health Status or required lab work may jeopardize progression in clinical nursing courses.

## IMMUNIZATIONS

Proof of up-to-date immunizations is required as a part of the physical examination before entry into clinical nursing courses. These immunizations include Tdap within past 10 years (tetanus, diphtheria), MMR (measles, mumps, rubella) [documented administration of 2 doses or lab evidence of immunity], and Hepatitis B. The student who has not completed the Hepatitis B vaccine series at the time of clinical admission must sign a waiver as part of the physical exam form and accept the responsibility of the risk of contracting hepatitis until the vaccine series is completed.

## STUDENT HEALTH INSURANCE VERIFICATION

All students in the Department of Undergraduate Nursing are responsible for health care costs sustained while enrolled in clinical nursing courses. As Department of Undergraduate Nursing students may be exposed to a number of communicable diseases while caring for clients in clinical settings, they may be at a higher risk than other university students for contracting a communicable disease. For this reason, the College of Nursing RECOMMENDS all students enrolled in clinical nursing courses retain a personal health insurance policy, and that this information is verified by a Department of Undergraduate Nursing representative.

In order to meet this requirement, students should consult their local telephone directory for names of insurance companies that provide hospitalization insurance in their area.

At this time, at least one clinical agency requires that all assigned students must show proof of health insurance. Faculty will attempt to assign students without health insurance to another clinical agency, however this cannot be guaranteed. In this case, students without health insurance may not be able to progress in a timely manner.

The Department of Undergraduate Nursing requires that all students sign a Health Insurance Verification form, located in the undergraduate nursing office, verifying personal health insurance coverage and that they understand they are personally responsible for any costs associated with health care required that they receive as a student in any nursing course.

## TUBERCULOSIS POLICY, Part I

**Policy:** It is the policy of the Department of Undergraduate Nursing of McNeese State University College of Nursing and Health Profession that students be free of communicable disease and abide by all Federal and State laws and regulations concerning health care workers in the health care environment.

### Initial Screening

1. All students entering clinical course work must provide evidence of PPD skin testing. For persons who have never had a PPD skin test (TST) or who have not had a negative PPD test within the past 12 months, the CDC recommends that the PP be conducted in two phases (i.e.; the two-step method). Contact your health care provider for more information regarding the two step method.
2. The PPD skin test is valid for one year from the date the results are read.
3. **After the initial two-step method**, the annual PPD can be a single PPD skin test applied as long as it has not been greater than 12 months since the last PPD
4. PPD skin test is **NOT** contraindicated in pregnancy.
5. Documentation:
  - a. Students will be required to submit a copy of the original documentation of PPD skin test results to the Department of Undergraduate Nursing with their clinical application.
  - b. Documentation must include the following:
    1. PPD results (recorded in mm of induration—not “negative” or “positive”).
    2. Date of the test results
    3. Signature of the person reading and interpreting the results.

### Ongoing Screening

1. Active clinical students must maintain an annual PPD. Students will be required to submit to their clinical instructor at the beginning of each semester, documentation of their PPD status.
2. Students who allow their PPD skin test to lapse will be prohibited from attending clinical until they have been retested and documentation provided to their clinical instructor.
3. Students who travel outside of the United States anytime during clinical nursing courses must be retested for Tuberculosis. A PPD skin test must be performed upon return and documentation submitted to the Department of Undergraduate Nursing, clinical instructor and/or course coordinator. There is no contraindication to repeating the PPD.

### Positive PPDs

#### **Initial determination of positive PPD:**

1. **ALL Positive PPDs** will be referred to the Office of Public Health for further evaluation (whether or not there is a history of BCG vaccination); after evaluation by the Office of Public Health, students must return to the Department of Undergraduate Nursing with any recommendations/documentation concerning proposed treatment and/or further follow-up required.
2. Information from students' Primary Care Providers (PCP) will NOT be considered until AFTER the student with a positive PPD has been evaluated by the Office of Public Health (OPH)
3. All students entering clinical who are determined to have a positive PPD **MUST** be evaluated by the Office of Public Health. Students who test positive by a private physician or PCP must also be evaluated by the OPH.
4. The Office of Public Health will determine the course of treatment for the student. Students must comply with treatment guidelines. Failure to comply with treatment and/or provide documentation will result in the student being barred from enrollment/participation in clinical laboratory experiences until the person can be evaluated as not being a hazard to the health of the public.
5. The OPH will provide documentation to the student of prophylactic treatment:
  - a. The prophylactic letter which indicates that the student is currently being treated and is not contagious or infectious!
  - b. The TB-29 card from the Public Health Unit which is issued after the completion of treatment; this card reflects past treatment.

6. This documentation is very important and will be required from the student at various times during clinical coursework. **DO NOT LOSE IT!**
7. Any person receiving treatment for active TB is required to provide a written medical statement from the Office of Public Health allowing them to work with patients in a clinical setting. After the documentation is provided, the College of Nursing will allow students to remain in the course or to enroll in the next course.
8. **The Department of Undergraduate Nursing reserves the right to require a T-Spot Blood test or QuantiFERON –TB Gold Test of any student with a positive PPD skin test.**

**Ongoing positive PPD's:**

1. Students who have a history of a positive PPD or disease will be required to present, *in lieu of annual PPD testing*, *each* of the following *every semester* to their clinical instructor or course coordinator:
  - a. The **Department of Undergraduate Nursing PPD Positive Reporting Form** which can be obtained from the Undergraduate Nursing Office.
  - b. Copy of the **prophylactic letter** or **TB-29 card** and/or a **T-Spot negative letter** with the T-Spot lab report. A **QuantiFERON Gold test** may also be submitted.
2. Students who become symptomatic for Tuberculosis at any time will be required to seek immediate medical evaluation and treatment from Moss Memorial Clinics or a private physician. Students will not be allowed patient contact until they have been medically cleared.
3. **The Department of Undergraduate Nursing reserves the right to require a chest radiograph and Health Department release if symptoms are observed or health history indicates that others may be at risk, regardless of PPD status.**

Special Considerations

1. **Allergy to PPD** - Students who are deemed allergic to the PPD skin test and cannot submit to an annual skin test will be required to have a yearly chest X-ray and submit the following documentation to the Department of Undergraduate Nursing, clinical instructor and/or course coordinator:
  - a. Positive PPD Reporting Form
  - b. Copy of the results of the chest –x-ray.
2. **Bacille Calmette Guérin (BCG) Vaccination** – Students with a *history of BCG vaccination*, will have baseline PPD testing regardless of when the vaccine was received. Students with a reaction greater than or equal to 10mm with a history of BCG vaccination will be considered positive and NOT due to BCG, but due to TB infection. Students will be referred to the OPH for evaluation and treatment.

**TUBERCULOSIS POLICY, Part II**

**MSU Department of Undergraduate Nursing Policy Regarding the Assignment of Clinical Students to Provide Care for Diagnosed Patients with Active Tuberculosis**

1. Due to health care agency and MSU concerns regarding the expense of fitting and providing appropriate masks which comply with the CDC and OSHA regulations, *students will not be assigned to provide direct care to clients with active tuberculosis.*
2. Should exposure of the faculty and or students to active tuberculosis occur, those who are exposed will:
  - a. Inform the Charge Nurse on the floor and follow the agency protocol for such an incident.
  - b. Provide written documentation regarding the exposure.
  - c. Provide the Dean of the College of Nursing a copy of the documentation.
  - d. Follow through as recommended by agency and CDC guidelines in order to document freedom from disease and permission to work in the clinical setting.

**Reference:**

U. S. Department of Health and Human Services, Public Health Service, Centers for Disease Control. (2005). Guidelines for preventing the transmission of Mycobacterium tuberculosis in health-care facilities. Atlanta, GA 30333:

## STUDENT CONDUCT

### **Brief Statement of Student Rights and Responsibilities**

McNeese State University conducts the tasks of education, research and service on the fundamental assumption that every student who enrolls at the University has a right to a student-centered learning environment that fosters academic excellence and personal success. Students positively contribute to this environment by maintaining high standards of integrity and ethical honor in all academic work and personal conduct, familiarizing themselves with and adhering to all policies and regulations of the University, promptly fulfilling all academic, contractual, and financial obligations, and actively participating in University life. Visit <https://www.mcneese.edu/f/c/e06ddc9d> in order to view the Statement of Student Rights and Responsibilities in its entirety. Students may also visit the Office of Student Services, Holbrook Student Services, Center, #108, located at 375 Beauregard Drive, Lake Charles, Louisiana, 70609 to obtain a print version of the document.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have a right to pursue an education without discrimination in regard to: age, color, disability, ethnicity, gender, gender expression, genetic information, marital status, military status, national origin, race, religion, sex, or sexual orientation in accordance with the philosophy and purpose of this institution. Each student is personally responsible for being informed of and completing all degree requirements established by the Department of Undergraduate Nursing. The students in nursing at McNeese State University are expected to:

1. Follow McNeese State University general academic and student life regulations and the College of Nursing and Health Professions, Department of Undergraduate Nursing admission and progression policies as listed in the McNeese State University catalog.
2. Follow all policies and guidelines established by the College of Nursing and Health Professions, Department of Undergraduate Nursing.
3. Comply with rules and regulations; that pertain to student conduct as presented in MSU "Code of Student Conduct". A copy of these regulations may be obtained from the Office of Student Services.
4. Comply with the policies and regulations of the clinical agencies.
5. Acquire a current course syllabus, required textbooks, and other required materials for each nursing course.
6. Utilize the policy on ethics and confidentiality in the Department of Undergraduate Nursing.
7. Adhere to the advisement schedule posted on the door of Hardtner Hall Suite 205.
8. Participate in student nursing organizations and academic committees.
9. Participate in the evaluation process for the University and the Department of Undergraduate Nursing.
10. Know and use the lines of authority and channels of communications at McNeese State University and the Department of Undergraduate Nursing.
11. Comply with MSU Department of Undergraduate Nursing Drug Testing Policy, for policy details go to <https://www.mcneese.edu/nursing/college-websites-links>
12. Follow the McNeese State University Alcohol and Drug Policy.
13. Adhere to departmental policy on disruptive and threatening behavior.

### **PROFESSIONAL ACCOUNTABILITY**

Students enrolled in the Department of Undergraduate Nursing are expected to be accountable for their actions and are aware of the following guidelines related to professional accountability.

1. The student is legally responsible for his/her personal and professional behaviors within course related clinical experiences including verbal, non-verbal and written communications, as well as any injuries or illnesses sustained by the student as a result of the clinical experience. Neither the affiliating institutions nor McNeese State University assumes these responsibilities.
2. Neither McNeese State University, the College of Nursing and Health Profession, nor the Department of Undergraduate Nursing is responsible for the work-related actions of a student which are not a part of the nursing courses. Each student is encouraged to carry malpractice/liability insurance if employed as a health care provider.

3. Client-related written work (case studies, nursing process papers, and care plans) should not contain any client identification. Xerox or photocopying of client records is not allowed due to the client's right to privacy.
4. Each student is expected to maintain current CPR (for health care professionals) certification during enrollment in clinical nursing courses. Each student is required to carry a barrier device for CPR on their person while in the clinical setting.
5. Students will be denied access to the clinical area if the individual's functioning is impaired by drug or alcohol use, and/or serious mental illness. Mental health problems of a short-term nature as those related to situational crises (personal illness, loss through death or divorce, loss of employment, postpartum depression, and victimization by rape or natural disasters) are excluded if an individual's functioning is no longer impaired.
6. All students entering any nursing curriculum should also be advised that the Louisiana State Board of Nursing Title 46, Part XL VII.3403 Proceedings against a Registered Nurse, Advanced Practice Registered Nurse, Registered Nurse Applicant, APRN Applicant or a Student Nurses states the board may limit, restrict, delay or deny a student nurse from entering or continuing the clinical phase of education in accordance with R.S.37:921-925.
  - a. Grounds for disciplinary proceedings are specified in R.S. 37:921:
    - 1) is guilty of selling or attempting to sell, falsely obtaining, or furnishing any nursing diploma or license to practice as a registered nurse;
    - 2) is convicted of a crime or offense which reflects the inability of the nurse to practice nursing with due regard for the health and safety of clients or patients or enters a plea of guilty or nolo contendere to a criminal charge regardless of final disposition of the criminal proceedings, including, but not limited to, expungement, nonadjudication;
    - 3) is unfit or incompetent by reason of negligence, habit or other cause;
    - 4) has demonstrated actual or potential inability to practice nursing with reasonable skill and safety to individuals because of use of alcohol or drugs; or has demonstrated inability to practice nursing with reasonable skill and safety to individuals because of illness or as a result of any mental or physical condition;
    - 5) is guilty of aiding or abetting anyone in violation of any provisions of the Part;
    - 6) is mentally incompetent;
    - 7) has had a license to practice nursing or to practice as another health care provider denied, revoked, suspended, or otherwise restricted;
    - 8) is guilty of moral turpitude
    - 9) violated any provision of this Part.

**Under its procedures the Board is required to conduct a background check of these areas.** In considering whether chemical dependence and/or mental illness directly affect the practice of a registered nurse, the Board considers whether the individual is impaired by drug or alcohol use and/ or the seriousness of a mental illness. Any student enrolled in a clinical nursing course that is arrested for any cause or becomes impaired must seek LSBN approval to continue in clinical coursework.

7. A student enrolled or planning to enroll in the nursing curriculum who has reason to believe that she/ he may be ineligible for the nursing license, may petition the Board of Nurse Examiners for a declaratory order as to eligibility. Neither the University nor its faculty can answer this question. Further information is provided in the Rules and Regulations for the Board of Nurse Examiners which is located in the Office of the Dean of the College of Nursing or can be found at <http://www.lsbn.state.la.us/NursingPractice.aspx>

### **POLICY ON ETHICS AND CONFIDENTIALITY**

All MSU College of Nursing and Health Professions students share the responsibility of observing a Code of Ethics. This code of ethics requires truthfulness, honesty, and integrity in all human activities by the student including immediate reporting of any and all suspected or actual client abuse.

Information regarding clients is highly privileged and confidential. Information about clients should never be discussed casually or released to anyone. Persons inquiring whether someone is a client should be informed that you cannot release such information. Students on their psychiatric/mental health rotation are bound from releasing this information by Federal mandate. Breach of confidentiality may result in dismissal from the MSU College of Nursing and Health Professions.

Clients are not to be burdened with the students' personal problems. McNeese State University nursing students must maintain a professional relationship with clients. Associating, dating, or fraternizing (including exchanging phone numbers, addresses, email addresses or social networking information) with clients while they are in treatment, either inpatient or outpatient is unprofessional and strictly prohibited. Any attempt, by words or conduct, to engage a client in sex or intimate relationship may result in dismissal.

The student is required to read the Policy on Ethics and Confidentiality and sign an agreement to abide by this policy. Failure to comply may result in immediate dismissal from the McNeese State University College of Nursing and Health Professions.

In compliance with HIPPA regulations, all students are required to view a HIPPA video and take an examination over the material viewed.

## SOCIAL MEDIA POLICY

The faculty in the Department of Undergraduate Nursing at McNeese State University (MSU) recognizes that social media sites (i.e., Facebook, Twitter, Snap Chat, Instagram and YouTube) have become vital communication tools. The following policy serves as a guideline regarding the use of social media in the Department of Undergraduate Nursing. In addition, it has the goal of protecting both MSU nursing students as well as the Department of Undergraduate Nursing. It does not establish a set of formalized rules that will be enforced with punitive consequences, but rather, it suggests standards of conduct for students who associate themselves with the Department of Undergraduate Nursing. The exception is any violation of patient privacy protected under regulatory or federal guidelines such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L. 104-191) or harassment, threats or discrimination against faculty, staff or students.

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Additionally, students should remember that all content contributed on all platforms become immediately searchable and can be immediately shared. This content immediately leaves the contributing individual's control forever and may be traced back to the individual after long periods of time.

This policy is **not** intended for internet activities that do not associate or identify a student with the Department of Undergraduate Nursing at MSU, do not use MSU email address, do not discuss CONHP, and are purely about personal matters.

**Purpose:** To provide guidelines for students in the Department of Undergraduate Nursing at McNeese State University, College of Nursing and Health Profession regarding the expectations related to the use of social media when identified as a student in the Department of Undergraduate Nursing.

### Definition:

Social media platforms – Technology tools and online spaces for integrating and sharing user generated content in order to engage constituencies in conversations and allow them to participate in content and community creation. Examples include, but are not limited to: Facebook, Twitter, Snap Chat, Instagram, LinkedIn, and YouTube.

### Procedure:

#### I. Specific Information:

##### A. Official Institutional Communications:

1. Social media platforms are emerging at a rapid pace; therefore, these guidelines do not attempt to name every current and/or emerging platform. Rather, they apply to those cited and any other online platform available and emerging platforms including social networking sites and sites with user-generated content. Examples include, but are not limited to: Facebook, Twitter, Snap Chat, Instagram, YouTube, LinkedIn, blogs, and iTunes.

##### B. Guidelines for Online Professional or Personal Activity:

These guidelines apply to MSU Department of Undergraduate Nursing students *who identify themselves with MSU Department of Undergraduate Nursing* and/or use their MSU email address in social media venues such as professional society blogs, LinkedIn, Facebook, etc. for deliberate professional engagement or casual conversation.

1. Adhere to the *Code of Student Conduct*, HIPAA regulations, *Conflict of Interest Policy* and general civil behavior guidelines cited in this policy including respecting copyrights and disclosures, and not revealing



proprietary financial, intellectual property, patient care or similar sensitive or private content inclusive of the posting of client pictures.

- a. Protect confidential information.** While you are posting to your friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what you publish.
    - Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations.
    - Do not post **ANY** information about your clinical rotations, clients, faculty or fellow students in any online forum, social networking site or webpage.
    - The use of/posting of unauthorized (where permission has not been obtained from involved parties) pictures, logos, videos or MSU Department of Undergraduate Nursing materials is strictly prohibited.
    - Students shall not use online social networking to harass, threaten, or discriminate against other students, faculty, staff or any member of the public. Text, photos, e-mails or videos that are demeaning, belittling or insulting to faculty, staff, or students may not be used/posted
2. If individual identifies themselves as a MSU Department of Undergraduate Nursing student in any online forum and/or use their McNeese email address, the student needs to ensure that it is clear that they are not speaking for MSU Department of Undergraduate Nursing and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of MSU Department of Undergraduate Nursing.
3. MSU Department of Undergraduate Nursing Students should be thoughtful about how they present themselves in online networks. By virtue of self -identifying as part of MSU Department of Undergraduate Nursing in such a network, students connect themselves to, and reflect upon, MSU faculty, staff, and even patients and donors.
  - a. Be thoughtful about how you present yourself.** MSU Department of Undergraduate Nursing students are preparing for a career providing services to the public. MSU Department of Undergraduate Nursing and future employers hold you to a high standard of behavior. By identifying yourself as a MSU Department of Undergraduate Nursing student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals. If you identify yourself as a MSU Department of Undergraduate Nursing student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared with everyone. This content immediately leaves the contributing individual student's control forever.
  - b. Respect your audience and your coworkers.** MSU Department of Undergraduate Nursing is an organization whose students, faculty, and clients have a diverse set of customs, values, and points of view. Don't be afraid to be yourself, but respect others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, pornographic images etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory, such as politics and religion. Remember, what may be humorous to some, may be offensive to others. Civility is an important component of online communication as well.
4. If someone or some group offers to pay a student for participating in an online forum in their MSU Department of Undergraduate Nursing student role, offers advertising for pay and/or for endorsement, could constitute a conflict of interest and MSU policies and guidelines apply.
5. If someone from the media or press contacts students or staff about posts made in online forums that relate to MSU Department of Undergraduate Nursing in any way, students/staff should alert the Department Head and contact MSU Media Services before responding.
6. At the end of each course, students are provided an avenue to evaluate course materials/faculty. Therefore, social media vehicles are considered inappropriate locations to provide this feedback.

## PERSONAL ELECTRONIC DEVICES POLICY

Personal electronic devices consists of any device that electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, smart watches, music and media players, gaming devices, tablets, laptop computers, video cameras, programmable calculators, personal digital assistants and personal scanners.

Using personal electronic devices in the classroom setting can hinder instruction and learning, not only for the student using the device but also for other students in the class. To this end, the Department of Undergraduate Nursing establishes the right of each faculty member to determine if and how personal electronic devices are allowed to be used in the classroom. Due to HIPAA regulations, the use of these devices in any patient care setting is prohibited. Academic integrity is a concern to the college of nursing; therefore, utilizing cell phones and other programmable devices/calculators are not permitted during testing.

General rules:

1. Faculty may restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. The use of these devices is prohibited in patient care areas unless permission is given by the clinical instructor prior to the start of clinical.
2. Faculty may allow students to use laptops or other devices for taking notes or class work.
3. Cell phones, smart watches, or other programmable devices may not be used by the student during testing. Only basic, nonprogrammable calculators will be permitted for use during classroom or laboratory testing.
4. Individual students may be directed to turn off personal electronic devices if the devices are not being used for class purposes. If the student does not comply, the student may be asked to leave the classroom.
5. In establishing restrictions, faculty must make reasonable accommodations for students with disabilities in working with the Office of Disability Services.
6. Students are not permitted to record (whether audio or visual or both) any part of a class/lab/other session unless explicitly granted permission to do so by the instructor or have received such accommodations from the Office of Disability Services. Students must also comply with the Ethics and Confidentiality Policy of the College of Nursing.
7. **Students may not take pictures in the clinical setting.**
8. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Student Services as a violation of the MSU Code of Student Conduct.
9. Students who fail to comply with a faculty member's restrictions or prohibition will be subject to the provisions of the Code of Student Conduct, Department of Undergraduate Nursing Civility and Disruptive Behavior Policy and/or be asked to leave the class.

## CAMERAS IN THE CLASSROOM

Because all classrooms are distance learning ready, each contains a camera. As part of the system, the LRC Coordinator can access any one of those classrooms via a "central command center station" to assist faculty who are having any difficulties with the electronic teaching podium. Although it was **NOT** the intent of the technology, it can enable viewing of all student interactions in the classrooms. The cameras are transmitting signals back to a control room.

These video signals may from time to time capture your image in the classroom. There are full-time personnel who may see these images in the control room.

## **SUBSTANCE ABUSE POLICY**

The College of Nursing and Health Professions, Department of Undergraduate nursing follows McNeese State University's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by students. Violators will be subject to disciplinary action by the University according to University policy (See a [http://www.mcneese.edu/policy/alcohol\\_and\\_other\\_drug\\_policy](http://www.mcneese.edu/policy/alcohol_and_other_drug_policy) and MSU Code of Student Conduct). The nursing faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is abusing, either separately or in combination: alcohol, over-the-counter medications, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of substances includes episodic misuse or chronic use that has produced psychological and/or physical symptoms.

The faculty in the College of Nursing abides by the Louisiana State Board of Nursing (LSBN) regulations that pertain to chemically dependent students. These regulations will be communicated to students upon application to clinical nursing courses and prior to licensure as a new graduate. Students who indicate prior or current substance abuse use will be directed to the LSBN if their usage resulted in a legal arrest and/or court action. Faculty discovered or student confessed use of chemical substances will be treated as outlined in the Procedure for Faculty Intervention with Impaired Students.

All students accepted into the clinical nursing sequence will undergo drug testing. Thereafter, students will be randomly selected throughout the curriculum for drug testing.

For information on the MSU College of Nursing Drug and Health Professions Drug Testing Policy go to <http://www.mcneese.edu/f/c/aed3a9b9>

## **STUDENT CIVILITY POLICY**

Civility is a behavior which: 1) shows respect towards another, 2) causes another to feel valued, and 3) contributes to mutual respect, effective communication and team collaboration.

Our primary commitment is to learn from the instructors, from each other, from the materials and from our work. We acknowledge differences amongst us in values, interests and experiences. We will assume that people are always doing the best they can, both to learn the material and to behave in socially productive ways. By sharing our views openly, listening respectfully, and responding critically to ideas, we will all learn. Most students exhibit appropriate behavior in class, but sometimes there is disagreement over the definition of "appropriate" behavior.

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep these thoughts and the following rules in mind, the classroom experience will be a better one for everyone involved.

### **College of Nursing and Health Professions Students' Responsibilities:**

*Failure to comply with the requirements of any of the following items or other policies in the College of Nursing and Health Professions, Department of Undergraduate Nursing Student Handbook or McNeese State University Student Handbook may result in a conference with the Department Head or his/her designee to discuss the difficulty. Should the problems warrant immediate action, the Department Head may recommend the student be dismissed from the program/CONHP. The following is a description of the scholastic, non-cognitive performance responsibilities of a student in the College of Nursing and Health Professions.*

**Attentiveness** - The student regularly attends class. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

**Demeanor** - The student has a positive, open attitude towards peers, teachers, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

**Maturity** - The student functions as a responsible, ethical, law-abiding adult.

**Cooperation** - The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

**Inquisitiveness** - The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

**Responsibility** - The student has nursing school performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

**Authority** - A student shows appropriate respect for those placed in authority over him/her both within the University and in society.

**Personal Appearance** - The student's personal hygiene and dress reflect the high standards expected of a professional nurse.

**Communication** - The student demonstrates an ability to communicate effectively verbally, nonverbally, and in writing with peers, teachers, patients, and others.

**Professional Role** - The student conducts self as a professional role model at all times and in compliance with Louisiana State Board of Nursing Professional and Occupational Standards

(<http://www.lsbn.state.la.us/NursingPractice/Laws,Rules.aspx>) and the ANA Code of Ethics for Nurses with Interpretive Statements Part I and Part II (<http://nursingworld.org/codeofethics>) The student demonstrates the personal, intellectual and motivational qualifications of a professional nurse.

**Judgment** - The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

**Ethics** - The student conducts self in compliance with the ANA Code of Ethics.

**Moral Standards** - The student respects the rights and privacy of other individuals and does not violate the laws of our society.

**McNeese State University College of Nursing and Health Professions reserves the right to dismiss a student at any time on grounds the university may judge to be appropriate. Each student by his/her own admission to the CONHP recognizes this right of the University and CONHP.**

The continuance of any student on the roster of the CONHP, the receipt of academic credit, graduation, and the granting of a degree rests solely within the powers of the University and College of Nursing and Health Professions.

Effective May 1, 2012 Disruptive Behavior and inappropriate behaviors will be broken down into two elements of performance:

- 1) the profession and the CONHP/University has a code of conduct that defines acceptable and disruptive and inappropriate behaviors in both the classroom and clinical setting,
- 2) as future nurses and leaders, you must manage disruptive and inappropriate behaviors within yourself, among your peers, and others.

**Examples of uncivil behavior are below but not inclusive:**

- Demeaning, belittling or harassing others
- Rumoring, gossiping about or damaging a classmate/professors reputation;
- Habitually interrupting as others speak;
- Not paying attention or listening to others who address you; not responding to email, letters or voice mail that requires a reply;
- Sending emails that are inflammatory in nature;
- Speaking with a condescending attitude;
- Yelling or screaming at instructors, peers, or clinical staff.
- Habitually arriving late to class;
- Knowingly withholding information needed by a peer, instructor, or clinical staff.;
- Discounting or ignoring solicited input from instructors/faculty regarding classroom and/or clinical performance or professional conduct.
- Overruling decision without direct discussion and rationale;
- Not sharing credit for collaborative work or not completing an equitable share of collaborative work assigned.
- Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats.

- Displays of temper, tantrums;
- Using up supplies or breaking equipment without notifying appropriate staff/faculty.
- Rudeness that ultimately escalates into threatened or actual violence

**As McNeese State University College of Nursing Students and Health Professions We Commit to:**

1. Follow conventions of good classroom manners and CONHP student responsibilities as outlined above.
2. Ask permission to tape record and respect the instructor's decision to allow or disallow.
3. Refrain from verbal, emotional or sexual harassment.
4. Refrain from electronic harassment via email, facebook, or any other electronic/wi-fi media or devices.
5. Refrain from use of the internet during classroom time.
6. Listen respectfully to each other.
7. Respond respectfully and reflectively to ideas aired in the classroom.
8. Refrain from personal insults, profanity and other communication-stoppers.
9. Recognize and tolerate different levels of understanding of complex social and cultural issues among your classmates and the professor.
10. Issue "gentle reminders" when these guidelines are breached.
11. Arrive timely to class/clinical sessions.
12. Bring the required supplies and be ready to be actively engaged in the learning process.
13. Focus on the business at hand – the class, its content, learning and the professor.
14. Turn cell phones off or to vibrate before the start of class.
15. Refrain from texting during class time.
16. PICK UP OUR TRASH upon leaving the room.
17. Refrain from sleeping in class. (Laying your head on the desk or sleeping in class is rude, and it is distracting to others)
18. Turn in assignments on time.
19. Be courteous in class. (This does not mean that you have to agree with everything that is being said. However, your point will be much more credible if conveyed without rudeness, aggression, or hostility. If you strongly disagree with your professor, it is a good idea to speak with him/her after class. )
20. Raise a hand to indicate a question or comment as a courtesy to classmates and the professor. (Remember, your questions are NOT an imposition – they are welcomed. Chances are, if you have a question, someone else is thinking the same thing but is too shy to ask it. So, ask questions! You'll learn more, it makes the class more interesting, and you are helping others learn as well.)
21. Make arrangement if an emergency arises that requires an absence from a session, to get the notes and all other information that was covered in class from a colleague you trust.
22. Respect the need to request to meet individually with the instructor of a course for review of an exam within one week following administration of the exam as needed. No visual review of exam materials will be granted after this period.
23. Respect the rules of the syllabus. (Content of exams and calculation of grades earned are not a starting point for negotiation. Faculty are willing to work with students to meet learning needs, but will not negotiate individual terms with students.)

**POLICY ON DISRUPTIVE AND THREATENING BEHAVIOR**

The College of Nursing and Health Profession strives to promote teaching and learning in an environment free from classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their teaching/learning environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules related to instructional areas and decorum via the syllabus and classroom discussions. This policy is not intended to discourage classroom expression, discussion or disagreement, but to promote respectful interactions.

It is the belief of faculty that students in the College of Nursing and Health Professions neither lose the rights nor escape the responsibilities of citizenship. They are expected to conduct themselves in accordance with both the penal and civil statutes of the local, state, and federal government and the Rules and Regulations of the Board of Regents, university regulations, and administrative rules, and to observe standards of conduct appropriate for an academic institution.

Students are expected to conduct themselves in ways that strengthen and enhance quality of life at the University. Respect for the rights, welfare, and safety of others is paramount for maintaining civility and promoting academic excellence on the campus and within the local community. Students whose misconduct compromises the quality and integrity of life within the University community may be sanctioned according to the procedures outlined in the Student Handbook, Code of Student Conduct (Section III). The Student Handbook is published by the Office of Student Services and is made available through new student orientation activities and other appropriate University communication channels each year. Interested persons may obtain a copy of the Student Handbook and other important University policies by contacting the Office of Student Services or visiting the following websites:  
University Services – Student resources <http://www.mcneese.edu/universityservices/resources>  
Student Handbook <http://www.mcneese.edu/f/f/10186>

**Purpose:** To observe and assure standards of conduct appropriate for an academic institution with disciplinary process.

- A. **Disruptive Behavior** – Disruptive behavior is prohibited. Disruptive behavior is defined as “conduct that materially and substantially interferes with or obstructs the teaching or learning process in an instructional setting.” Disruptive behavior can include, but is not limited to conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor’s appropriate environmental rules or instructions, or interferes with the normal operations of the College of Nursing and Health Professions or McNeese State University.

Students who engage in disruptive behavior may be directed by the instructor to leave the class for the remainder of the instructional period. If the student refuses to leave after being requested to do so, appropriate authorities may be summoned.

**Procedure:**

1. A student who engages in disruptive behavior during instructional time will be given a verbal warning for the first offense. Should the student continue to display a disruptive behavior for a second offense, the student will be instructed to leave the instructional area for the remainder of the instructional period by faculty.
2. Individuals who identify students with a disruptive behavior after a verbal warning is required may complete a Student Code of Conduct Complaint Form and submit the form to the Department Head.
3. A scheduled meeting between the course faculty, identified student, the course coordinator, and semester level coordinator will be held within 5 academic days from the date of offense. During the meeting, the following guidelines will be observed:
  - A. The meeting will occur within 5 academic days from date of offense.
  - B. The identified student, course faculty, course coordinator, and level coordinator will be in attendance.
  - C. The course faculty and identified student will sign the *Record of Faculty/Student Conference* with appropriate sanctions documented.
  - D. A copy of the *Record of Faculty/Student Conference* will be placed in the student’s academic folder and a copy will be sent to the Dean of the College of Nursing.

**Disruptive Behavior Levels:**

- **Level 1** – First occurrence resulting in a verbal warning.
- **Level 2** – Second occurrence resulting in scheduled meeting with *Record of Faculty/Student Conference* with appropriate sanctions documented and a copy sent to College of Nursing and Health Professions Dean and a copy placed in student’s academic folder.
- **Level 3** – Third occurrence will result in referral to the Dean of Student Services in accordance with the MSU Student Handbook under 3.25 Disorderly Conduct and Section four for Administration of Discipline.

- B. **Threatening Behavior** – Threatening behavior is prohibited. Threatening behavior is defined as “statement, communication, conduct or gesture, including written forms, directed toward any member of the McNeese State University community that causes a reasonable apprehension of physical harm to a person or property.” A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker’s statement, communication, conduct or gesture as a serious expression of intent to physically harm.

(Note: Social networking sites such as Facebook, Twitter, MySpace, etc. are considered electronic forms of communication. Texting via any electronic device and email are also included.)

Any statement or behavior that is perceived to be a threat to the safety of students, staff, and faculty of McNeese State University will be taken seriously and reported to the appropriate authorities for follow-up.

**Procedure:**

1. Referral immediately to appropriate authority and/or the Dean of Student Services in accordance with McNeese State University Student Code of Conduct policy and procedure.

### **CONSENT FOR RELEASE OF STUDENT INFORMATION**

The College of Nursing and Health Professions considers all student records as confidential. Copies of the student records will not be released directly to anyone, including a student or graduate. Any student or graduate wishing to directly visualize and take handwritten notes from their records on file in the College of Nursing and Health Professions, Department of Undergraduate Nursing may do so under advisor/instructor supervision.

In order for student information to be released for the purpose of recommendations, grievance proceedings or referrals, the student must sign a "Consent for Release of Information" form. The signed consent gives the faculty and staff of McNeese State University College of Nursing and Health Professions permission to use and release academic and personal information. Any exceptions for the release of information can be listed on the consent form. The "Consent for Release of Information" form can be acquired in Undergraduate Degree office in the College of Nursing. The "Consent for Release of Information" form will be filed in the student's permanent academic record in the College of Nursing.

### **PROBLEM RESOLUTION PROCEDURE**

**Purpose:** To assure due process for all parties involved in a problem. To equitably solve problems at the lowest administrative level possible.

**Definition:** Problem—a situation within the Department of Undergraduate Nursing that a student perceives cannot be resolved that is neither of the following:

1. A student with a grievance pertaining to discrimination on the basis of race, color, national origin, age, religion, sex, handicap, or sexual harassment is referred to the Division of Special Services and Equity.
2. A student with a grade appeal is referred to the Academic catalog for Grade Appeals Procedure.

**Problem Resolution Procedure:**

1. The student should verbally attempt to resolve the problem with the involved party first, then the course coordinator, then the level coordinator. If satisfied, the procedure stops.
2. If not resolved, the student should obtain the Problem Resolution packet from the Department of Undergraduate Nursing Office. The student should complete page one of the packet, entitled Problem Notice Form-Student Problem Form, and submit the packet to the SEC chairperson within 2 weeks of Step 1. Upon submission of notice, the student agrees to postpone any other appeal process.
3. The SEC chairperson will review the packet with the Department Head to determine whether the problem continues along the problem resolution tract or if it is a Retention/Progression problem. If it is a Retention/Progression problem, it will be referred to the next scheduled SEC appeals meeting, or a called SEC meeting within two weeks (whichever comes first), with notification to the student.
4. If not a Retention/Progression problem, the SEC chairperson will send the packet with the first page completed by the student to the involved party within 5 working days.
5. The involved party will complete the Response to Student Problem form within 5 working days after receipt, and return the packet to the SEC chairperson.
6. Upon receipt of completed forms, the SEC chairperson will submit forms to the Department Head. The Department Head will attempt to resolve the problem and submit recommendations within 5 working days after receipt of the packet. The packet is then sent to the SEC chairperson.

7. The SEC chairperson will meet with involved parties to review the Department Head's recommendation. **If parties involved accept the recommendation, the procedure is completed. If the recommendation is not accepted by both parties, the process continues to the Problem Resolution Committee.**
8. The SEC chairperson will schedule a meeting of the Problem Resolution Committee (see membership below) within 5 working days. The meeting shall not interrupt class or clinical time for any party involved.
9. The SEC chairperson will inform involved members that they may be present and allowed to state their problem, with any pertinent information, at the hearing. Refer to procedure for hearing.
10. A decision shall be reached by the Problem Resolution Committee during the hearing if possible. It will be based on a majority vote of committee members. A written decision by the Problem Resolution Committee shall be provided to all parties involved within 5 working days of the meeting.
11. Records of all Problem Resolutions and Committee actions shall be kept on file in the office of the undergraduate program and/or the Dean's office.
12. If the student is not satisfied with the decision of the committee, the student may direct the problem to the Dean within 5 working days.
13. The Dean will make a decision and submit the written decision to the involved parties within 5 working days after meeting with the student. **The Dean's decision is final within the College of Nursing and Health Professions.**
14. If the student's problem is not resolved, the Dean will advise the student as to further action/options within the university.

**Membership of the Problem Resolution Committee shall consist of:**

1. The Student Excellence Committee (SEC) chairperson.
2. Two members of the Faculty appointed by the Chairperson.
3. The current president of the McNeese Student Nurses Association (MSNA).
4. Two student representatives (one BSN student not from the semester of the involved party).
5. The secretary of the Student Excellence Committee shall be a non-voting member unless a tie vote must be broken.

**NOTE: Students or Faculty are disqualified as members if they have direct involvement in the problem.**

Duties of the Problem Resolution Committee:

1. The SEC chairperson shall receive Problem Notice packets, be responsible for notifying the committee members of meetings, conduct committee meetings, and notify involved parties of the committee's decision.
2. The committee members shall attend meetings, listen objectively to the problem presented, contribute to the committee's decision on resolution of the problem, and keep all business of the committee confidential.

**McNeese State University College of Nursing and Health Professions,  
Department of Undergraduate Nursing  
Hearing Procedure**

1. The entire meeting, excluding committee deliberation, will be recorded.
2. All parties shall be advised that "All parties in the hearing process are expected to respond openly and honestly, and are reminded that it is a violation of The Code of Student Conduct as well as university policy for either student or faculty to furnish false information to a university committee. Matters presented and discussed here are to be treated in a confidential manner."
3. Only involved parties are entitled to be present during all portions of the hearing except during committee deliberation. Witnesses shall be present only during their actual testimony.
4. The hearing will begin with the grievance party's presentation. Both the committee and the involved party will be permitted to ask questions during the presentation after being recognized and at times which would not disrupt the presentation.
5. After the conclusion of the grievance party's presentation, the involved party will present. Both the committee and the grievance party will be permitted to ask questions during the presentation after being recognized and at times which would not disrupt the presentation.



6. After the conclusion of the involved party's presentation, all parties will be given an opportunity for final questions and remarks.
  7. After the final remarks are completed, the committee will go into closed session to deliberate and vote on its decision.
  8. The Committee's decision will be given in writing to the Dean, the Department Head, and all involved parties.
  9. Any question of procedure shall be decided by a majority vote of the committee in called executive session.
- See Algorithm in Appendix for Problem Resolution Procedure**

### **CHANNELS FOR HANDLING CONFLICT IN THE UNIVERSITY SYSTEM**

Should a student have difficulty with situations or services within the University, that student may confer with the Office of Student Services who may then direct the student to appropriate resources.

Should a student have difficulty in a course, that student should first confer with the teacher. If the issue is not resolved, the student and teacher consult with the Course Coordinator, followed by the Level Coordinator, and finally with the Department Head. If the issue is not resolved at this level, the student may appeal to the Student Excellence Committee. If this issue continues to be unresolved, confer with the Dean of the College of Nursing and Health Professions who may summon an Appeals Committee meeting. Since this process is one of conflict management within the College of Nursing, Department of Undergraduate Nursing and the University, legal counsel is not appropriate at this time.

Should a student have difficulty accepting a given course grade, **the student must follow the grade appeals procedures as listed in the Academic Catalog.**

### **STUDENT MEMBERSHIP ON COLLEGE OF NURSING COMMITTEES**

In keeping with the statement on rights and responsibilities of students, there are planned activities for student participation in Department of Undergraduate Nursing committees. The primary purpose is to allow students a voice in the decision-making and teaching/ learning processes, to enhance communication among faculty and students, and to provide a mechanism for continuous quality improvement in the nursing curriculum.

Guidelines for Student representation:

1. One student representative from each of the undergraduate programs (including traditional and distance education articulation students) will serve on each of the following committees: Evaluation Committee, Curriculum Committee, and Student Excellence Committee.
2. Student representatives will be recommended to the chair of each designated standing committee by the Student Excellence Committee at the beginning of the academic year.
3. Student representatives will have one vote per standing committee.
4. Student representatives:
  - a. Will serve no more than two years.
  - b. May be excused from confidential portions of meetings.

### **STUDENT SEMESTER REPRESENTATIVES**

The requirements to be representative of a level/semester are as follows:

1. Currently enrolled in that level/semester of classes.
2. Elected by peers.
3. Satisfactory scholastic standing.
4. Available to attend meetings.

There shall be a student representative for each semester in the clinical nursing sequence.. The election of the semester representative is the responsibility of the faculty level/semester coordinator. The election should occur prior to the 14th day of classes.

Responsibilities of the class representative are as follows:

1. Serve as a liaison between semester faculty and students.
2. Communicate monthly with the Nursing Student Services Coordinator.
3. Communicate via Moodle email to students in the level/semester as needed.
4. Provide input into semester program planning and evaluation as requested.
5. Attend level/semester meetings as requested.

### **VOLUNTEER SERVICE REQUIREMENTS**

The purpose of volunteer requirements throughout the curriculum is to promote the concept of service as a health professional. Voluntary service is a non-reimbursed contribution to the welfare of others in the nursing program, the University, and the community.

The College of Nursing and Health Professions supports the clinics developed by faculty and the Calcasieu Community Clinic and recommends these clinics be utilized for voluntary service for nursing faculty and students. See individual course syllabi for volunteer requirements, if applicable.

### **STUDENT EMPLOYMENT**

Students may be employed as health care providers, performing functions for which they have been trained by the institution and for which the institution has a clearly discernible policy in writing defining the scope of these functions. Any individual not licensed in the State of Louisiana to practice professional nursing, and who engages in such practice, is doing so illegally and may be prosecuted accordingly. Supervision by a professional, licensed nurse does not provide protection to the student or make the student's actions legal.

Students who are employed by health institutions with titles such as Nurse Assistant, Care Techs, Junior or Senior Extern, etc. should be aware of the following:

1. The MSU College of Nursing and Health Professions assumes no responsibility or authority for their activities as an agency employee.
2. The student is personally responsible and liable for an action performed or activity participated in as an agency employee.
3. The malpractice insurance coverage provided by the State of Louisiana applies only to student performance during regularly scheduled clinical lab which is supervised by a Department of Undergraduate Nursing faculty member. The student must be properly enrolled and in good standing in a Department of Undergraduate Nursing clinical course. The State of Louisiana Malpractice insurance does not apply to actions performed as an agency employee. The student is advised to obtain outside malpractice insurance coverage when employed.
4. Individuals who practice illegally may jeopardize their future since persons who are convicted or in violation of the Nurse Practice Act may not be eligible to write State Board Examinations and subsequently receive licensure.
5. While on duty as an agency employee, students shall not be identified as MSU Students. The MSU patch and identification pin are not to be worn while acting as an agency employee.
6. Students are discouraged from working hours that will interfere with their clinical and scholastic performance.

## **COLLEGE OF NURSING ORGANIZATIONS**

There are two major professional organizations available to nursing students through the College of Nursing. The faculty encourages the student nurse to become involved in a professional organization. The professional organizations available to students through the College of Nursing include The McNeese Student Nurse Association and Sigma Theta Tau International Honor Society for Nursing (Kappa Psi Chapter)

### **MSNA McNeese State University Student Nurse Association**

The McNeese Student Nurses' Association is recognized as an important pre-professional organization. MSNA, in conjunction with the National Student Nurses' Association (NSNA), mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Participation enhances the program of study, providing various opportunities for socialization into professional activities. Benefits of membership extend well beyond graduation.

### **SIGMA THETA TAU International Honor Society of Nursing Kappa Psi Chapter**

Sigma Theta Tau was organized to encourage and recognize superior scholarship and leadership achievement at the undergraduate and graduate levels in nursing. The local chapter at MSU is Kappa Psi. Membership in Sigma Theta Tau is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Community nurse leaders with a baccalaureate who demonstrate excellence in nursing are also eligible for membership consideration.

Students are eligible after completion of at least one-half of the required nursing component, have attained a Grade Point Average of at least 3.0, and rank in the top 35% of their class. If the student meets the eligibility requirements he/she may be invited to join during their senior year in Nursing. Additional information about Sigma Theta Tau may be obtained from any Department of Undergraduate Nursing Faculty.

## **STUDENT RECOGNITION**

### **GRADUATE AWARDS AND PINNING CEREMONY**

The College of Nursing hosts a graduate awards and pinning ceremony for all McNeese State University College of Nursing Health Professions graduates. Baccalaureate and Master's degree graduates are honored in December and May.

### **OUTSTANDING STUDENT AWARDS**

Student awards are presented by the faculty and other groups to juniors and/or graduating seniors depending on the criteria required of the designated award. Outstanding students who excel in academic performance, professional commitment, and university and college involvement are eligible for student awards for example: Who's – Who, and the Dr. Anita Fields-Golds Award.

## ***VII. STUDENT RESOURCES***

### **LEARNING RESOURCE CENTER (LRC POLICIES)**

#### **NO SMOKING, DRINKS, OR FOOD ALLOWED IN THE LRC**

**A quiet environment will be maintained at all times to give all who enter the LRC an equal opportunity to learn.**

**Students must wear and maintain their clinical name tag at all times in the LRC.**

**A TELEPHONE LOCATED IN THE SECOND FLOOR CONFERENCE ROOM (205) IN HARDTNER HALL IS AVAILABLE FOR STUDENT USE.**

**I. Basic Policies**

1. LRC Coordinator is responsible for all equipment and supplies used by the College of Nursing and Health Professions Programs.
2. The Learning Resource Coordinator is the responsible party to insure that the policies and procedures are followed.

**II. Responsibility of the User**

1. Access to computing resources and network capacity is a privilege to which all University faculty, staff, and students are entitled. Access may also be granted to individuals outside the University for purposes consistent with the mission of the University. Certain responsibilities accompany that privilege; understanding them is important for all computer users.
- 2.

**III. Legal Usage**

1. Computing resources and network capacity may not be used for illegal purposes. Examples of illegal purposes include:
  - a. Intentional harassment of other users.
  - b. Intentional destruction of or damage to equipment, software, or data belonging to MSU or other users.
  - c. Intentional disruption or unauthorized monitoring of electronic communications.
  - d. Unauthorized copying of copyrighted material.
  - e. Downloading and/or viewing pornography or inappropriate material.

**IV. Ethical Usage**

1. Computing resources and network capacity should be used in accordance with the high ethical standards of the University community as described in the "MSU Student Handbook". Examples of unethical use follow; some of them may also be illegal.
  - a. Violations of computer system security.
  - b. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
  - c. Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others.
  - d. Academic dishonesty (plagiarism, cheating).
  - e. Violation of software license agreements.
  - f. Violation of network usage policies and regulations.
  - g. Violation of another user's privacy.

**V. Sanctions**

1. Violation of the policies described above for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the normal disciplinary procedures of the University and, in addition, the loss of computing privileges may result. Illegal acts involving MSU computing resources may also be subject to prosecution by state and federal authorities.

**VI. Loan of Equipment outside of the Hardtner Hall building**

1. *Department of Undergraduate Nursing Faculty:*
  - a. Can reserve laptops for home use or seminar presentations.
  - b. Must fill out a property control sheet and a LRC off campus sheet, using property control numbers when checking equipment out for off-campus use.
  - c. Are responsible for any missing parts. These are recorded and a follow up is done. Returned equipment is checked by LRC Coordinator or student workers.
  - d. Are given orientation of the equipment before leaving the LRC. All equipment is checked for proper operations before leaving the LRC and spot checked from time to time.

- e. Must return equipment within 24-48 hours, unless specifically specified by the LRC Coordinator.
- f. May check out videos for off campus use only.
- g. The individual department is held accountable for the repairs of equipment if broken or lost.

2. *General College Faculty:*

- a. All equipment checked out must have prior approval by a department head, who takes general responsibility for returning the equipment.
- b. All of the above rules apply, except the videos. The videos will not be checked out to non nursing faculty.

3. *Students:* Students must comply with all Department of Undergraduate Nursing Faculty policies as well as the following guidelines.

- a. If students need to check out equipment use, they must have their course coordinator (faculty) reserve the equipment and sign out for it.
- b. Videos are not checked out to students for off campus use.
- c. If damage occurs to the equipment, the course coordinator and program are held responsible.
- d. All general check out rules apply to the students checking out equipment.
- e. Off campus sign out sheets are completed by course coordinator (faculty).
- f. All equipment checked out for students must be monitored by course coordinator for safety and proper use.
- g. Cell Phone conversations must take place outside of the LRC so as to not disturb the other students working.
- h. Must not bring water or drink bottles into the lab area unless they are in book bag, otherwise leave them by the door on the outside of the lab.
- i. Must not bring full or empty coffee cups into the lab. Put empty cup in book bag.
- j. Must not bring food or candy into the lab unless it is put away in book bag.
- k. Must be as quiet as possible so as to not disturb other students.
- l. Must not allow relatives or friends to use the computers. Computers in this lab are for nursing students only.

VII. Storeroom Supplies

- 1. Storeroom is off limits to all faculty and students.
- 2. If a need for supplies arises, the LRC Coordinator or a student worker will access the supply item needed and install or bring the item to the required location or install the part.
- 3. The storeroom is managed by the LRC Coordinator, who keeps a running inventory of supplies needed to run all audio-visual equipment, computers, printers and staples.

VIII. Equipment Security

- 1. All classrooms are locked after each class and checked at the end of the day to insure the door and equipment has been secured.
- 2. All classroom equipment and doors are checked periodically by the LRC Coordinator.

IX. Equipment Maintenance

- 1. All warranties of the LRC equipment are maintained by the LRC Coordinator.
- 2. All repairs, maintenance, bulb changes, and safe use instructions are completed by the LRC Coordinator.
- 3. All repair orders for LRC equipment are initiated by the LRC Coordinator.
- 4. All replacements parts and equipment replacements are again initiated by the LRC Coordinator.
- 5. All software purchases and upgrades are recommended by and/or purchased by the above.

X. Printing Policies for Students

- 1. Students are allowed to print 20 pages per assignment.
- 2. Students are instructed in different ways to print efficiently, such as grayscale, printing 2 pages per 8.5 \* 11 sheet, and six power-point slides per page.
- 3. Students are also shown how to use print selection to print only what they need and not the entire document.

VII. Stokes Auditorium

1. The Stokes Auditorium schedule is coordinated by the Dean's administrative secretary.
2. The LRC Coordinator maintains the auditorium key and sign out log in a secured location in the video lab.
3. Once the auditorium is scheduled by an outside group, the secretary sends the designated representative to the LRC Coordinator to schedule a time to check out the key, receive an orientation of the equipment in the room, and any other equipment which may be needed.
4. No food and drink are allowed in the auditorium, and it is the responsibility of the Group leader to see to it that the rule is adhered to.
5. The auditorium is checked before and after the group uses it.
6. Any abnormality is reported to the Dean.

The Learning Resource Center hours are Monday through Friday from 8:00 a.m. until 4:30 p.m. during the Fall and Spring Semesters and 8:00 a.m. - 4:15 p.m. during the Summer Semester. Any additional hours will be posted.

**CLINICAL SIMULATION LABORATORY**

**CLINICAL SIMULATION LABORATORIES – 2<sup>nd</sup> FLOOR (HARDTNER HALL)**

The Clinical Simulation Laboratory has many available resources for individual learning needs, including manikins, models, charts, assessment equipment and supplies to practice basic nursing procedures. The Clinical Simulation Lab Coordinator is readily available to assist all nursing students with learning needs.

A Laboratory Request Form must be completed before students may check out instructional aides and models from the skills laboratory when fulfilling a specific nursing class assignment. At least 24 hours notice is required prior to checking out any equipment. All equipment must be returned within 24 hours and is dependent on prior needs of all faculty and students. The student is held responsible for lost or damaged equipment.

Hours are Monday through Friday from 8:00 to 4:00 PM during the Fall and Spring semesters. Practice times for each individual lab will vary according to courses scheduled each semester. A schedule of practice times for each lab is posted outside of Lab 202. The clinical simulation laboratory is locked when not in use after scheduled hours.

Smoking, drinking, eating, sitting on beds, and cell phone calls are not permitted in the Clinical Simulation Laboratory at any time.

The policy and procedure manual for the Clinical Simulation Laboratory is located in the Lab Coordinator's office as well as in each of the skills labs. The manual may be reviewed upon request.

**CLINICAL SIMULATION LABORATORIES 3<sup>rd</sup> FLOOR (HARDTNER HALL)**

**General Guidelines**

**Simulation Lab**

- Simulation equipment should only be operated by personnel who have been trained.
- Participants should wash their hands before touching the simulator manikins. Gloves should be worn for all patient care procedures. **Ink pens or felt tip markers** should not be in close proximity to a manikin. Participants should not write notes on their gloves because ink may transfer to the manikin's skin.
- Photocopied papers should not be placed on, or under the manikins to prevent the risk of ink transfer. Iodine or other staining medications should not come into contact with the manikins.
- The manikin chest must be kept dry; care should be used when simulation involves fluid (i.e. Blood, urine, etc.)
- Do not spill fluids over any compartment inside simulator manikin torsos, since this could damage the unit and might also present a possible hazard to the operator.
- Do not introduce any fluids except airway lubricant in small amounts into the manikin's esophagus or trachea.
- Do not place artificial blood or other materials on the manikin's skin without first verifying with the instructor that the materials will not damage the manikins.

**Control Rooms**

- No food or beverages allowed.

- Only course faculty are permitted in the AV station during simulations.
- Computers in the AV station should be used only to operate simulators and run advanced audiovisual debriefing equipment. These computers should not be used for Internet access. Software should not be loaded onto these computers without the approval of the Clinical Simulation Committee due to the risk of incompatibilities with the simulator or AV equipment software.
- Food, drink, and gum are not allowed in the control rooms.

### **Lab Etiquette**

- Students must follow the Dress Code, as outlined in the Student Handbook.
- Cellular phones and similar electronic devices should be set to the “off” position while they are in the Simulation Lab to reduce the risk of emissions that may interfere with or damage the simulators and medical equipment.
- Food, drink, and gum are not permitted in the simulation lab.
- Facility users are expected to leave the Lab in order. Please dispose of any trash in appropriate containers.
- Facility users are responsible for following standard precautions. Sharps and syringes are to be disposed in appropriate containers.

### **Maintenance/Troubleshooting**

- Facility users should report any damage to equipment or operating problems to course faculty as soon as possible.
- Do not attempt to repair or troubleshoot a malfunctioning manikin. Request help from the LRC Coordinator.

### **Dress Code for Simulation Lab**

We believe that in order to enhance the development of the professional nurse’s role and to increase the realism of clinical simulation, it is important for the faculty and students to dress appropriately, therefore the following guidelines will be adhered to:

- Faculty/Staff teaching in the labs will wear a lab coat and professional identification.
- Students practicing in the lab should adhere to the following:
  - Professional appearance (clean and neat)
  - MSU scrubs with Lab Coat and Name Tag
  - White closed leather shoes with no color flashes on them
  - Socks will cover ankles
  - Students will carry: Stethoscope, Bandage scissors, Hemostats, Pencil with eraser, Penlight, Small metric ruler
  - Limited jewelry: Watch (with second hand display), Wedding band only, One set of stud earrings, No other body piercing (no tongue studs), No visible tattoos
  - **Food, drinks, and gum are not allowed in the lab**

### **CHILDREN IN THE CLASSROOM**

It is not advisable for parents to bring children to class; however, under unusual circumstances this may be allowed by the instructor. Under no circumstances should children be left unattended in the halls or other areas of the building. All children must have adult supervision.

## ***VIII. CLINICAL POLICIES***

### **CLINICAL SAFETY POLICY**

In fulfillment of OSHA regulations and CDC guidelines, MSU nursing students are required to:

1. View all OSHA videos required for clinical courses.

2. Utilize universal precaution in the clinical setting.
3. Carry a barrier device on their person in the clinical setting to be used during cardiopulmonary resuscitation (CPR) as well as maintain current CPR certification (renewal is every 2 years; only the American Red Cross and the American Heart Association are acceptable certification agencies).\
4. Provide legitimate documentation of annual Tuberculosis (TB) testing.
5. Utilize hospital provided protective equipment such as, gloves, gowns, face shields or masks and eye protection as stated in each hospital's policy.

### **DRESS CODE**

Each student serves as a representative of the University. Nursing students are easily identified in the community and it is important that each student's appearance and behavior enhance the image of the College of Nursing and Health Professions and McNeese State University. If a student's appearance does not conform to the uniform policy, the student will be sent home with a grade of "Unsatisfactory" for the clinical day.

Your MSU name tag and patch shall be worn only for MSU assigned clinical activities. Violations of this policy are grounds for dismissal.

### **REQUIRED EQUIPMENT**

1. Watch with sweep second hand
2. Stethoscope
3. Bandage scissors
4. Hemostat
5. Black ink pen
6. Pencil with eraser
7. Penlight
8. Small metric ruler marked in millimeters and centimeters
9. Barrier device for CPR with a one-way valve
10. One (1) official McNeese student insignia patch
11. Official name pin should appear as follows:
  - a. First name
  - b. MSU BSN Student Nurse

### **DRESS**

1. The uniform and lab coat should be washed after each wearing and should be wrinkle free and in good repair.
2. The McNeese insignia should be stitched to the left sleeve of the lab coat, and the insignia must not be covered.
3. Undergarments should not be visible through the uniform.
4. The official name pin should be placed on the left front of the uniform, or at the height of the top of the pocket. The name pin should be visible in all clinical settings.
5. Scrub attire that belongs to an agency must be left at that agency.
6. Chewing gum and tobacco products are not allowed in the clinical setting.
7. Official name pin and McNeese student nurse insignia may be purchased at the MSU bookstore.

#### **Male and Female Clinical Uniform (for use in Hospital and Lab settings)**

1. Department of Undergraduate Nursing approved Galaxy Blue scrub set—distributed to students upon clinical entry.
2. **No alterations** may be made to this uniform in any way, including but not limited to, addition of monogrammed name on scrub top, or alteration of pants leg style.
3. Undershirts are allowed provided that they are white or navy in color and do not have logos or wording on the shirt. The undershirts may be short or long sleeve and must be crew neck style. Students are advised to



check with their respective clinical instructor prior to wearing a long sleeve undershirt as they may be prohibited in select clinical areas.

4. White socks any type or style with no logos.
5. White, closed toe and heel, leather shoes, with no color flashes on them. (Clean and polished)
6. White scrub jacket with approved CON and Health Professions patch (to be purchased by student). NO alterations or monogramming may be made to this jacket in any way.

**Students who damage or alter the clinical scrub suit will be held responsible and required to replace damaged or altered items at their expense.**

**Female Community Health Uniform (*Must also be worn when obtaining patient assignments*)**

1. Navy blue or black slacks/skirt and white tailored blouse of sufficient length to remain tucked in when bending over.
2. Dark closed-toe walking shoes with 2 inch or less heel.
3. Neutral, navy, black or taupe socks or hose.
4. Lab coat with official patch.
5. Name pin.

**Male Community Health Uniform (*Must also be worn when obtaining patient assignments*)**

1. Navy blue or black slacks with white tailored shirt of sufficient length to remain tucked in when bending over.
2. Dark, closed-toe walking shoes with 2 inch or less heel.
3. Navy or black socks.
4. Lab coat with official patch.
5. Name pin.

**Uniform for Special Circumstances**

1. A white lab coat may be substituted for uniforms on specific occasions, such as reviewing charts, the making assignments, working in medical records library, LCMH Skills Fair, in some agencies during study of behavior dysfunction, and/or field trips sponsored by the College of Nursing.
2. Clothing worn under the lab coat should reflect the professional status of the student. No jeans, shorts or tank tops are allowed.
3. The name pin must be visibly worn on the lab coat on these occasions.
4. Faculty has the right to alter the dress code based on clinical situation/simulation setting.

**Hygiene**

1. Physical appearance must appear neat and clean with a pleasant body odor.

**Hair**

1. Hair must be clean and well-groomed at all times.
2. Hair color must be a naturally occurring color.
3. Hair must clear the shoulders and be kept out of the face.
4. Hair must be arranged neatly and controlled to prevent its falling forward.
5. No large hair bows or other hair ornaments are allowed. Hairbands must be ½ inch or less and navy, white, black, or brown.
6. Beards, mustaches and sideburns must be neatly trimmed or face must be clean-shaven.

**Jewelry**

1. No jewelry can be worn with the uniform except a watch, wedding ring, and only one pair of small plain stud earrings, one earring per lobe (No hoops or dangling earrings). No other visible body jewelry is allowed. This applies to both the clinical and community settings.
2. Medals or necklaces must not be visible. NOTE: Necklaces or chains are not allowed in Psych/Mental Health areas.

**Cosmetics and Perfume/Cologne/Aftershave**

1. Students may use cosmetics in moderation.
2. Students are not to wear perfume, cologne, aftershave, or strong-scented powders, and must wear deodorant.

**Fingernails**

1. Nails should be short and smooth. No nail polish is allowed. No artificial nails are allowed.

**Tattoos**

1. Tattoos must not be visible and should be covered at all times. This applies to both the clinical and community settings.

**McNeese State University**  
**College of Nursing and Health Professions**  
**Department of Undergraduate Nursing**

**Identified Core Nursing Competencies for the Americans with Disabilities Act**

<b>Standards</b>	<b>Requirements</b>
<p><b>Critical Thinking:</b>            Demonstrates critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation</p>	<ul style="list-style-type: none"> <li>• Ability to identify cause/effect relationships</li> <li>• Ability to use scientific method in the development of patient care plans</li> <li>• Ability to recognize and respond instantly, judiciously and prudently to emergency situations</li> <li>• Able to evaluate the effectiveness of nursing interventions</li> </ul>
<p><b>Professional Relationships:</b>            Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups</p>	<ul style="list-style-type: none"> <li>• Establishment of rapport with patients/clients and colleagues</li> <li>• Capacity to engage in successful conflict resolution</li> <li>• Peer accountability</li> </ul>
<p><b>Communication:</b>            Communication adeptness sufficient for verbal and written professional interactions</p>	<ul style="list-style-type: none"> <li>• Ability to communicate in English, both verbally and in written format, nursing actions, interpretation of client responses, initiate health teaching, and interact with clients, staff, and faculty.</li> <li>• Ability to speak clearly in order to communicate with staff, physicians and patients</li> <li>• Ability to be understood on the telephone or other communication devices (call light)</li> </ul>
<p><b>Mobility:</b>            Physical abilities sufficient for movement from room to room and in small spaces</p>	<ul style="list-style-type: none"> <li>• Sufficient to bend, stoop, bend down on the floor</li> <li>• Combination of strength, dexterity, mobility, and coordination to assist patients</li> <li>• Sufficient strength to lift, move, and transfer most patients</li> <li>• Able to restrain and carry children</li> <li>• Ability to move around rapidly</li> <li>• Able to move in small confined areas</li> <li>• Able to provide CPR</li> <li>• Ability to stand or walk for 6-8 hours</li> <li>• Able to carry and move equipment</li> </ul>
<p><b>Motor Skills:</b>            Gross and fine motor abilities sufficient for providing safe, effective nursing care</p>	<ul style="list-style-type: none"> <li>• Ability to calibrate and use all equipment</li> <li>• Ability to provide therapeutic positioning</li> <li>• Able to manipulate syringes and IV's</li> <li>• Ability to perform sterile procedures</li> </ul>
<p><b>Hearing:</b>            Auditory ability sufficient for monitoring and assessing health needs</p>	<ul style="list-style-type: none"> <li>• Ability to hear monitoring device alarm and other emergency signals</li> <li>• Ability to discern auscultatory sounds such as heart, lung or bowel.</li> <li>• Ability to hear cries for help</li> </ul>
<p><b>Visual:</b>            Visual ability sufficient for observation and assessment necessary in patient care</p>	<ul style="list-style-type: none"> <li>• Ability to observe patient's condition and responses to treatments</li> <li>• Able to see patient responses such as grimacing, movement, changes in skin color and other critical assessment data</li> <li>• Able to read fine print of labels</li> </ul>
<p><b>Tactile Sense:</b>            Tactile ability sufficient for physical assessment</p>	<ul style="list-style-type: none"> <li>• Ability to palpate, both superficially and deeply, in physical examinations and various therapeutic interventions</li> <li>• Able to note changes in skin temperature</li> </ul>
<p><b>Olfactory</b>            Sense of smell sufficient to detect odors</p>	<ul style="list-style-type: none"> <li>• Ability to detect odors emanating from a client or client's body fluids</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to detect the odor of smoke or any other unusual odor in the hospital setting</li> </ul>
<b>Cognitive</b> Cognitive ability sufficient to listen, speak, read, write, reason and perform essential mathematical functions	<ul style="list-style-type: none"> <li>• Ability to listen, speak, read, write, reason and perform essential mathematical functions (addition, subtraction, multiplication, division, percentages and fractions) at a level that allows processing and understanding of materials and information presented either verbally or in written format</li> </ul>
<b>Emotional</b> Ability to perform under stress	<ul style="list-style-type: none"> <li>• Ability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by the faculty and other health care professionals</li> </ul>

**Problem Resolution Algorithm MSU College of Nursing and Health Professions  
Department of Undergraduate Nursing**

