



**CONCORDIA UNIVERSITY TEXAS
NURSING PROGRAM STUDENT HANDBOOK
Academic Year 2023/2024**

Updates to information contained in this handbook will be made to the on-line version on the Nursing website (www.concordia.edu/nursing)



Undergraduate Nursing Student Handbook

Contents

Introduction.....	4
Mission of Concordia University Texas	4
Mission of the Nursing Program	4
Goals of the Baccalaureate Nursing Program	4
Expected Student Outcomes upon the completion of the BSN Program.....	6
Good Professional Character (Texas Board of Nursing Rule 213.27).....	8
Growing In Grace.....	8
Texas Board of Nursing Reporting Requirements.....	10
BSN Program Criminal Background Screening.....	10
Communication	11
Blackboard and Course Syllabi	11
Dress Code Policy	11
Attendance and Tardiness Policies	13
Medical Clearance.....	14
Children on Campus or Concordia Site	14
Cell Phone, Electronic Devices	14
Social Media Guidelines	15
Transportation.....	15
Exam and Testing Policy for the Nursing Program.....	15
Accommodations	16
Missed Exams	16
Exam Honesty Statement.....	17
Exam Testing Platforms.....	17
Test Administration Procedures and Security.....	17
Exam Grades.....	19
Exam Review	19



Undergraduate Nursing Student Handbook

Blackboard and Course Syllabi	19
Didactic Course Guidelines.....	19
Academic Laptop and Computer Requirements.....	20
Clinical Compliance	20
Drug Screening.....	20
Professional Liability Insurance	21
Health Insurance.....	21
Universal Precautions	21
Physical Requirement for Nursing	21
Special Health Problems	22
Professional Integrity	22
Academic Integrity	22
Forms of Academic Integrity Violations	22
Plagiarism.....	22
Fabrication	22
Cheating.....	22
Academic Misconduct.....	22
Lying or Falsification of Documents Submitted to the College of Nursing.....	23
Confidentiality.....	23
Academic Evaluation	23
Grading Scale for All Nursing Courses.....	24
Final Grades.....	24
Clinical Evaluation Tools.....	24
Skills Check Off	24
Incomplete Grade.....	25
Faculty and Course Evaluation	25
Student Success.....	25
Student Success Action Plan:	25
Standards of Nursing Practice: Safe Clinical Practice (Rule 217.11 Texas Board of Nursing)	



Undergraduate Nursing Student Handbook

.....27

Clinical Errors.....28

Evaluation and Progression through the BSN Program28

 Request for Transfer From One Track to Another28

 Progression28

 Failing a Nursing Course29

 Failing a Nursing Skills Course.....29

 Co-Requisite Nursing Course29

 Voluntary Withdrawal29

 Readmission.....29

Dismissal from the Nursing Program31

 Nursing Program Academic Appeal Process.....32

Academic Appeal Process32

Nursing Student Graduation33

Nursing Student Input.....33

Can Do Medical Mission Trips.....34

Simulation, Skills, and Lab Policies and Procedures.....35

Appendix A: Medical Clearance Form45

Appendix B: Nursing Student Handbook Acknowledgement46



Undergraduate Nursing Student Handbook

Introduction

Welcome to the Concordia University Texas Nursing Program! We are so excited that you are here.

It is important for students in the Concordia University Texas BSN program to understand the mission and goals of the University and of the BSN program. The next few pages of the Nursing Program Student Handbook provide this information.

Nursing Program Administration Team

Amber Shammass PhD, RN, ACNS-BC Senior Director College of Health Sciences

Tonya Ward MSN, BA, RN Director Undergraduate Nursing Program

Yu Zhong MSN APRN FNP-C Assistant Director of Practicum Education

India Sample MSN RN Director of Nursing Academics Instructor of Nursing (Dallas Fort Worth Area)

Kathy Williams MSN, RN, NE-BC Director ABSN Nursing Services (Dallas Fort Worth Area)

Carol Lamb MSN RN Director ABSN Nursing Services (Austin Area)

Mission of Concordia University Texas

Concordia University Texas empowers students of all backgrounds to lead lives of critical thought, compassionate action and courageous leadership. As a liberal arts university rooted in the Lutheran tradition and aligned with the Lutheran Church-Missouri Synod, Concordia develops the mind, heart, soul, and body, preparing leaders for lives of service.

Mission of the Nursing Program

To holistically educate baccalaureate and advanced practice nurses to deliver high quality, safe nursing care to diverse populations utilizing critical thought, compassionate service, and courageous leadership. This mission flows directly from the University's mission.

As a faith-based institution, Concordia is committed to service to improve the lives of all people as God's creation, and to respect all people as individuals of great intrinsic worth. The Nursing Program is strongly aligned with Concordia's faith foundation because of the shared recognition that service to others encompasses not only individuals' physical needs, but also their spiritual and emotional needs. The faith tradition of the University and the Nursing Program uphold the meaningfulness of service to others, respect for the inherent worth and dignity of all persons, and concern for the needs of humankind. Concordia recognizes the essential contribution of the profession of Nursing and is committed to an excellent BSN program to expand and further fulfill its mission. Graduates of Concordia's BSN program, through their vocational areas in healthcare, will serve as leaders in promoting high-quality, safe patient/client care in diverse settings, based on faith in God's love for all people and the desire to serve others as an expression of God's love.

Goals of the Baccalaureate Nursing Program

The goals of the baccalaureate Nursing Program are to:

- Provide a strong knowledge, skill, and attitude foundation for competent, evidence-based professional practice in providing and coordinating care of patients/clients, families, groups, communities, and populations.



Undergraduate Nursing Student Handbook

- Develop students' abilities to serve as Christian leaders in professional nursing roles and to be contributing members of the profession of nursing.
- Prepare students to function as change agents to improve the quality and safety of healthcare within dynamic, complex healthcare systems.



Undergraduate Nursing Student Handbook

Expected Student Outcomes upon the completion of the BSN Program

Expected Student Outcomes
As a <u>Member of the Profession of Nursing</u> , the BSN-graduate will:
1. Function within the nurse’s legal scope of practice and in accordance with the policies and procedures of the healthcare institution or practice setting.
2. Assume responsibility and accountability for the quality of nursing care provided to patients, families, populations, and communities.
3. Promote the practice of professional nursing through leadership activities, advocacy, influencing healthcare policy formation and participation in the legislative process.
4. Demonstrate responsibility for continued competence in nursing practice, and develop insight through reflection, self-analysis, self-care, and lifelong learning.
As a <u>Provider of Patient-Centered Care</u> , the BSN-graduate will:
5. Use clinical reasoning and knowledge based on the baccalaureate degree nursing program of study, evidence-based practice outcomes, and research studies as the basis for decision making and comprehensive patient care.
6. Assess the physical and mental health status, needs, and preferences of culturally, ethnically, and socially diverse patients, families, populations, and communities based upon interpretation of comprehensive health assessment findings compared with evidence-based health data and a synthesis of knowledge derived from a baccalaureate degree nursing program of study.
7. Synthesize comprehensive assessment data to identify problems, formulate goals/ outcomes, and develop plans of care for patients, families, populations, and communities using information from evidence-based practice and research in collaboration with members of the interdisciplinary health care team.
8. Provide safe, compassionate, comprehensive nursing care to patients, families, populations, and communities through a broad array of healthcare services.
9. Implement the plan of care for patients, families, populations, and communities within legal, ethical, and regulatory parameters and in consideration of disease prevention, wellness, and promotion of healthy lifestyles.
10. Evaluate and report patient, family, population, and community outcomes and responses to therapeutic interventions in comparison with benchmarks from evidence-based practice and research findings, and plan follow-up nursing care.
11. Develop, implement, and evaluate teaching plans for patients, families, populations, and communities to address health promotion, maintenance, restoration, and population risk reduction.



Undergraduate Nursing Student Handbook

12. Coordinate human, information, and materiel management resources in providing care for patients, families, populations, and communities.
As a <u>Patient Safety Advocate</u> , the BSN-graduate will:
13. Demonstrate knowledge of the Texas Nursing Practice Act and the Texas Board of Nursing Rules that emphasize safety, as well as all federal, state, and local government and accreditation organization safety requirements and standards.
14. Implement measures to promote quality and a safe environment for patients, self, and others.
15. Formulate goals and outcomes using an evidence-based and theoretical analysis of available data to reduce patient and community risks.
16. Obtain instruction, supervision, or training as needed when implementing nursing procedures or practices.
17. Comply with mandatory reporting requirements of the Texas Nursing Practice Act.
18. Accept and make assignments and delegate tasks that take into consideration patient safety and organizational policy.
As a <u>Member of the Health Care Team</u> , the BSN-graduate will:
19. Coordinate, collaborate, and communicate with patients, families, populations, communities, and the interdisciplinary health care team to plan, deliver, and evaluate care.
20. Serve as a health care advocate in monitoring and promoting quality and access to healthcare for patients, families, populations, and communities.
21. Use multiple referral resources for patients, families, populations, and communities, considering cost, confidentiality, effectiveness and efficiency of care, continuity and continuum of care, and health promotion, maintenance, and restoration.
22. Communicate and collaborate in a timely manner with members of the interdisciplinary health care team to promote and maintain optimal health status of patients, families, populations, and communities.
23. Communicate and manage information using technology and informatics to support decision making to improve patient care and delivery systems.
24. Assign and/ or delegate nursing care to other members of the health care team based upon an analysis of patient or organizational need.



Undergraduate Nursing Student Handbook

25. Supervise nursing care provided by others for whom the nurse is responsible by using best practices of management, leadership, and evaluation.

Good Professional Character (Texas Board of Nursing Rule 213.27)

Students are expected to demonstrate a high degree of professional behavior in all activities following the applicable regulations of the Texas Board of Nursing and the mission of Concordia University Texas. Texas BON Rule 213.27 states: Every individual who seeks to practice nursing in Texas must have good professional character related to the practice of nursing. This requirement includes all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas. The Board defines good professional character as the integrated pattern of personal, academic, and occupational behaviors that indicate an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act, the Board's rules, and generally accepted standards of nursing practice.

Professional character is evaluated throughout the Nursing Program. Professional character includes, but is not limited to, behaviors indicating honesty, accountability, trustworthiness, reliability and integrity.

Growing In Grace

Concordia University Texas is rooted in the Lutheran tradition, and adheres to the professional nursing rules set forth by the profession of nursing and the Texas Board of Nursing. We expect and practice civility in the Nursing Program. The expectation is that students will practice under this philosophy throughout the Nursing Program. The Growing In Grace Covenant is a tool to guide the development of professional behavior, incorporate into professional nursing and bring to future work environments.

Growing In Grace Covenant: I endorse positive, Christ-like behaviors such as love, kindness, grace, non-judgment, forgiveness, active listening, and encouraging empowerment of others. I endorse "zero tolerance" of incivility, bullying, and disrespectful behavior such as angry or hostile phone calls and/or emails, gossip, ignoring or excluding others, or disregarding others opinions. If I experience or observe one of these behaviors, I will arrange a private face-to-face meeting with the person to discuss the concern. If that does not resolve the matter, I will seek one or two others to also meet with me and the person to discuss the concern. If that does not resolve the matter, I will ask the Nursing Director to meet with us. (Based on Matthew 18:15)

Learning Environment: Nursing students and faculty each have responsibility for maintaining a learning environment that promotes professional development and personal growth. Nursing faculty members have the professional responsibility to treat students with understanding, dignity and respect and to guide the teaching/learning process. Nursing students are expected to refrain from verbal and nonverbal behaviors in the classroom, online, lab, and clinical setting that may be distracting to others, such as, but not limited to:



Undergraduate Nursing Student Handbook

- arriving late or leaving early
- side conversations
- text messaging
- note passing
- using the internet for activities other than those related to class
- accessing social media
- playing games
- checking/answering e-mail on laptops or smart phones
- allowing the ringing of cell phones
- answering phone calls.

Students who persistently engage in behaviors that are disruptive to the teaching/learning process may be required to leave the setting.

Texas Board of Nursing Licensure Eligibility (see Texas Board of Nursing BON website for additional information)

To check your eligibility for licensure, please review the following:

- Been convicted of a misdemeanor?
- Been convicted of a felony?
- Pled nolo contendere, no contest, or guilty?
- Received deferred adjudication?
- Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- Been sentenced to serve jail or prison time or court-ordered confinement?
- Been granted pre-trial diversion?
- Been arrested or have any pending criminal charges?
- Been cited or charged with any violation of the law?
- Been subject of a court-martial; Article 15 violation; or received any form of military judgment, punishment, or action?

Licensure rules for individuals with criminal history are contained in the Texas Board of Nursing Rule 213.28. An individual is subject to denial of licensure or to disciplinary action for a conviction for, or placement on deferred adjudication, community supervision, or deferred disposition for, a felony that is directly related to the practice of nursing or for a misdemeanor involving moral turpitude that is directly related to the practice of nursing (collectively referred to as *crimes* hereafter). See rule 213.28 for specific details related to crimes that may prevent licensure as they are related directly to nursing practice.

Fitness to practice is Texas BON rule 213.29: Each individual who seeks to practice nursing in Texas



Undergraduate Nursing Student Handbook

must possess current fitness to practice. This requirement includes all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas and applies in all eligibility and disciplinary matters. Each individual has a duty to self-evaluate to ensure that he/she is fit to practice before providing nursing care.

Texas Board of Nursing Reporting Requirements

The Texas Board of Nursing requires reporting of health challenges that impair judgment. The Texas Board of Nursing requires that any arrest or encounter with law enforcement is reported. Any impairment in judgment should be reported as soon as possible to the Senior Director of the College of Health Sciences. Any encounter with law enforcement should be reported to the Senior Director of the College of health Sciences as soon as possible and within 48 hours of the event.

Texas Board of Nursing Standards of Nursing Practice (Rule 217.11)

The Texas BON regulates nursing practice in the State of Texas. All standards apply even if no actual patient injury has occurred. More information is provided in the Safe Nursing Practice Section of this handbook.

BSN Program Criminal Background Screening

Criminal background screening is completed on all students prior to admission to the Nursing Program by the Texas Board of Nursing. If the screening is clear of any reportable events, the student will receive a “Blue Card” or a letter of eligibility from the Texas Board of Nursing indicating that the student is cleared. A student will not be allowed to start any nursing courses without presenting a Blue Card or a letter from the Board of Nursing. The Blue Card or letter will be maintained in the nursing student electronic file.

Any student who is arrested or has an encounter with law enforcement that results in the student being named in a police report, including any matter listed by the Texas Board of Nursing’s Declaratory Order, must, within 48 hours, contact and provide the Senior Director of the College of Health Sciences, with all relevant details regarding the relevant matter.

A Declaratory Order **may be required as determined by the Texas Board of Nursing** to make a determination of eligibility. Please go to the Texas Board of Nursing website for information about completing a declaratory order. **Failure to comply with BON regulations related to completion of a Declaratory Order and disclosure of a law enforcement encounter may result in ineligibility for nursing licensure.**

If a Texas Board of Nursing Declaratory Order event occurs during the time the student is enrolled in the program, the student will notify the Senior Director of the College of Health Sciences within 48 hours of the event. The BON uses a 360-degree wrap around. That means that any offenses committed after the initial Criminal Background Screen will be communicated directly to the Board and may be acted upon by the BON which may prevent a student from being eligible to take the licensing exam (NCLEX-RN®).



Undergraduate Nursing Student Handbook

An additional background screening is required by our clinical agency partners. This screening is different from the Texas BON screening and involves arrests, warrants, past employments and licenses and is completed by Clinical Student. Any issues must be resolved through Clinical Student prior to admission. Background check issues may prevent admission to the Nursing Program or lead to dismissal from the Nursing Program.

Communication

It is an expectation that students check their Concordia student email regularly for program and course related communication. Students should use their CTX/Concordia email for all communication with faculty and others in the University. This is the formal communication platform for CTX.

Blackboard and Course Syllabi

Course resources are provided using the Blackboard site for the course. Students are responsible for all information on their Blackboard sites. All nursing course syllabi and schedules are posted on Blackboard at the beginning of each semester by the course faculty. Students are responsible for reading carefully the policies stated in each nursing syllabus and for adhering to all stated policies and course requirements. Any questions regarding course requirements should be directed to the course faculty. Test grades are reported on Blackboard so that students can access their grades.

Dress Code Policy

Policy Overview:

The BSN program tracks are offered at multiple locations. Each location implements the same curriculum, policies, and procedures. All students are expected to adhere to the Dress Code as outlined below. In addition, all clinical partner/clinical facility dress code policies must be followed.

Students are expected to be in uniform and abide by the dress code policy and any additional agency specific uniform policies. Students in violation of the nursing dress code may be dismissed from the clinical setting and/or lab at the discretion of the course faculty and nursing administration. This will result in an unexcused absence. Violations of dress code may result in course failure and/or nursing program dismissal. Compliance with the dress code is a professional behavior and an expectation of all nursing students.

UNIFORM

The accepted scrub brands are Cherokee Workwear, Cherokee Infinity, Wonderwink, or Dickies in grape – no other color is accepted. The Concordia University Texas nursing student uniform consists of a grape purple scrub top with the Concordia University logo patch on the left upper arm and matching scrub pant. A long or short-sleeved white, black, gray or navy blue shirt or turtleneck may be worn under the scrub top. A purple Concordia Fleece jacket purchased from the



Undergraduate Nursing Student Handbook

Concordia bookstore may be worn over the scrubs. No other jacket or item may be worn over the scrubs. The uniform must be clean and wrinkle-free for each wearing. Students cannot wear their Concordia uniform or badge(s) to any non-Concordia event, examples include shadow experience, training event(s) and/or volunteer event(s) unless approved by Nursing Program administration.

Student Nurses Association (SNA) approved t-shirts may be worn in the lab environment only. T-shirts are not allowed in healthcare facilities. Scrub pants are required to be worn with SNA t-shirts.

IDENTIFICATION

The Concordia University student ID badge and/or a clinical facility issued identification badge, must be worn during all clinical and nursing lab experiences. The identification badge may be worn on a lanyard or clip and clearly visible above the waist.

SHOES

Shoes must be white, gray or black or combination thereof, closed toe and closed heel. Shoes must be made of materials that **do not** allow fluids to pass through. Athletic shoes that meet the shoe requirements are permitted. All footwear must be clean, and shoelaces must be clean. Students are strongly urged to purchase a shoe that gives adequate support to the feet.

SUPPLIES

Students must always have the following items with them while in the clinical and lab settings: stethoscope, permanent black ink pens, dry erase marker, penlight, bandage scissors, and watch with a second hand. Digital watches are acceptable if they have the capability of measuring seconds.

HAIR

Hair must be clean and secured back from the face, and off the shoulders. Hair should not fall in front of the shoulders while in clinical or lab areas. Hair color must be natural variations for color; any other hair color must be covered with surgical cap in lab and clinical areas. Surgical caps, headbands must be white, gray or black. Head scarves worn for religious reasons must be white, gray, or black. Facial hair must always be clean and neatly trimmed and must not hinder the use of personal protective equipment.

FINGERNAILS

Nails must be only natural fingernails < ¼ inch without any nail polish. Nail extenders and nail builders (e.g. artificial nails and layered gel/shellac polish) are not permitted. Nail polish, artificial nails, gel nails, dipped nails, nail wraps, decorations, nail jewelry or other additions to natural nails **are not allowed**. Nail polish of any kind is NOT permitted in the clinical and/or lab areas.

JEWELRY

Jewelry must not be excessive in the clinical or lab environment. Earrings must fit snugly against the ear lobe. No other jewelry or body piercing materials should be visible while in uniform. Jewelry must not hinder the use of personal protective equipment. Jewelry below the



Undergraduate Nursing Student Handbook

elbow is not permitted in areas requiring surgical hand antisepsis or as otherwise designated by the clinical facility.

SMOKING/Vape

Students who smoke/vape must be aware that many people are allergic to smoke and find the odor of cigarettes objectionable. Students may smoke in designated areas only. All healthcare facilities are non-smoking facilities.

Attendance and Tardiness Policies

Attendance is mandatory in all scheduled lectures (traditional track and in-person), clinical, and lab. Absences place students in academic jeopardy. If absent, progress and continuation in the course may be at risk. If a student will be absent from lecture, clinical or laboratory for any reason, including illness or personal issues, the student is expected to communicate with course faculty via CTX email indicating he/she will be absent. For excused absences, according to University policy, the student will be asked for supporting documentation. Tardiness is disruptive to lecture, laboratory and clinical practicum. Students are expected to be prompt to lecture, clinical and laboratory practicum. Unexcused absences cannot be made up and may result in course failure. Any absence may impact course progression and achievement of course outcomes. **Students may not miss more than 15% of the required hours for a course, regardless of absence status (excused or unexcused).** Students will be counseled related to options in this case and may or may not be withdrawn from and/or fail a course.

A student with a communicable disease should not participate in scheduled class, clinical, or laboratory activity where risk of exposing others exists. The student is expected to follow guidelines given for notifying course faculty and clinical agencies. If treatment is indicated, the student should follow up with recommendations from a health care provider. Outcomes for a missed class or clinical laboratory will be determined by the course faculty and Nursing Administration who will evaluate each case on an individual basis.

In the event a student has received a subpoena to appear in court, is selected for jury duty, or has required military service, the student will need to meet with the course faculty or his/her designee on an individual basis to discuss the situation at hand. The student must be able to provide a copy of the subpoena, court documents or military orders.

Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, or lectured on in class or lab, as well as for making up all assignments and tests, presentations, and announced quizzes. Make up work may be permitted at course faculty discretion for excused absences. Exams, quizzes, or other assignments missed due to unexcused absences will not be made up and will receive a grade of 0.

Attendance at all clinical and laboratory experiences is mandatory. Absences are any time missed from any scheduled clinical or lab day, whether it is the entire day, or whether it is coming in late for the clinical or lab day. Make up opportunities are not guaranteed. Make up opportunities will be at the discretion of Nursing Administration and will be considered for excused absences only. Clinical and laboratory hours are required for program completion. Any course absence may



Undergraduate Nursing Student Handbook

result in course failure.

If a clinical or laboratory absence or tardiness is necessary, it is the student's responsibility to notify the course faculty member via email prior to the scheduled time of lab/clinical. Excused absences follow the Concordia University excused absences policy. Documentation will be required (written excuse from a health care provider, a receipt from the emergency road service/repair person, etc.) for an absence to be considered excused.

Any student not prepared for clinical experience or not compliant with the school and/or clinical agency policies may be sent home at the discretion of the course faculty or Nursing Administration and the absence will be unexcused and not made up.

Regardless of attendance, a nursing student may receive a clinical failure at any time during the quarter for either unprofessional behavior, a pattern of unsafe behavior, or one serious incident of unsafe behavior.

Unexcused absences are not made up and may result in course failure.

Students may not miss more than 15% of the required hours for a course, regardless of absence status (excused or unexcused).

Medical Clearance

In the event a student is unable to attend class, clinical, lab, or simulation for an extended time, a student must present to the Director of the Undergraduate Nursing Program, and Senior Director of the College of Health Sciences, a completed Medical Clearance Form. The Medical Clearance Form is in the appendix section of the handbook.

Children on Campus or Concordia Site

Children who are on campus must be attended by an adult at all times. Additionally, children are not allowed in classrooms when classes are being conducted. No children are ever allowed in campus or site laboratories, nursing simulation rooms or any areas where equipment is stored.

Cell Phone, Electronic Devices

The use of electronic communication devices, such as Smartphones, iPods, tablets, etc., is at the discretion of the course faculty and may be limited to emergency situations only in a clinical setting. Electronic devices will not be allowed during any testing situation or during test review unless designated by the course faculty, and it will be considered an act of academic dishonesty if used without course faculty permission. In addition, recording of lectures is permitted only after receiving permission from each individual course faculty. These recordings can only be for personal use and cannot be shared or placed on the internet, etc.

Use of electronic communication devices in the clinical setting is regulated by the clinical agencies, local, state, and federal regulations and laws. Students are fully responsible to ensure they adhere to all regulations at all times whether on campus, in the clinical setting, on break, or any other time. This includes proper management of confidential client information. The posting of patient information, discussion related to clinical experiences and/or posting of any pictures/videos taken in a clinical setting is **strictly forbidden**. All students are fully responsible for following all regulations of the HIPAA guidelines:



Undergraduate Nursing Student Handbook

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>

If there are any questions/concerns about whether certain data can be shared, stored or transmitted, students agree to refrain from transmitting any data until clarified by course faculty. Caution and clarification are critical because of HIPAA regulations.

Any electronic device used for the purposes of transmitting educational material that is related to clinical or client interactions must be secured with a password when not in use. This includes computers, phones, PDAs, and any other such devices. The Concordia University Texas IT department is available to help with password protection, if needed. Any communication about a clinical- or client-related concept or event must be de-identified before transmission per HIPAA guidelines.

Violation of this policy may result in dismissal from the Nursing Program and/or clinical site.

Social Media Guidelines

It is against Concordia University policy for students to create any social media site that contains the Concordia University name. Students must adhere to the Texas BON guidelines for social media use and adhere to HIPAA laws. Students are not permitted to take any pictures, video, and/or post any social media images from a clinical site or lab site.

Transportation

Students must be prepared to attend day, evening, night, or weekend clinical experiences during their time in the program. Students are responsible for their own personal transportation as a condition of participation in this program. Any student transporting others is legally responsible for all passengers in their vehicle.

Exam and Testing Policy for the Nursing Program

The Concordia University Texas Nursing Program Exam Policy is designed for all exams.

The Official Record of each exam will be archived in the designated testing platform. The finalized exam submitted online will be the official record for the exams.

Students are responsible for following the policies and guidelines for testing.

- The Concordia University Texas Nursing Program Testing Policy is designed for all exams.
- This policy is in place to protect the evaluation process and the security of exams.
- In most theory nursing courses, exams will account for at approximately 90% of the course grade.
- All examinations will be on-site and will start/stop at the designated times. Remote testing will not be allowed for any reason.
- Students must start exams on time. If a student has not started an exam within 15 minutes of the exam start time, the student will not be permitted to take the exam and will receive a score of 0.



Undergraduate Nursing Student Handbook

- Once an exam has been started, that is considered the student's exam attempt. Students may not enter an exam, exit, and reenter for any reason. The grade upon exiting the exam will stand as the student's grade.
- Technical problems occurring prior to or during an exam require an IT support ticket to be submitted to assist in troubleshooting and documentation of the problem.
- Exams will allow 1 minute per test item. All ATI assessments allow 1 minute per test item.
- The Official Record of each exam will be archived in the LMS platform where the exam is administered or in student files. The finalized exam submitted online will be the official record for computer-delivered exams.

Accommodations

Concordia University Texas is committed to providing a supportive, challenging, diverse and integrated environment for all students. In accordance with Section 504 of the Rehabilitation Act – Subpart E and Title III of the Americans with Disabilities Act (ADA), the University ensures accessibility to its programs, services, and activities for qualified students with documented disabilities. The University's Services for Students with Disabilities can be found here:

<http://www.concordia.edu/resources/success-center/services-for-students-with-disabilities/>.

- *Notification of Faculty of Accommodations:* All accommodations must be presented to course faculty members in adequate time for the accommodations to be prepared. In cases of extended time on tests or other academic accommodations or when specialized textbooks, devices or instrumentation are required, students should plan to give at least one month's notice to ensure that the need can be accommodated.
- *Documented proof that the Faculty was notified:* Students using accommodations must retain documented proof that the course faculty member was notified of the accommodation in a timely manner. Documentation can be in the form of a sent email or other such documentation indicating that need for accommodations has been received.
- *Classroom attendance* is a key element to student success and thus, students receiving ADA accommodations with extended time are encouraged to schedule exams so as not to overlap/interfere with attendance in lecture.

Missed Exams

- *Missed Exam:* Exams may be made up if a student meets University policy on excused absences.
- Should a student not be able to attend the examination for an excused absence, the student should contact the course faculty by email a minimum of 2 hours before beginning



Undergraduate Nursing Student Handbook

of the class or scheduled time for the examination.

- Make-up examinations may be a different version of the test.
- Make-up examinations dates/times will be scheduled at the discretion of the course faculty and/or nursing administration.
- If the absence is unexcused, no make-up may be scheduled, therefore, the grade will be recorded as a zero.

Exam Honesty Statement

- The disclosure of any examination materials including the nature or content of examination items, before, during or after the examination is a violation of program policy. Disclosure of examination materials includes but is not limited to discussing examination items with non-course faculty, friends, family, or others. Violations of confidentiality and/or testing policies, violations of academic integrity may result in disciplinary action(s). In addition to University statements and policies relative to academic integrity, the Nursing Program recognizes the strong link between honesty in academic work and professional integrity. Any violation of academic integrity is considered incompatible with ethical standards of nursing practice and may be grounds for disciplinary action(s) that may include dismissal.

Exam Testing Platforms

- Exams will be on-site and utilize ExamSoft/Examplify and ATI.

Test Administration Procedures and Security

- Only those with specified University accommodations may have an individualized process for testing.
- Students are not permitted to sit at their test area with notes prior to the exam. Any last-minute studying must be conducted outside of the test area.
- All student possessions (backpacks, water bottles, hats, etc.) must not be in the immediate test area.
- The student may have a pen/pencil and one piece of paper or white board to use for testing. The whiteboard must be erased immediately after the exam. If paper is used, it must be given to the exam proctor immediately after the exam is finished. Any sharing of information on the whiteboard/paper used during an exam will be considered a violation of academic integrity.
- No items may be taken from the testing site by the student (scratch paper, calculators,



Undergraduate Nursing Student Handbook

etc.).

- Electronic devices other than the device that is used for testing (phones, laptops, iPad, smartwatches/glasses, etc.) will not be allowed during any testing situation unless designated by the course faculty, and it will be considered violation of academic integrity if used without course faculty permission.
- Cell phones may not be present in the testing area or used at any time during an exam.
- Simple, non-graphing, calculators without memory and scratch paper may be used (at the discretion of the course faculty) or provided for exams with dosage calculations. Drop down calculators may be used with computer-based exams.
- Examinations may be proctored by proctors who actively patrol the environment, video cameras, and/ or via lockdown browser with webcam.
- There is no discussion of test items permitted between students at any time. Any discussion of test items is to be conducted with the course faculty.
- Students may not walk away from exams that are active.
- Students are not permitted to stop exams without notifying the exam proctor or course faculty.
- Students are to complete all exams on their own without assistance from others or use of any resources.
- Once an exam is started, the browser may not be exited for any reason.
- Webcam and/or testing video footage may be reviewed for any potential academic integrity violations such as: leaving the testing area, stopping an exam, looking away from the exam, cheating on an exam, using resources during an exam, outside assistance on an exam, recording and/or sharing exam items, and others as determined by the Nursing Program.
- Students who fail an exam are encouraged to meet with course faculty by appointment. The course faculty and student will discuss topics/tips for the student to review for improvement. A Student Success Action Plan (SSAP) may be completed.
- Dosage Calculation Proficiency is evaluated using ATI SwiftRiver Virtual Clinical Software. Students in all cohorts will have assignments throughout the semester for dose calculation practice. Failure to complete these assignments and/or failure to meet the required minimum score of >90% for these assignments may result in remediation assignments,



Undergraduate Nursing Student Handbook

assignments grade of 0, and/or course failure.

Exam Grades

- Course faculty will review all exams for reliability and validity.
- Item analysis will be used to review all exams. Course faculty may make adjustments to exams based on this data.
- Once exam grades are finalized, no additional points/extra credit will be added to change exam grades or course grades.

Exam Review

- Students that fail an exam/quiz have the opportunity to review missed exam items. Course faculty may share some or all missed exam items and suggest areas for improvement with students that have failed an exam. This review is available within 2 weeks of the quiz or exam administration date.
- Final exams are not available for review.
- ATI and Hurst Review proctored assessments are not available for review.

Blackboard and Course Syllabi

Students are responsible for all information on their Blackboard sites. Blackboard should be checked on a regular basis for updates and announcements and especially prior to class, lab, or clinical. The student's Concordia email address will be used to communicate with students. Students must check their Concordia email daily.

All nursing course syllabi are posted on Blackboard at the beginning of each semester. Students are responsible for reading carefully the policies stated in each nursing syllabus and for adhering to all stated policies and course requirements. Any questions regarding course requirements should be directed to the course faculty. Test grades are reported on Blackboard so that students can access their grades.

Didactic Course Guidelines

Multiple sections of a didactic course may be taught by different nursing faculty. Each faculty member is responsible for their course section and students enrolled in that course. For traditional track courses, the day and time of the course meeting is regularly scheduled and required for students to attend. For the ABSN track, course faculty will offer optional asynchronous class meetings for students on a regularly scheduled basis. Course faculty may record and provide access to the recordings for any virtual class meetings for those students that cannot attend.



Undergraduate Nursing Student Handbook

Academic Laptop and Computer Requirements

- Nursing students are required to have a laptop computer equipped with the following:
- Windows: 10 or higher
- Mac: OS X 10.10 or higher
- RAM 8 GB or larger
- Hard drive 256GB or higher
- Web camera (internal or external) and microphone
- A broadband or faster internet connection
- Chromebooks and iPads are not compatible with the testing software. Additional computers are located in the Concordia University library and in computer labs on campus.

Clinical Compliance

All students must have a Clinical Student account prior to admission to the Nursing Program. Clinical Student is the systems which tracks the background screening required by clinical agencies, immunization, CPR, and forms required by the Nursing Program and clinical partners. Students are notified electronically when renewals are needed. All clinical compliance items must be complete and visible in the clinical compliance system prior to starting any nursing course. Students cannot start nursing courses if compliance is not complete and/or updated. Any compliance lapse occurring mid semester will result in the student not attending clinical and/or lab and an unexcused absences for each clinical day missed. This may result in course failure. Attending clinical while noncompliant will result in course failure. Any lapse in compliance, even during semester breaks, will result in the student being noncompliant. Students are required to maintain compliance with all clinical requirements at all times while enrolled in the nursing program. Noncompliance may result in course absences (unexcused), course failure, students unable to attend clinical, and/or students not registered for nursing courses.

Drug Screening

Drug Screening is required by the clinical agencies where students are receiving their clinical experience. CTX has a designated company for the drug screen and will not accept results from any company other than the one designated by the University. The student is responsible for the cost of the test. Drug testing must occur within 30 days prior to the start of the semester.

Any student that has an interrupted enrollment will be required to complete a drug screening prior to readmission to the Nursing Program. An interruption in enrollment is defined as a break in rotations and/or not being enrolled in a nursing course for one or more semesters.

Any student suspected to be under the influence of a controlled substance, drug and/or alcohol while in the practicum, skills, or simulation area will be drug tested. The student will be removed from the area and escorted to a designated drug testing lab. No stops will be allowed. Additionally, students may be drug tested randomly.

A negative dilute result will be considered a positive drug screen and the student will not be able to start and/or continue in the nursing program. This will result in dismissal from the nursing



Undergraduate Nursing Student Handbook

program and/or admission denied.

A student who has a positive drug screen for which there is no lawful prescription will not be admitted, given placement in any clinical facility and/or will be dismissed from the program.

Professional Liability Insurance

All nursing students enrolled in the Nursing Program are afforded coverage by the Concordia University System and Concordia University Texas Licensed Professional Liability insurance policy for all aspects of the Nursing Program but not to include employment outside the requirements of the program.

Health Insurance

At the beginning of each semester in the Nursing Program, students must show evidence of personal health insurance that includes coverage for needle-stick injury and emergency room visits. Coverage must be for a complete semester not month to month coverage. Students must maintain health insurance coverage continuous throughout the Nursing Program. Any lapse in health insurance coverage impacts clinical compliance and continuation in the Nursing Program. Students that do not maintain continuous health insurance coverage while in the nursing program, cannot attend nursing classes and may result in nursing program dismissal.

Universal Precautions

- All nursing faculty and students will abide by CDC's "Universal Precautions" during all client contact.
- If a student or faculty member is accidentally exposed to blood, drainage, has a needle stick, or other injury at a clinical site, the individual will follow the hospital or other agency's present procedures and policies; and IMMEDIATELY notify his/her course faculty of the exposure incident. The individual must complete an incident report and present the incident to the agency's occupational health department and manager of the unit. A separate incident report will be filed with Concordia University's College of Health Sciences Senior Director and/or Director of Undergraduate Nursing Program.
- It is the responsibility of the individual to bear all financial obligations as a result of the exposure or injury (recommended blood draws, etc.).
- If the facility or agency that Concordia University has contracted with provides such testing as part of their occupational health, the individual should use that facility for any testing. The individual exposed should also request that the agency be responsible for testing the source patient.
- If the "source" patient tests positive for HIV or other infectious disease, additional testing and treatment is advised per current exposure protocols.
- Continued healthcare follow-up is the individual's responsibility.

Physical Requirement for Nursing

Each clinical agency determines the requirements for safe clinical practice. Student must be able to meet each individual clinical agency's policies/requirement as it relates to physical and emotional fitness.



Undergraduate Nursing Student Handbook

Special Health Problems

Students with specific health problems who can successfully combine college attendance with special health problems will not be prohibited from registration in nursing courses. A student must fulfill the same attendance, physical and course requirements as any other student.

Professional Integrity

As Concordia community members, students have the responsibility to abide by the rules and regulations of the community and to treat all community members with respect and dignity. Students are referred to the *CTX Student Handbook* for the *Student Code of Conduct* and the *Code of Academic Integrity*. Nursing students are expected to comply with this code and all clinical partner policies

Academic Integrity

The University academic integrity policy applies to all nursing students. If a violation has occurred, the University academic integrity policy is followed.

For Academic Integrity Issues, please refer to the University policy found on the University website at <https://www.concordia.edu/student-life/dean-of-students/student-policies-and-processes.html>

Forms of Academic Integrity Violations

Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work, whether intentional or unintentional. When such words, ideas, or data of others are used, the source of that information must be acknowledged through complete and accurate references. Quotation marks or block quotes must be used if verbatim statements are included. Plagiarism covers unpublished as well as published sources.

Fabrication

Fabrication is the intentional use of invented information or the falsification of academic records, research, clinical documentation or other findings with the intent to deceive.

Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise or assists another student in such an act or attempted act. This includes copying work from other student's or graduates.

Academic Misconduct

Academic misconduct is the intentional violation of University policies, by tampering with grades or transcripts, or taking part in obtaining or distributing in advance any part of a test. In addition to all the University statements and policies relative to academic dishonesty, the Nursing Program recognizes the strong link between honesty in academic work and professional integrity. Any act of academic dishonesty, including fabrication of reports or records of interactions with clients, is considered incompatible with ethical standards of nursing practice and may be grounds for



Undergraduate Nursing Student Handbook

dismissal from the Nursing Program.

Procedures Relating to Lying and Falsification

The safe and effective practice of nursing as a registered nurse requires integrity, accuracy, and honesty in the provision of nursing care, including:

- performing nursing assessments
- applying the nursing process
- reporting changes in patient condition
- acknowledging errors in practice and reporting them promptly
- accurate charting and reporting, whether verbal or written
- implementing care as ordered
- compliance with all laws and rules affecting the practice of nursing
- compliance with minimum nursing standards

If a student falsifies, alters, fabricates, back-dates records, or participates in any other form of lying or falsification in any clinical setting, the student will be dismissed from the Nursing Program.

Lying or Falsification of Documents Submitted to the College of Nursing

The College of Health Sciences takes the position that falsification of an application to the Nursing Program, or any document submitted to the program or faculty, is a cause for dismissal from the Nursing Program. Of particular concern is if the falsification involves misrepresentation of credentials, competencies, work experience or representing another's work as your own.

Confidentiality

While providing nursing care, students will have access to confidential medical records and sensitive information regarding patients, families, and community agencies. Nursing students must agree to maintain the highest standards of professional integrity with regard to this information and to comply with all legal requirements regarding the privacy of patient records (HIPAA). This includes but is not limited to written, verbal, and electronic social-networking transmission of information. Violations of confidentiality/HIPAA will result in nursing program dismissal.

Academic Evaluation

The Nursing Program uses the following grading scale for nursing courses. Certain nursing courses are offered on a pass/fail basis. Individual course syllabi will identify how the total grade is derived.



Undergraduate Nursing Student Handbook

Grading Scale for All Nursing Courses

Letter grades are assigned as follows:

Letter Grade	Description	Numeric Grade	Grade Points
A	Excellent Scholarship	90-100	4.00
B	Good Scholarship	80-89	3.00
C	Satisfactory Scholarship	75-79	2.00
F	Failure	<75	

Requirements for Passing a Nursing Course

A minimum grade of 75 (or C) is required for passing all nursing courses. In practicum and simulation courses, the student must successfully meet all course outcomes in order to pass the course. Practicum and simulation courses are graded on a pass-fail basis. Final course grades will be rounded as follows:

74.5 to 74.9 will be rounded to a 75%

79.5 to 79.9 will be rounded to an 80%

89.5 will be rounded to a 90%

Grade averages below those listed above will not be rounded up for example:

74.4 or below will not be rounded up to a 75%

79.4 or below will not be rounded up to an 80%

89.4 or below will not be rounded up to a 90%

Final Grades

Final grades are available in MyInfo. All grade related questions should be directed to the course faculty and follow the appeals process as needed (see appeals process section of this handbook).

Clinical Evaluation Tools

Clinical evaluation tools are used for clinical evaluation of nursing students and are conducted for all clinical courses in the Nursing Program. Clinical evaluations are completed by the course faculty at mid-term and at the end of the semester for the final evaluation. Evaluations should identify satisfactory and unsatisfactory achievement of course expectations. Evaluations are placed in the student's academic file.

Skills Check Off

Skills performance is evaluated in the nursing lab using a skills check off sheet with required competencies. After any unsuccessful skills check off performance attempt, the student may be given a Student Success Action Plan (SSAP) that will specify areas in which the student needs



Undergraduate Nursing Student Handbook

improvement and resources for improvement including remediation that must be scheduled by the student. Remediation is the responsibility of the student as may be outlined in the SSAP. Students have two attempts to pass a skills check off. The final skills check off attempt will be evaluated by two faculty members. A student who does not successfully complete a nursing skill performance checkoff by the second attempt will fail the course and may be withdrawn from all co-requisite courses. Any unexcused absence on a skills check off day or skills recheck day will be counted as a skills checkoff attempt with a grade of 0. Students who fail a second skills check off attempt and fail the course after previously being readmitted, will be dismissed from the program.

Incomplete Grade

Due to the complex nature of nursing courses and clinical partner requirements, nursing students are ineligible to take an incomplete in a course. Should a student need to withdraw from a course, the student should work with financial aid and student academic planning services to properly process that request. A student who withdraws from a course, may be eligible to join the next available cohort should the student not miss more than two consecutive semesters of the program.

Faculty and Course Evaluation

The University requires that students have the opportunity to evaluate their course faculty and courses. The means of evaluation are determined by the departments/schools. In the Nursing Program, students will have the opportunity to complete a confidential Concordia University course evaluation of faculty in each course. Forms and instructions are distributed on Blackboard for each course and completed online by the student. Additionally, a Nursing Student Surveys and Clinical/Lab site evaluation may be sent to students for feedback about lab and clinical facilities.

Student Success

The faculty is committed to assisting students to be successful in the program. We support students in their progress throughout the program and their courses. The Directors, faculty, and staff of the BSN program are committed to upholding the integrity of the Nursing Program and providing for patient safety.

Student Success Action Plan:

A Student Success Action Plan (SSAP) may be completed for issues related to course performance, violations of patient safety, and/or unprofessional behaviors. Course faculty are expected to complete the SSAP and offer the student an opportunity to meet to discuss. Examples include but are not limited to: (and in accordance with the Texas BON rules)



Undergraduate Nursing Student Handbook

- Missed and/or incomplete assignments
- Exam failure(s)
- Unsatisfactory clinical or practicum performance
- Unsatisfactory clinical attendance and punctuality
- Violation of the Standards of Practice (217.11)
- Unprofessional conduct as outlined in the Nurse Practice Act (217.12)
- Failure to demonstrate Good Professional Character (213.27)
- Refusal to participate in a procedure
- Behavior which compromises clinical or practicum affiliations
- Unsafe clinical performance such as medication administration, any violation of physical, biological, or emotional safety, etc.
- Unethical or unprofessional clinical behavior
- Failure to use two accepted identifiers prior to patient care
- Academic dishonesty

The course faculty may provide the student with feedback using the Student Success Action Plan (SSAP) as to their status. The course faculty counsels the student regarding criteria for successful achievement of course and/or program outcomes and makes recommendations for improvement. Recommendations may include but are not limited to: utilization of peer study groups, tutoring, computer-assisted instruction, and assistance from student success coaches and/or Student Central resources.

The SSAP will identify specific course or program outcomes not met, or may indicate any violations of the Texas Board of Nursing's Nurse Practice Act. The SSAP may include deadlines for completion and will be developed to correct the deficit to support student success. If a student fails to meet any of the conditions of the SSAP, the student may be withdrawn from the program.

Students may be removed from the clinical area based upon behavior that is unsafe or a threat to patient or other's safety. At the discretion of the course faculty and depending upon the severity of the situation, the course faculty may proceed to notify the Director of the Undergraduate Nursing Program and the senior director of the College of Health Sciences and the student may be immediately withdrawn or dismissed from the Nursing Program without the Student Success Action Plan. A nursing student may be removed from the clinical area/site at any time by the clinical faculty and/or nursing administration based upon patient safety concerns including unprofessional/unethical behavior(s). The course faculty and nursing program are charged with ensuring the safe practice of nursing students and maintaining patient safety. Nursing students, therefore, are required to administer the same quality of care as a Registered Nurse. A patient cannot ethically or legally receive a lower quality of care because the care was provided by a student nurse.



Undergraduate Nursing Student Handbook

Standards of Nursing Practice: Safe Clinical Practice (Rule 217.11 Texas Board of Nursing)

Safe nursing practice is an essential requirement of the Nursing Program. Nursing practice is regulated by the Texas Board of Nursing Standards of Nursing Practice. Nursing students must know and conform to the Texas Board of Nursing's Standards of Nursing Practice. Failure to adhere to the Standards of Nursing Practice, engaging in unprofessional conduct, and/or failure to demonstrate professional character are considered unsafe clinical behaviors and may result in disciplinary action including but not limited to course failure or program dismissal.

Unsafe behaviors include but are not limited to:

- Lack of proper protection of patient safety which potentiates falls, lacerations, burns, new or further injury
- Failure to use two forms of identification prior to initiating care
- Failure to perform pre-procedure safety checks of equipment, invasive devices or patient status
- Lack of preparation prior to the start of clinical
- Failure to adhere to facility or faculty guidelines
- Leaving the assigned practicum area without permission or notification during practicum
- Lack of medication and/or treatment knowledge
- Improper medication administration techniques/choices
- Performing actions without appropriate supervision
- Attending clinical while evidence of contagious illness is present
- Failure to use adequate hand hygiene and personal protective equipment during patient care
- Threatening or making a patient, caregiver, faculty, staff or bystander fearful
- Verbal or non-verbal language, actions, or voice inflections, or insubordination which compromises rapport or working relations with peers, faculty, patients, and their family or health care team members
- Breach of confidentiality in any form
- Failure to report and/or document patient care; failure to report changes in patient condition
- Conducting patient care while impaired (chemical dependency, alcohol, etc.)
- Abuse, exploitation, fraud, and/or violation of professional boundaries
- Action(s) that pose or have the potential to pose a risk of harm to a patient or another person regardless if it is a single incident or pattern of behavior
- Does not intervene or report condition(s) to stabilize a patient's condition and prevent complications
- Not clarifying orders, interventions, treatments, etc. that may be inaccurate or contraindicated
- Lack of prevention of exposure to infectious conditions
- Lack of collaboration with the health care team
- Failure to evaluate responses to nursing care
- Unprofessional and/or unethical behavior



Undergraduate Nursing Student Handbook

Clinical Errors

In nursing, clinical errors include both actual errors committed by students and errors intercepted by the clinical course faculty before they could harm or compromise the patient. If an error is due to a student's lack of knowledge or skill that could reasonably be expected to have achieved prior to providing patient care, then the course faculty must evaluate the student's ability to provide safe patient care.

Intercepted errors are considered critical events and may be evidence that the student is not prepared for providing safe nursing care and may result in failure of the course. These errors would result in patient endangerment or unsafe clinical practice if the course faculty had not intervened.

Committed errors are sentinel events and the course faculty is responsible for evaluating the ability of the student to provide an environment for safe nursing care. An important aspect of the course faculty's evaluation of the error is whether the student voluntarily reported the error immediately after discovering it. If a student discovers that an error has been made, it is the student's responsibility to report the error **immediately** to their course faculty and/or to the appropriate clinical staff member. Not recognizing and reporting an error is a serious event and may result in failure in the practicum course and/or in dismissal from the Nursing Program. The degree of harm to the patient, the seriousness of the event as well as the student's response determines whether the student fails the practicum course or is dismissed from the program.

Medication errors are defined as a violation in one or more rights of medication administration.

Evaluation and Progression through the BSN Program

Request for Transfer From One Track to Another

A nursing student that wishes to transfer from one nursing track to another nursing track (for example from traditional track to ABSN track) must contact the Senior Director of the College of Health Sciences. The Senior Director will approve or deny the request. Only students with extenuating circumstances will be considered for a program track transfer. Space availability will be considered. If the transfer is granted the student must stay in that track and cannot request any additional transfer to another track in the future. If the request is denied, the decision is final.

Progression

A minimum grade of 75% or 'pass' is required in all nursing courses. Co-requisite courses must be passed in the same semester. Extra credit or extra practicum time may not be used to bring a failing grade up to a passing grade. If a student receives a score of <75% in a single nursing course, the student must follow the readmission process in order to be considered for enrollment in the next available cohort. All courses designated as co-requisites must be repeated and tuition is charged.



Undergraduate Nursing Student Handbook

Failing a Nursing Course

A student who withdraws from a course while failing is equivalent to having failed the course. If a student withdraws from a course while failing or receives a final grade below a 75%, the student must apply for readmission to the Nursing Program. A student may repeat a nursing course only once, if readmission is granted. If a student fails and/or withdraws while failing from a nursing course after the student has been readmitted to the nursing program, the student will be dismissed from the Nursing Program and is ineligible for readmission.

A student may be granted readmission to the Nursing Program only once. If a student that has been readmitted, fails a nursing course and/or withdraws from a nursing course while failing, the student will be dismissed from the Nursing Program and is ineligible to for readmission. Readmission to the program will be considered on an individual basis, space available basis, and may require remediation, additional courses, and/or the student repeating previous courses. Students are responsible for all tuition and course costs.

Failing a Nursing Skills Course

A student who does not successfully complete a nursing skill performance check-off by the second attempt will fail the course and will be withdrawn from all co-requisite courses.

After any unsuccessful performance attempt, the student may be given a Student Success Action Plan (SSAP) that will specify areas in which the student needs improvement and resources for improvement including remediation that must be scheduled by the student.

Remediation is the responsibility of the student as outlined in the SSAP.

Co-Requisite Nursing Course

Certain courses in the Nursing Program are considered co-requisite and must be taken concurrently. All Theory, Practicum/Simulation and Skills courses at the Junior and Senior Levels are co-requisite. Students who do not successfully complete a Theory, Practicum/Simulation or Skills course must repeat the course failed and all co-requisite courses and tuition is charged.

Voluntary Withdrawal

If a student finds it necessary to withdraw from the Nursing Program, readmission into the program cannot be guaranteed. Any student wishing to apply for readmission after voluntary withdrawal must follow the current readmission policy.

Readmission

Returning/readmission to the Nursing Program is on a space available basis. A student is eligible to return to the Nursing Program if the student has not been previously readmitted to the Nursing Program (this applies to all tracks of the program).

A student is not eligible to apply for readmission to the Nursing Program if any one of the following criteria apply (all tracks):

- Student has previously been denied readmission to the Nursing Program.



Undergraduate Nursing Student Handbook

- Student has had readmission granted and then failed one or more nursing courses and/or withdrew from one or more nursing courses while failing.
- Student has had readmission granted and withdraws from the nursing program and/or drops/withdraws from any nursing courses.
- Student has been dismissed from the nursing program (includes all tracks).
- Student cannot reapply to be a new J1 student in the program at a later date if previously denied readmission to the Nursing Program and/or is dismissed from the Nursing Program is not eligible for readmission to the nursing program (includes all tracks).

Students eligible for readmission must seek readmission to the Nursing Program within 2 semesters. If a student withdraws from the program and is eligible for readmission, the student must seek readmission within 2 semesters. Students eligible for readmission that do not seek readmission within 2 semesters and/or if there is not space available and 2 semesters have passed, it is required that the student contact Nursing Administration as the student may need to go through the admission process and begin again as a J1 student. If a student is not granted readmission or readmission is denied, the student is dismissed from the Nursing Program.

To reapply to the Nursing Program, the student must complete the following readmission application requirements: 1) a letter requesting readmission and 2) an outlined plan for success (minimum of 2 pages). The letter requesting readmission should address any issues leading to the request and any information to support the student's readmission request. The plan for success must include the following sections as applicable. Any additional areas for consideration can be added by the student.

Readmission applications, if received, will be reviewed by the readmission committee, but may not be reviewed prior to the start of the next semester. Students applying for readmission, should be aware that due to time and space-availability constraints, students may not be able to start with the academic semester immediately following their readmission request.

Academics- What contributed to the academic struggle? What is the plan for success (examples: tutoring, ATI, use of course resources, weekly study plan, etc.)?

Self-Care- How has the student been addressing their physical/mental health? What is the plan moving forward?

Spiritual Health- How has the student been addressing their spiritual health? What is the plan moving forward ?

Financial Plan- What financial barriers may be present? What is the plan for success?

The readmission committee will review the request and render a decision. A readmission committee consisting of a minimum of three nursing faculty members at least one of whom must be a full-time faculty member will evaluate the student's readmission application and make recommendations for each student seeking readmission to the Nursing Program. The readmission committee members will be chosen by the Senior Director and/or Director of the



Undergraduate Nursing Student Handbook

Undergraduate Nursing Program. Once the readmission committee decision is made, the student will be notified by the Director of the Undergraduate Nursing Program of the committee's decision via email. The following factors will be considered for student readmission: previous nursing course grades, exam grades, student engagement and preparation, situational circumstances, help-seeking behaviors and organizational skills. Readmission applications are considered on a space available basis. A student may return (be readmitted) to the Nursing Program only once.

Reapplications are considered on a space available basis and students may be deferred to a future semester based on space availability. Students may only be absent from the nursing program for 2 academic semesters. A student may return/be readmitted to the nursing program only once.

After receiving the readmission decision, if a student desires further appeal, the student can contact the Director of the Undergraduate Nursing Program via email within 5 days of the readmission committee decision. The Director of the Undergraduate Nursing Program will respond with a decision via email. If the student desires further appeal, the student may contact the Senior Director of the College of Health Sciences via email within 5 days of receiving the decision from the Director of the Undergraduate Nursing Program. Any information to be considered in the appeal will be submitted by the student to the Senior Director of the College of Health Sciences via email. A decision regarding the appeal will be sent to the student via email or the Senior Director may choose to meet with the student to inform the student of the decision. If the student wishes to appeal further, the student will contact the Dean of Teaching and Learning within 5 days of receiving the decision from the Senior Director of the College of Health Sciences. If necessary, the student may appeal to the Provost. It will then be his/her responsibility to determine if grounds do exist for an academic appeal. Should such grounds be determined to exist, an Academic Appeals Committee will be selected by the provost.

Dismissal from the Nursing Program

A student may be dismissed from the Nursing Program and is ineligible for readmission for any one of the following reasons (includes all tracks):

- Dismissal from the University
- Failure to meet attendance requirements
- Nursing course failure
- Nursing course failure if readmitted and/or failure to meet readmission requirements
- Clinical noncompliance
- Readmission to the Nursing Program is not granted
- Any acts of academic dishonesty including sharing exam questions, possession of test items, copies of exams, cheating, etc.
- Any positive drug screen for which there is no legal prescription
- Reportable Board of Nursing event



Undergraduate Nursing Student Handbook

- Failure to comply with rules and/or policies as written in the Nursing Undergraduate Student Handbook, the Texas Board of Nursing Regulations, the University Student Handbook, and/or Catalog
- Unprofessional, unsafe, or unethical behavior as set forth in Texas BON Rule 213.27 (relating to Good Professional Character)
- Behavior evidencing actual or potential harm to patients, clients, or the public
- Criminal behavior that could affect licensure, as set forth in Texas BON Rule 213.28 (relating to Licensure of Individuals with Criminal History)
- Failure to establish and/or maintain current fitness to practice nursing, as set forth in Texas BON Rule 213.29 (relating to Fitness to Practice)
- Absences
- Any policy nursing program policy violation, clinical partner policy violation, university policy violation.
- At the discretion of the senior director of the college of health sciences related to unsafe nursing practice, any policy violation, and/or any unprofessional behavior.

Nursing Program Academic Appeal Process

A nursing student wishing to request a grade change or resolve a course issue/grievance must follow the following process:

The students withdrawing or being dismissed from the Nursing Program are required to return clinical agency name badges, any equipment/items that belong to the department, clinical agency.

Academic Appeal Process

A student wishing to request a change to a final course grade must follow the university grade change appeal/request process and contact student central.

A nursing student wishing to appeal a nursing course assignment grade or a nursing course issue/grievance must follow the following process. All formal appeals must be in written form and either signed by the student or from their official email source before being considered. The appeal must contain a specific requested action and the student is responsible for providing sufficient documentation and evidence with all formal academic appeals to explain and add detail to the appeal.

Step 1.

The student must notify the course faculty within 5 calendar days of the grade posting or issue, if a satisfactory resolution is not obtained within 10 business days (excluding holidays and university break), then move to Step 2;

Step 2.

The student must notify the Director of the Undergraduate Nursing Program within 5 calendar days from the date they received an answer form the course faculty, if a satisfactory resolution is not obtained if a satisfactory resolution is not obtained within 10 business days (excluding holidays and university break), then move to Step 3;

Step 3.



Undergraduate Nursing Student Handbook

The student must notify the Senior Director of the College of Health Sciences within 5 calendar days from the date they received an answer from the Director of the Undergraduate Nursing Program if a satisfactory resolution is not obtained within 10 business days (excluding holidays and university break), then move to Step 4;

Step 4.

The student must notify the Dean of Teaching and Learning within 5 calendar days from the date they received an answer from the Senior Director of the College of Health Sciences. If a satisfactory resolution is not obtained within 10 business days (excluding holidays and university break), then move to step 5;

Step 5.

If necessary, the student or instructor may appeal to the Provost. It will then be his/her responsibility to determine if grounds do exist for an academic appeal. Should such grounds be determined to exist, an Academic Appeals Committee will be selected by the Provost.

Challenges after the above time frame will not be permitted, and the grade recorded on the official record will prevail.

Nursing Student Graduation

Nursing students in their final semester of the program are encouraged to visit the Texas BON website to begin completing required documents for nursing licensure. Students must complete licensure application, requirements, and meet licensure eligibility as required by the Texas Board of Nursing. Nursing administration and faculty support this process and are able to answer student questions. Preparation for licensure and transition to nursing practice is provided in the NUR 4280 Transition to Nursing Practice course. Additionally, the University maintains all records of transcripts electronically within Student Central. Once all program requirements are met, students are progressed toward graduation through the University processes. Students can direct transcript related questions to Student Central and Nursing Program graduation questions to the Director of the Undergraduate Nursing Program. A Texas Board of Nursing Affidavit of graduation (AOG) is completed by the Senior Director of the College of Health Sciences once all Nursing Program requirements are met and all transcripts are finalized after graduation. For students applying for licensure outside of the state of Texas, it is the responsibility of the nursing student to meet all requirements, submit all documentation, send transcripts, and/or any other items needed for licensure.

Nursing Student Input

Nursing students have the opportunity to share feedback related to the Nursing Program in a variety of ways. Course evaluations are completed for all courses at the end of the course. Cohort meetings are conducted prior to the start of the next semester. Students are provided the opportunity to ask questions and share feedback with nursing faculty and administration at these meetings. Students are able to share feedback about clinical sites, classrooms, and labs via the educational resources survey. Students may share ongoing feedback with all nursing faculty and



Undergraduate Nursing Student Handbook

administrators through email or meetings or through the BB learn student resources comment box. End of program evaluations are sent to all graduating nursing students for their feedback on the entire Nursing Program. Alumni feedback is elicited with alumni surveys.

Can Do Medical Mission Trips

The University and Nursing Program mission statements support and encourage mission trips and the work of our missions team at CTX. CAN-DO Missions has many opportunities for nursing students to participate in medical mission trips throughout the world. In support of the missions work done by the medical mission trips at CAN-DO missions, students may be eligible to receive some clinical hours for the NUR4160 course with the approval of the Senior Director of the College of Health Sciences and for CAN-DO medical mission trips only. This is evaluated and approved by the Senior Director of the College of Health Sciences on a case by case basis as well as the clinical hours approved. This does not count for any or towards any nursing course credits, only may count, if approved, for some clinical hours for the NUR4160 course. Information about CAN-DO medical mission trip opportunities can be found on the Concordia University Texas web page.



Undergraduate Nursing Student Handbook

Simulation, Skills, and Lab Policies and Procedures

Nursing program simulation and skills lab policy and procedure manual. This policy and procedure manual encompasses the entire simulation and skills experience mentioned herein and pertains to all students.

I. RESPONSIBILITIES & ACCOUNTABILITY

A. Student Responsibilities

Students are expected to arrive prior to the start time of their session as determined by the instructor and abide by the following requirements:

- All Nursing Student Handbook and University policies must be followed.
- Any unprofessional, unethical, rude, disruptive, or inappropriate behavior in any lab area may result in removal from the lab area, course failure, nursing program dismissal, or other disciplinary action.
- Participating in a simulation and skills lab orientation provided by Nursing Faculty/Lab Staff.
- Reading and acknowledging the Simulation and Skills Lab Contract and Confidentiality Agreement (Appendix B).
- Adhering to the Simulation and Skills Laboratory Guidelines .
- Completing any pre-simulation or skills assignments PRIOR to lab attendance.
- Gathering and returning equipment used for skill performance.
- Approaching situations and scenarios as if they are actual patient interactions.
- Maintaining safe practices.
- Maintaining cleanliness of the area.
- Disposing of sharps appropriately.
- Displaying professional and courteous conduct showing respect and consideration for self and others.

B. Confidentiality, Distribution, and Retention of Simulation Data

All simulation sessions, video recordings and student records are considered confidential and are the property of Concordia University Texas. All interaction with simulators should be treated as real client experiences. Discussion of scenarios or information outside of these parameters is considered a violation of the policies outlined. Nursing Faculty, Lab Staff, and students are expected to adhere to the Simulation and Skills Lab Policy and Procedures. All students are to uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws requiring confidentiality. Students should report any violations to the Nursing Faculty. Nursing Faculty and/or Lab Staff should report any violations to the Assistant Director of Practicum Education, Director of the Undergraduate Nursing Program, and/or the Senior Director of the College of Health Sciences.

All simulation and skills data, video recordings, electronic, and non-electronic documents are



Undergraduate Nursing Student Handbook

stored in a secured location and retained up to two years into the following semester in accordance with University policy governing student evaluation data. Video recordings used solely for teaching purposes during debriefing and peer review are deleted after use. Retained recordings and electronic documents are maintained on a secured server under password-protection. Retained non-electronic documents are stored by the respective Nursing Faculty in an office storage cabinet under lock and key. Access to retained records is restricted to the appropriate Nursing Faculty and Lab Staff.

In some situations, confidentiality may be limited. These include instances of unsatisfactory performance, collection of data for research studies, internal review and quality improvement purposes or when continuing education credits are awarded for course participation. In the event of unsatisfactory performance, evaluation data may be reported to the appropriate faculty and administrators within the College of Health Sciences. When research is conducted, investigators conducting studies are required to obtain CTX Institutional Review Board (IRB) approval. Student anonymity and confidentiality will be protected. When continuing education credits are awarded for course participation, the release of the participant roster to the accrediting body may be required.

C. Student Orientation

Students are oriented by Nursing Faculty/Lab Staff to applicable policies before their first experience in the simulation and skills lab and at subsequent events as needed. Orientations include, but are not limited to, the Simulation and Skills Policy and Procedure Manual including all appendices and the simulation and skills environment (equipment, manikins, and supplies).

D. Training

Open Lab

- Open Lab is one of the practice components provided to students in the simulation lab.
- Nursing faculty may be available as a resource to guide and reinforce information/skills techniques as previously taught in classes and/or simulation lab activities though open lab is time for nursing students to practice skills/scenarios and is not a substitute for class time
- Students are informed of designated Open Lab times at the beginning of each course.
- Attendance by the students is voluntary and optional unless mandated course requirements or by nursing faculty for remediation.
- All Open Lab hours are subject to change due to the availability of personnel and space.
- In the event Open Lab hours must be changed or cancelled, notifications will be sent to students as soon as possible.
- A “buddy system” is encouraged to provide students the opportunity to practice with a peer.
- Students must “sign in” when arriving to the simulation and/or skills lab.
- Professional nursing behavior must be maintained in open lab at all time



Undergraduate Nursing Student Handbook

- Nursing uniforms must be worn in open lab

E. **Psychological Safety**

The College of Health Sciences is committed to ensuring a psychologically safe and engaging learning environment. In the event of psychological concern or distress during any phase of a simulation experience, Nursing Faculty offer first-line support or assistance to students. If additional assistance or resources are needed, an Early Alert is submitted for the student to ensure proper University resources are provided to the student. Any Nursing Faculty or Lab Staff requiring assistance may also submit an Early Alert.

F. **Student Evaluation of Simulation Activities**

The College of Health Sciences utilizes a variety of methods for collecting evaluation data on simulation activities. Data is collected via student surveys of simulated scenarios, course evaluations, surveys, and student participation in cohort meetings. Data collected is analyzed by the College of Health Sciences Assessment and Evaluation Committee and nursing administrative team and results are shared with the College of Health Sciences nursing faculty as part of the quality improvement process.

II. **SCENARIO DEVELOPMENT, IMPLEMENTATION, & RESOURCES**

A. **Simulation Scenario Preparation and Set-up**

Simulation Event Setup and Take Down of Rooms

- Room setup should be completed by Lab Staff with assistance as needed from Nursing Faculty and/or students.
- Lab Staff will maintain accurate documentation of preferred room setups for specific events.
- Any problems with room setup should be brought to the attention of Lab Staff to discuss an action plan for revisions and future events.
- The simulation labs must remain neat and clean in preparation for the next event. Faculty, staff, and students should ensure the following:
 - All beds/exam tables must be remade/cleaned after use.
 - Food or drinks are not permitted in the simulation lab outside of the student lounge/reception area.
 - Waste materials must be picked up and placed in trash containers.
 - Chairs should be pushed in and organized.
 - Training materials and/or supplies are to be organized on tables for Lab Staff to return to their appropriate storage areas.
 - All used supplies are to be properly disposed of.
 - Soiled linen must be placed in the hamper and/or re-folded if linens can be re-used.
 - Manikins must be placed neatly in the bed. Any props placed on the manikin (tape, topical meds, etc.) should be removed/cleaned off at the end of the session.



Undergraduate Nursing Student Handbook

- Beds should be placed back in the lowest position, lower side rails left down, curtains pulled back, bed linen straightened, and overhead light/lamp should be turned off.

B. Debriefing Sessions

In accordance with the INACSL Standards of Best Practice: Simulation Debriefing (INACSL, 2016), all simulation-based learning experiences will include a planned debriefing session using reflective practices to ensure the best possible learning outcomes and improve future performance. It is the philosophy of the College of Health Sciences that debriefing is a critical component of the simulation exercise. Debriefing provides immediate feedback after the simulated experience and is a reflective critical thinking analysis and communication tool for participants of the simulation exercise. Participants have time to reflect on their performance and receive constructive feedback from Nursing Faculty and/or peers.

C. Recording

Simulated scenarios, debriefing activities, may be recorded. Participants are notified of intent to record in advance and a consent is signed. Recordings may be used for:

- Providing feedback to students during debriefing sessions
- Assessing student performance
- Internal review and quality improvement purposes
- Evaluation and improvement of teaching and assessment processes

Video recordings are deleted after use with debriefing unless retained for one of the above-mentioned reasons. All audio/video recordings are stored under password protection in the management system on a secured server. Access to retained records is restricted to the appropriate Nursing Faculty and/or Lab Staff. Any copying, duplication, or other form of distribution of audio or video footage is prohibited. Violation of this policy may result in student dismissal or employee termination.

III. SAFETY PROCEDURES

A. Emergency Procedures

All Nursing Faculty and Lab Staff are to ensure that lab rooms are secure and safe when in use. Doors must be locked when not in use. It is the responsibility of the faculty, staff, and students to be aware of the location of emergency exits on each floor of CTX's Main Campus and in the Nursing Satellite Campuses, and Extension Sites. Students who need assistance in the case of evacuation should identify themselves to the Nursing Faculty and Lab Staff. In case of a fire, all persons are expected to evacuate the building. Fire extinguishers are located throughout each hallway and close to the stairwells of each floor. In the event of a fire, auditory alarms will sound and visual alarms will be displayed. Emergency protocols for other emergencies will be followed per protocol guidelines.



Undergraduate Nursing Student Handbook

B. Required Identification

Unless otherwise instructed, students are expected to adhere to the guidelines as outlined in the Nursing Student Handbook, paying special attention to the student uniform policy. Students must wear their CTX ID badges and uniform when in the simulation and/or skills lab.

C. General Safety & Incident Reporting

All students are instructed on safe handling techniques prior to practice and demonstration. Students should use caution when practicing lifting skills and should not lift a manikin or heavy object without assistance. The wheels of all equipment (beds, wheelchairs, stretchers, etc.) must be locked during practice and after use. There is a first aid kit located in the lab if needed. Any accident or injury needs to be reported immediately to Nursing Faculty who will elevate the incident to the Assistant Director of Practicum Education and/or the appropriate director. A CTX Incident Report must be completed by the Nursing Faculty/Lab Staff and directed to the proper administrative personnel within CTX for all incidents or injuries associated with the simulation or skills lab.

D. Hazardous Waste/ Sharps Policy

All sharps used in the simulation lab should be disposed of in the approved receptacle/sharps container. Sharps containers are readily available in all simulation and skill labs. Full sharps containers must be reported to Nursing Faculty or Lab Staff.

E. Defibrillation

Defibrillators used in the simulation and skills lab are real (not simulated) defibrillators. To ensure participant safety when defibrillators are used, the maximum electric output allowed is 20 joules. Users are required to maintain all recommended safety precautions for defibrillators. "I'm clear, you're clear, we're all clear" must be stated prior to each shock to ensure safety. Before delivering a shock, users must PAUSE and visually look around to make sure team members are not touching the bed and/or the simulator.

F. Medications

Labeling for all medications, both simulated and real, indicate that they are for simulated use only.

G. Latex Policy

Nursing students and faculty are informed that some of the equipment in the simulation and skills lab contains latex. Those with a known sensitivity/allergy to latex are required to contact the Nursing Faculty and Lab Staff PRIOR to engaging in any activity in the lab. Every effort is made to replace equipment with latex-free substitutions. All users who suffer from latex allergies should take precautions while using or handling the latex equipment by wearing non-latex gloves.



Undergraduate Nursing Student Handbook

H. Food/Drink Policy

Food is not permitted in simulation or skills labs. Food and beverages are permitted in the student lounge areas.



Undergraduate Nursing Student Handbook

Lab Contract and Confidentiality Policies

When participating in simulations and skills, your role is to assume all aspects of practicing nursing professional behavior. Additionally, when a gap occurs between simulated reality and actual reality, it is expected that you try to understand the goals of the learning session and behave accordingly.

Concordia University Texas, College of Health Sciences incorporates simulated experiences throughout the curriculum in order to prepare students for actual patient situations. The purpose of simulation-based healthcare training is for you to develop skills, including judgment and reasoning, for the care of real patients. Using patient simulators and simulation teaching techniques, your instructors will recreate realistic patient care situations. The realism of each simulation may vary depending upon the learning goals for the session. The simulated environment and patient have certain limitations in their ability to exactly mirror real life.

Students, faculty, staff, and/or manikins carry out the roles of patients, family, and the inter-professional team. Students are expected to conduct themselves during this learning experience as if they are in a real clinical situation and treat everyone involved, including the manikins, in a professional and realistic manner. Students are expected to follow the Simulation and Skills Lab Policy and Procedure Manual.

I understand the significance of confidentiality as it pertains to information concerning simulated patients and students. I also understand that the content of these simulations is to be kept confidential to maintain the integrity of the learning experience for myself and other students. I will be witnessing other students' performances and I understand that it is unethical for me to share information in any format (verbal, written, electronic, social media) regarding student performance with persons outside the laboratory or classroom. I acknowledge that I fully understand that the unauthorized sharing, distribution, or mishandling of confidential information is prohibited, and could result in serious consequences. I understand that simulation is used as a means to evaluate performance, and any violations of the Texas Board of Nursing (BON) standards of Nursing Practice in the designated course will be treated in simulation the same as in the clinical practicum setting.

I agree to the following:

- I authorize Concordia University Texas to record my participation and appearance in clinical simulations on video and audio tape. I understand that this video/audio recording will be used for educational/instructional purposes.
- I will practice following nursing standards of professional behavior including the core values of caring, tolerance, respect, and integrity as defined by the American Nurses Association.
- I will uphold all requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality.



Undergraduate Nursing Student Handbook

- I understand that the simulation manikins are considered to be live patients and treated professionally and with respect.
- I will suspend judgment of realism for any given simulation in exchange for the promise of learning new knowledge and skills.
- I will maintain a genuine desire to learn even when the suspension of disbelief becomes difficult.
- I understand that all patient information, either simulated or real, is confidential, and discussion or disclosure of this information outside of the simulation experience is a violation of the CTX Nursing Student Handbook. This may also constitute a violation of HIPAA.
- Video and/or picture taking in any lab area is not permitted
- I understand that simulation and debriefing sessions may be recorded and I agree to keep all information secure and confidential.
- I understand that I am not to remove, release, share, or discuss any observed, written, or electronic information that may be provided to me as part of my educational experience in the CTX Nursing Program.
- I understand that skills learned may be performed in simulation for practice, even if not already checked off on the particular skill in skills lab. This does not mean the skill can be performed in a practicum setting until a passed check off is completed in skills lab.
- I will follow the Simulation and Skills Lab Student Policy and Procedure Manual and understand that any non-adherence to policy and/or procedures and may result in course failure, removal from the lab site, Nursing Program dismissal, or other disciplinary action.
- I understand that I must uphold all the guidelines and stipulations outlined in the CTX College of Health Sciences Simulation and Skills Lab Contract and Confidentiality Agreement as a requirement for progressing successfully in the Nursing Program.



Undergraduate Nursing Student Handbook

Simulation and Skills Laboratory Guidelines

General Guidelines

1. All students, faculty, staff, and simulation lab users must read and agree to abide by the College of Health Sciences Simulation and Skills Manual prior to being admitted to the lab.
2. The simulation laboratory is part of the practicum experience. Students are expected to abide by all clinical policies: arrive on time, be prepared to participate, and dressed appropriately. Faculty have the right to dismiss students who are unprepared.
3. No food, drinks, or gum is permitted in the simulation or skills labs.
4. Students are expected to bring only necessary equipment into the simulation and skills lab. Backpacks must be placed on tables or on the floor against the designated wall. Cell phones will be permitted ONLY for accessing information to be used during scenarios. All cell phones should be turned to the OFF mode during simulation sessions.
5. **Students may be required to perform skills for which they have not yet been checked off, in order to provide practice prior to a specific skills checkoff. Students are under no circumstance to perform a skill in clinical that they have not yet demonstrated competency with a formal check off.**
6. Students are not permitted to take video or pictures in any simulation or skills area.

Equipment Care and Maintenance

1. Individuals must wash hands or use hand sanitizer prior to manikin use.
2. Ink will permanently stain the manikin's skin. No felt tipped markers, ink pens, acetone, iodine, or other staining medications can be used near manikins. Photocopied papers should not be placed on, under, or near the manikins to prevent the risk of ink transfer. Iodine, betadine, or other staining medications should not come into contact with the manikins.
3. Individuals must wear gloves when working with the manikins. Over time, skin oils and dirt can stain and damage the manikin's skin.
4. Students must operate equipment only as indicated by Nursing Faculty or Lab Staff. If a student is unsure how to perform a procedure using the simulators, Nursing Faculty or Lab Staff must be asked for assistance before proceeding.
5. Simulation and skills equipment should only be operated by personnel who have been trained in its use.
6. The manikin's chest must be kept dry; care should be used when a simulation involves fluid.
7. Do not introduce any fluids into the manikin's esophagus or trachea.
8. Do not place artificial blood or other materials on the manikin's skin without first verifying that the materials will not damage the manikin.
9. Sharps and syringes are ONLY to be disposed in appropriate sharps containers.
10. Accidental sticks should be reported immediately to Nursing Faculty/Lab Staff and an incident report must be completed.
11. Contents from lab kits that are likely to be interpreted as biohazardous waste (catheters, needles, dressing supplies, etc.) MUST be returned to the lab for appropriate disposal. Protect



Undergraduate Nursing Student Handbook

all lab kit supplies from inappropriate use, loss, or disposal in keeping with legal and regulatory requirements for biohazardous waste.

12. Facility users are expected to leave the simulation and skills lab in order. Please dispose of any trash in appropriate containers, ensure manikins are back in order, and supplies are put in appropriate areas.
13. Simulation and skills lab users should report any damage to equipment or operating problems to the Nursing Faculty/Lab Staff as soon as possible.
14. Patient simulators and manikin parts, lab equipment, charts or lab reference books are NOT to be removed from the lab by students at any time for any reason.

Dress Code and Required Equipment

In order to enhance the development of the professional role and to increase the realism of clinical lab, it is important for students to dress appropriately as per the Nursing Student Handbook Student Uniform Policy.

Simulation Lab and Debriefing Room Code of Conduct

1. Students must come prepared to participate in the scenario or to be an active observer by completing any pre-simulation activities assigned. Students may be dismissed from the lab area for being unprepared.
2. Students must treat manikins appropriately and respectfully as you would treat an actual patient.
3. "What happens in simulation stays in simulation." Discussing details of scenarios with other groups takes away from equal learning opportunities. Disclosing information to others regarding scenarios is considered academic dishonesty and will be penalized according to current policies.
4. Simulation is a team learning experience in a safe, non-threatening environment. Students should actively participate in the simulation and provide support and encouragement for those around them.
5. Students who are chosen as a scenario participant should expect to receive positive feedback regarding performance as well as a constructive critique. Students are to exhibit competence in the scenario but are not expected to perform the scenario flawlessly.
6. For students who are scenario observers, attentiveness is expected. Observers should actively watch the scenario and take notes for debriefing. They should be prepared to offer positive comments about the scenario as well as constructive feedback in a positive manner.
7. Once a simulation begins, the realism of that scenario takes over. Do not look to instructors for feedback during the scenario.
8. If Nursing Faculty are not present in the debriefing room during the observation of a scenario, students are expected to act in a professional manner. Any behavior that negatively affects the learning environment will not be tolerated.



Undergraduate Nursing Student Handbook

Appendix A: Medical Clearance Form

Medical Clearance Form

Date: _____

Student Name: _____

To the Primary Care Provider:

As a student in Concordia University Texas' Nursing Program, there needs to be written verification from a physician/provider that the student can start or resume their clinical rotation.

By completing this form, you indicate that the student can perform full nursing duties in the clinical/hospital setting on the date indicated below:

The student must be independently able to:

- Stand for long periods of time (8-10 hours) for 1 – 3 days per week.
- Lift up to 30 pounds
- Demonstrate adequate coordination, balance, speed and agility to assist and safely guard patients who are walking or performing other activities.
- Move, adjust and position patient and/or equipment.
- Assume patient assignments of a maximum of 3 acutely ill medical-surgical patients or mentally ill patients.

The student cannot be under the influence of any medication (prescription, OTC, etc.) that may alter judgment and or interfere with safe performance in a clinical/hospital setting. The student does not have a condition that may alter judgment and impair safety of the student or patient(s).

If you feel that it is safe for the student to perform all these duties without restrictions, please indicate this by your signature below.

It is my judgment that can perform the required physical duties in the clinical/hospital setting as outlined above without restriction.

Health Care Provider Name/Signature

Date



Undergraduate Nursing Student Handbook

Appendix B: Nursing Student Handbook Acknowledgement

The Nursing Program Student Handbook and Nursing Student Simulation and Skills Lab Manual contained within, are available online on the University website and are updated each semester or academic year. All nursing students are required to read the handbook each semester. Questions about the Nursing Program Student Handbook or manual can be directed to Nursing Faculty or Nursing Administration. After reading the Nursing Program Student Handbook and manual, this form is signed and uploaded to the Clinical Student website or as directed by course faculty. Nursing students are responsible for reading and adhering to policies this handbook

Acknowledgement of the College of Health Sciences Undergraduate Nursing Program Student Handbook and Simulation and Skill Lab Manual.

CERTIFICATION

I certify that I have read the *Concordia Nursing Program Student Handbook and Simulation and Skills Lab Manual* in its entirety and I have asked any questions about all or parts of it.

I certify that I will report any correspondence by the Texas Board of Nursing (BON) that occurs during the time that I am a Concordia University student and will notify the Senior Director of the College of Health Sciences or the Director of Undergraduate Nursing within 48 hours of the correspondence.

I certify that I will maintain compliance with all information required by Castle Branch/Clinical Student.

I certify that I will maintain compliance with all clinical requirements as required by my assigned clinical facility.

I hereby certify that I understand the contents of the *Concordia Undergraduate Nursing Program Student Handbook and Simulation and Skills Manual* and I will comply with all policies and procedures in it.

STUDENT NAME (print)

SIGNATURE

DATE