



**CONCORDIA UNIVERSITY TEXAS**

**NURSING STUDENT HANDBOOK**

**Summer & Fall, 2019**

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



Concordia University Texas  
College of Nursing

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## Introduction

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 *Handbook* provide this information.

### Mission of Concordia University Texas

*The mission of Concordia University Texas is to develop Christian leaders.*

### Concordia University's Institutional Goals:

1. Develop and teach an outcomes-based curriculum guided by Lutheran theology's concepts of Christian leadership.
2. Model Christian leadership as a faculty, staff, and administration as an example for developing caring, sharing, and serving attitudes toward others.
3. Provide experiential opportunities for students, faculty, and staff to practice servant-leadership.
4. Recognize Christian leadership within our learning community and the broader communities we serve.

### Concordia University Outcomes, Graduates will:

1. Have the ability to communicate clearly, logically and creatively through written and oral communication, in individual and group projects.
2. Understand and appreciate visual, musical, and literary beauty and the beauty of God's creation through participation in and analysis of the creative process.
3. Think logically and analytically to problem solve through abstract thought, the use of computers and the methods of science.
4. Assimilate into the campus community socially, academically and spiritually.
5. Live a healthy lifestyle and understand the relationship between physical activity, mental health and spiritual wellbeing.
6. Develop or affirm a biblical standard of morality through an understanding of God's self-disclosure in Jesus Christ and use that standard for making ethical decisions as well as understanding the contribution of Christianity to the formation of American culture.
7. Be equipped to understand the contributions of the history and literature of western civilization to American culture through the major works that have shaped our thinking.

8. Understand the thought patterns of people of their own and other cultures in their historical, geographical, political and economic context and develop a sense of civic involvement.
9. Understand the basics of leadership theory using biblical examples and will have practiced leadership in curricular and co-curricular settings.
10. Develop an expertise in a specific field of study.

### **Mission of the College of Nursing BSN Program**

The mission of the College of the nursing program is to develop each nursing student's ability to serve as a Christian leader in professional or advanced nursing practice, promoting high-quality, safe patient/client care within diverse healthcare settings. This mission flows directly from the University's mission of *Developing Christian Leaders*.

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 health care, 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.
- 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.

### Compliance with College of Nursing Policies

The College of Nursing requires that students comply with all policies and procedures of the program and any policies and procedures mandated by the site of clinical placement and the Clinical Education Center. Failure to comply with all policies and procedures may result in dismissal from a class, lab, or practicum session, which will be treated as an unexcused absence. Subsequent failure to comply will result not only in dismissal from the class, lab, or practicum session, but also will require the student to report to an Assistant Director or Director for that level. Depending on the nature of the non-compliance with the policies of the College of Nursing and/or clinical agencies, the action may result in further disciplinary action, including dismissal from the program.

### Foundations of Nursing and Nursing Practice

Nursing utilizes a unique body of knowledge based upon theory, practice and research incorporating facts and concepts from biological, social, physical and behavioral sciences. From this body of knowledge, nurses provide nursing care through the four primary roles:

- **Member of the Profession** – exhibits behaviors that reflect commitment to the growth and development of the role and function of nursing consistent with state and national regulations and with ethical and professional standards; aspires to improve the discipline of nursing and its contribution to society; and values self-assessment and the need for lifelong learning.
- **Provider of Patient-Centered Care** – accepts responsibility for the quality of nursing care and provides safe, compassionate nursing care using a systematic process (also known as the nursing process), of assessment, analysis, planning, intervention, and evaluation, through the utilization of evidenced based practice, that focuses on the needs and preferences of the individual and his/her family while incorporating professional values and ethical principles into nursing practice.
- ☐ **Patient Safety Advocate** - promotes safety in the individual and family environment by: following scope and standards of nursing practice; practicing within the parameters of individual knowledge, skills, and attitudes; identifying and reporting actual and potential unsafe practices while complying with National Patient Safety Goals for reducing hazards to individuals in the healthcare setting
- **Member of the Health Care Team** – provides patient-centered care by collaborating, coordinating, and/ or facilitating comprehensive care with an interdisciplinary/multidisciplinary health care team to determine and implement best practices for the individual and their families, including the provision of culturally sensitive care.



Nursing practice involves the use of the nursing process. The nursing process is systematic. The caregiver analyzes assessment data to identify problems, formulates goals/outcomes, and develops plans of care for individuals and their families, implements and evaluates the plan of care, while collaborating with those individuals, their families, and the interdisciplinary health care team.

Nursing is interpersonal and is characterized by the implementation of the nursing process, management of a rapidly changing environment, need for clinical competency, effective use of communication and documentation, use of nursing informatics to promote quality improvement, acceptance of personal accountability and responsibility, and a commitment to the value of caring.

**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 health care 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 health care 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.
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 Member of the Health Care Team, 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 health care 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.

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

### Expectations of the Successful Student

The following functions are essential for the student in the performance of common nursing tasks. The student must be able to apply the knowledge and skills necessary to be effective in a variety of classroom, lab and/or clinical settings while providing the essential competencies of the nursing curriculum.

The student must be able to perform the listed functions in order to successfully complete the course of instruction:

Functions	Expectation
Observation	The student will actively participate in all demonstrations, simulations, and clinical experiences and be able to assess, analyze, plan, implement, and evaluate the condition of all assigned clients.
Communication	<p>The student will be able to communicate effectively using verbal, non-verbal and written formats with faculty, other students, clients, families and all members of the healthcare team.</p> <p>The student possesses the ability to read and write in English without assistance or interpretation.</p>
Motor	The student will demonstrate sufficient motor ability to execute the movement and skills required for safe and effective care and emergency treatment
Intellectual	<p>The student will be able to collect, interpret and integrate information and make decisions.</p> <p>The student has the ability to read and write in the English language without assistance or interpretation.</p>
Behavioral and Social Attributes	<p>The student possesses the emotional health required for full utilization of the student's intellectual abilities, the exercise of clinical judgment, the prompt completion of all academic and patient care responsibilities and the development of mature, sensitive, and effective relationships with clients, families and other members of the healthcare team.</p> <p>The student possesses the ability to manage workloads, function effectively under stress, adapt to changing environments, display</p>

Functions	Expectation
	<p>flexibility, and learn to function in the face of uncertainties frequently encountered in clinical settings with patients and created in simulation experiences.</p> <p>The student possesses compassion, integrity, concern for others, and motivation.</p> <p>The student demonstrates professional behaviors and a strong work ethic.</p>

Successful students are able to demonstrate:

- Interest and aptitude for math and science
- A strong motivation to learn
- Well-developed study skills
- Problem-solving and clinical decision-making skills
- An ability to work with people with diverse backgrounds
- High personal moral and ethical standards
- A desire to provide an excellent and compassionate caring attitude

### **Student Responsibilities**

#### **Good Professional Character**

Students are expected to demonstrate a high degree of professional behavior in all activities and the applicable regulations of the Texas Administrative Code and the mission of Concordia University Texas. Professional character is evaluated throughout the program of study. Good professional character includes, but is not limited to, behaviors indicating: honesty, accountability, trustworthiness, reliability and integrity. Students receive a copy of the Board of Nursing rules related to Good Professional Character which are reviewed in the first nursing course and included in the Appendices of this *Handbook*. Students are expected to remain familiar with applicable nursing rules and regulations throughout their course of study.

#### **Student Conduct Policy**

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 and clinical setting that may be distracting to others, such as, but not limited to:

- ❑ arriving late or leaving early
- ❑ side conversations
- ❑ text messaging
- ❑ note passing
- ❑ surfing the internet
- ❑ accessing social media
- ❑ playing games
- ❑ checking/answering e-mail on laptops or smart phones
- ❑ allowing the ringing of cell phones
- ❑ answering cell phone calls.

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

In addition, each nursing student and faculty member is responsible for complying with all policies and regulations adopted by Concordia University Texas.

#### **Student encounter with law enforcement**

Any student who is arrested, cited for a traffic violation 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 Dean, College of Nursing, with all relevant details regarding the relevant matter.

#### **Growing In Grace**

As a Christian University that strives to develop Christian leaders, we expect and practice civility in the nursing program. The expectation is that after graduation, the nurses from this program will continue to practice under this philosophy. The **GROWING IN GRACE COVENANT** is a tool to guide them in the development of this professional behavior, incorporate into their philosophy of professional nursing and bring to their 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 other's, 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 Assistant Director or Director of the level to meet with us. (Based on Matthew 18:15)

**Academic and Program Accommodations for Students with Disabilities**

Concordia University Texas follows federally-mandated guidelines to provide reasonable accommodations for students with disabilities. Students desiring accommodations should complete the registration form on the CTX website at [www.concordia.edu/accommodations](http://www.concordia.edu/accommodations) and submit documentation of their disability. 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.

Requests for academic accommodations should be made as soon as possible so that the needed accommodations can be made. It is the student’s responsibility to provide course faculty with their accommodations.

For more information, contact the Student Success Center (512) 313-5030.

**Standards and Guidelines for Uniforms and Personal Appearance in Clinical Agencies**

**Clinical Rotation:** Students are expected to be in complete uniform with the official Nursing Program logo and visible nametags must be worn at all times while in the clinical area. Make sure unit personnel and clients are aware of your status while on the unit; i.e., introduce yourself and include title “Student Nurse.” Always report on and off the nursing unit. Students must abide by the dress code of the specific agency in which they are placed for clinical practicum; therefore, the clinical instructor will determine the appropriate uniform in a given agency. Students in violation of the College of Nursing dress code may be dismissed from the clinical setting.

**Nursing Simulation Lab:** Students are expected to be in complete uniform with nametags visible at all times while in the Clinical Education Center for lab times.

**Concordia College of Nursing Uniform:**

**UNIFORM** The accepted scrub brands are Cherokee Workwear or Dickies in grape – no other color is accepted. The Concordia University Texas student uniform consists of a purple scrub top with the College logo on the left chest or a patch on the left upper arm (will need to have tailor sew on with directions you receive with the patch) 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 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).

- NAME TAG** Name badges appropriate to the clinical agency must be worn during all clinical experiences. The name badge may be worn on a lanyard or a clip.
- 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.
- OTHER** Students **must** have the following items with them at all times while in the clinical and lab settings: stethoscope, permanent black ink pens, dry erase marker, pen-light, bandage scissors, a small notebook, calculator and a watch with a second hand.

**General Appearance:**

- MAKE-UP** Excessive make-up is not acceptable. No perfume is allowed in respect for persons who are ill or sensitive to chemicals.
- HAIR** Hair must be clean and secured to be kept back from the face, off the shoulders and not fall in front of the shoulders while in the clinical areas or the lab. This applies to all students. Headbands must be white, gray or black. Head scarves worn for religious reasons must be white, gray, or black. Men's sideburns, mustaches, and/or beards must be clean and neatly trimmed at all times. Male students without beards must be clean shaven. Natural shades of hair color only.
- FINGER NAILS** Nails must be kept short and clean. Artificial nails, nail wraps, decorations, nail jewelry or other additions to natural nails **are not allowed**. Nail polish is **not allowed**.
- JEWELRY** The only visible jewelry allowed are wedding rings and **one pair** of stud earrings. Earrings must fit snugly against the ear lobe and may be worn on ear lobes only. No other jewelry or body piercing materials will be visible while in uniform.
- WATCH** Each student **must** have a working watch with a second hand. Digital watches are acceptable if they have the capability of measuring seconds.
- TATTOOS** Tattoos and other body art cannot be visible while in the clinical setting.
- SMOKING** Students who smoke 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 health care facilities are non-smoking facilities.

Compliance with the Uniform Dress code is a professional behavior and is an expectation of all nursing students.

### **Class Attendance and Punctuality**

The attendance policy at Concordia University defines excused absences as follows:

Excused Absences:

- University-Sponsored Events: Absences due to activities approved by the Office of the Provost if a student is an official representative of the University
- Legal obligations: Absences due to jury duty, legal proceedings or military orders
- Religious Observances: Absences due to the observations of a religious holiday of special importance
- Personal illness and Death in the Immediate Family.

Any absence for reasons other than those listed is unexcused.

Students are required to attend all learning experiences. Should a student be absent from a scheduled class for reasons beyond his/her control (e.g. illness, emergency bereavement), the university expects each student to make up all class-related work missed as a result of an unavoidable absence.

In any absence the student must contact the course instructor by text and/or phone *prior* to the beginning of class, or in the event of an emergency, as soon as practicable. Clinical practicum hours will be made up as determined by the clinical faculty. A student should make every effort to attend all clinical, simulation and class experiences.

**Theory courses:** The student in the traditional track is required to attend all classes. Missed class quizzes may not be made up. Missed course work must be made up. Students missing classes are encouraged to make arrangements for a classmate to take notes or share missed information.

Students are required to arrive and be ready to start class at the official class time.

**Online theory courses:** Students in the ABSN track should be in the course room at least 4 days/week and plan to spend 3 times the number of credit hours on coursework. Each course syllabus will indicate class participation and online assignments. Missed class quizzes may not be made up. Assignments and postings must be completed by the designated time.

**Practicum Course:** The student is required to attend all practicum experiences. Missed practicums must be made up. An assignment may be required in place of the missed practicum and the make-up work will require the same number of hours as the missed practicum.

Students are required to arrive and be ready to start clinical at the official designated time.



**Simulation Courses:** The student is required to attend all simulation experiences.

Missed simulation experiences must be made up. Multiple absences from the simulation experience may result in course failure.

Students are required to arrive and be ready to start the simulation experience at the designated time.

The Dean may require students who miss more than 15% of the scheduled classes, simulations and/or practicums to withdraw from a nursing courses/and or the College of Nursing.

### **Medical Clearance for Clinical Practice**

In the event a student is:

1. Unable to attend clinical due to medical or surgical conditions
2. Diagnosed with a new physical or mental condition or is experiencing an exacerbation of a previously diagnosed physical or mental condition
3. Immunosuppressed or is likely to experience immunosuppression during the nursing program of study
4. Currently contagious
5. Experiencing complications of pregnancy
6. On medical leave

Prior to commencing clinical practice, a student must present to the clinical instructor a completed Medical Clearance Form. This form is to be kept in the College of Nursing Office and will become part of the student's official record. The Medical Clearance Form is located as Appendix E of this handbook.

### **Children on Campus or Concordia Site**

Children who are on campus must be attended by an adult at all time. 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 faculty and may be limited to emergency situations only in any learning setting. Electronic devices will not be allowed during any testing situation or during test review unless designated by the instructor, and it will be considered an act of academic dishonesty if used without instructor permission.

In addition, recording of classes or labs is permitted only after receiving permission from each individual instructor. These recordings can only be for personal use and cannot be shared or placed on the



internet, etc. No recording is allowed in any practicum, skills or simulation area. The CEC, Seton, St David's and other facilities do not allow recording at any time in their facilities. Failure to follow this policy may lead to dismissal from the program.

Students using mobile technology devices in the clinical and laboratory setting will adhere to these guidelines:

1. Use of any electronic device in a clinical agency must follow that clinical agency policy.
2. The camera will not be accessed at any time while in the clinical agency or client's home.
3. No pictures will be taken of any person, equipment, or location that is related to clinical without prior written consent of the facility supervisor, the Director of Nursing, and the faculty member.
4. Any emergency communication must be conducted in a private environment. No personal texting, email, or communicating of any type will be done in the clinical area. At other times, the student must have express permission of the clinical agency and/or the Clinical Instructor.
5. Students are required to sanitize their Handheld Devices with an antibacterial wipe in accordance with basic universal precaution standards.

#### **Social Media Guidelines**

It is against Concordia University policy for students to create any social media site that contains the Concordia University name.

#### **Confidential Information**

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 that they adhere to all regulations at all times whether at College, 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:

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

If there are any questions/concerns about whether or not certain data can be shared, stored or transmitted, students agree to refrain from transmitting any data until clarified by a nursing faculty member. 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 concepts or event must be de-identified before transmission per HIPAA

guidelines.

### **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.

### **Testing Policy for the College of Nursing**

Students are responsible for following the policies and guidelines for testing outlined in each course syllabus.

- I. **Exam Policy:** The Concordia University Texas Nursing Program Exam Policy is designed for exams that determine progression.
  - In most theory nursing courses, exams will account for at approximately 90% of the course grade.
  - Examinations will start and stop at the prescribed times and will allow 1.3 minutes per test item to mirror the administration of the NCLEX-RN. All ATI assessments allow 1 minute per test item.
  - The Official Record of each exam will be archived in the designated LMS or in student files. The finalized exam submitted online will be the official record for computer-delivered exams.

#### **II. Special 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 Faculty members in adequate time for the accommodations to be prepared. In cases of extended time on tests or other academic accommodations, one week is the generally expected time frame. In cases where 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 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.

### III. Missed Exams

*Missed Unit Exam or Course Final:* Exams may be made up if a student meets the policy on excused absences.

- Should a student not be able to attend the examination for an excused absence, the student must contact the course Faculty immediately by text or phone with a follow-up email.
- Notification should occur a minimum of two hours prior to the beginning of the class or scheduled time for the examination.
- Make up examinations will be a different version of the test given to other students.
- Make-up examination date/time will be scheduled at the discretion of the Faculty.
- Items on this exam will not be nullified, as there will be no statistical support, but the Faculty may adjust for errors.

*Missed Proctored ATI Exam:* The dates for the ATI exams are published at the beginning of the semester. Unless the absence is excused NO make-up ATI may be scheduled, therefore, for courses where the ATI is a part of the course grade, the ATI grade will be recorded a zero.

### IV. 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 can result in disciplinary actions by the University. In addition to 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 is considered incompatible with ethical standards of nursing practice and may be grounds for dismissal.

### V. Test Administration and Security

- Students are not permitted to sit at their desk with notes prior to the exam. Any last-minute studying must be conducted outside the classroom.
- All student possessions (backpacks, water bottles, hats, etc.) must be left at the front of the room.
- The student may have nothing but a pencil/eraser and highlighter during the testing period.

- Electronic devices (laptops, iPad, smartwatches/glasses, etc.) will not be allowed during any testing situation unless designated by the Faculty, and it will be considered an act of academic dishonesty if used without Faculty permission.
- Cell phones must be powered down and placed at the front of the classroom. NO cell phone in backpacks or pockets.
- Simple, non-graphing, calculators without memory and scratch paper will be provided for exams with dosage calculations. Drop down calculators may be used with computer-based exams.
- Exams begin and end at the prescribed testing time. No examination booklets, Scan-Tron forms, and Alternate-format answer sheets will be accepted after the end of the examination.
- Examinations will be proctored by Faculty or proctors who actively patrol the environment. Expect Faculty use of a laptop during computer delivered exams as well as Faculty movement around the classroom.
- No items may be taken from the testing site by the student (scratch paper, calculators, etc.).
- There is no discussion of test items permitted between students at any time. Any discussion of test items is to be conducted with the Faculty of the course only.
- Students who fail an exam are required to meet with the Faculty by appointment. The Faculty and student will discuss topics/tips for the student to review for improvement. Remediation may be prescribed by the Faculty.
- Electronic devices (laptops, cell phones, iPad, smartwatches/glasses, etc.) will not be allowed during any review setting unless designated by the Faculty, and it will be considered an act of academic dishonesty if used without Faculty permission.
- These policies are in place to protect the security of the exam.

## VI. Dosage Calculation Proficiency Exams

Dosage Calculation Exams are administered each semester and require a grade of 90 or higher to be successful and meet the requirement for administering medications in the clinical setting. Students who fail the Dosage Calculation Proficiency Exam by the designated date will receive a failing course grade in the practicum course and will be withdrawn from all co-requisite courses.

- This exam must be completed successfully prior to the first clinical day or as determined by the clinical Faculty.
- Successful completion of the dosage calculation exam will be attaining a minimum score of 90%.
- Remediation is the responsibility of the student.
- Students will have no more than three (3) opportunities to take the dosage calculation exam to demonstrate proficiency.



- Failure of the third dosage calculation exam will result in student failure of the associated practicum course and withdrawal from all co-requisite courses. The student must apply for readmission to the nursing program.
- Failure to keep an appointment for a repeat dosage calculation exam without an excused absence is the same as an unsuccessful retest/test failure.

### **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 instructor. Test grades are reported on Blackboard so that students can access their grades

### **Student Employment**

The study of nursing is a rigorous and time intensive endeavor requiring large blocks of time in course activities and study. Course requirements and substantial study requirements are necessary to succeed in the nursing program. To succeed requires limited engagement in employment and we **strongly recommend** that students not be employed except between terms.

Students preparing to become RNs may be employed as certified nurse's assistants, performing functions for which they have been trained and certified and for which the employing institution has a clearly discernible policy, either in writing or by precedent, defining the scope of these functions. Any individual not licensed in the State of Texas to practice professional nursing, and who engages in such practice, is doing so illegally and may be prosecuted accordingly.

Supervision by a professional, licensed nurse does not provide protection to the student or make the student's actions legal if the student is practicing beyond the scope of a nursing assistant/aide.

Students should be aware that: (1) the Nursing Program assumes no responsibility for their activities as employees of agencies; (2) they are personally responsible and liable for any activity in which they participate while employed; (3) licensed professional liability insurance provided to students through the College of Nursing is valid only in the student role, not the employment role; (4) individuals who practice illegally may jeopardize their futures since persons who are convicted of violation of the Nurse Practice Act may not be eligible to write State Board examinations and subsequently could not be granted licensure.

Students employed in agencies have responsibility, personally and professionally, to engage in only those activities that fall within their job descriptions (i.e., aides or certified nursing assistants). They have a responsibility to refuse to participate in activities which they have not been legally certified to perform. Employed students should speak with their employers, if they have questions about the



scope of duties in their employment situations.

### **Participation Requirements for the 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 from the Board of Nursing indicating that the student is cleared. A student will not be allowed to attend courses without presenting a Blue Card or a letter from the Board of Nursing. The Blue Card or letter will be maintained in the Office.

If a Texas Board of Nursing (BON) Declaratory Order event occurs during the time the student is enrolled in the program, the student will notify the Dean 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®).

An additional background screening is required by the clinical agencies. This screen is different from the BON screening and involves arrests, warrants, past employments and licenses and is completed by Castle Branch. Any issues must be resolved prior to admission through Castle Branch.

#### **Castle Branch Account**

All students must have a Castle Branch account prior to admission. Castle Branch is a vendor which tracks the background screening required by clinical agencies, immunization, CPR, forms required by the nursing program. Students are notified electronically when renewals are needed.

#### **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 which is due the time of the testing. 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.

Additionally, any student suspected to be under the influence of if a controlled substance, drug and/or alcohol while in the practicum 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 test randomly.

A positive drug screen is any instance in which a drug screening report shows a positive test for one or more of the drugs on the panel for which there is no lawful prescription.

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

#### **Professional Liability Insurance**



All nursing students enrolled in a professional nursing program, including participating in practicum courses at required clinical sites 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 including 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.

### **Health Requirements**

Good physical and mental health is essential for study and practice in professional nursing. The nursing faculty has the responsibility for admitting and retaining only those students who demonstrate qualities of physical and mental health generally considered essential for professional

nursing practice. The Texas Board of Nursing requires the reporting of the following mental health problems: Schizophrenia or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder and borderline personality disorder. Students diagnosed with any of the problems listed need to report to the Texas Board of Nursing their diagnosis.

### **Physical Requirement for Nursing**

#### **The student must be independently able to:**

1. Stand for long periods of time (8-10 hours) for 1 – 3 days per week.
2. Lift up to 30 pounds and be able to ambulate and position patients effectively
3. Demonstrate adequate coordination, balance, speed and agility to assist and safely guard patients who are walking or performing other activities.
4. Possess visual and hearing acuity, digital dexterity, and motor coordination to be able to assess health status.
5. Move, adjust and position patient and/or equipment.
6. Assume patient assignments of a maximum of 3 acutely ill medical-surgical patients or mentally ill patients.
7. Able to work quickly under pressure, be able to stabilize patients and enjoy working with people.
8. Demonstrate sound clinical judgment and safe performance. This means that no student can be under the influence of any medication (prescription, OTC, etc.) that may alter judgment or interfere with safe practice of nursing.

Nursing students are required to provide proof of up-to-date immunizations (MMR, TDap, Hepatitis B and Varicella) and TB testing or chest X-ray prior to registration for nursing classes each year in compliance with the Health Care Provider terms of Texas Administrative Code. Additionally, flu immunization is required annually. Any student who refuses the flu vaccine is required to sign a form and follow hospital policy, wearing a mask at all times in the identified hospital areas. Any student violating the hospital policy will be dismissed from the program.

Students are responsible for reviewing and updating immunization and health insurance records through the Nursing Office prior to nursing course registration each semester. All required records are to be uploaded. If a student has not obtained and provided proof of compliance prior to the



start of any semester or prior to an expiration date at any time during enrollment, s/he **cannot** attend the clinical practicum and this may jeopardize the student's ability to continue in the course.

### **Special Health Problems**

Students with specific health problems who can successfully combine satisfactory 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.

### **Guidelines for Writing Assignments and Papers**

Written papers will follow the style of the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition (2010). Students who need assistance with APA format can consult the

APA guide or staff in the Student Success Center (SSC). Staff in the SSC can help students with organization and style of writing, but not with nursing content.

Students may also find guidance about APA format at the website of the American Psychological Association: [www.apa.org](http://www.apa.org). After arriving at this website, click on "APA Style".

### **Student Evaluation of the College of Nursing and Nursing Faculty**

Student evaluations of courses and instructors are considered important for faculty development and recognition in classroom and clinical teaching. Faculty members are evaluated according to CTX policy. The online Traditional Student Course/Instructor Evaluation at the end of each semester provides a means for students to have input into the quality improvement of the Nursing Program and the University. In some courses, the Nursing Program supplements the online Traditional Evaluation with nursing program/faculty evaluation forms to evaluate aspects of the nursing program not covered in the Traditional Evaluation.

A grade in a nursing course will not be awarded unless the end of course evaluation is completed by the student. Faculty will verify evaluation completion. Faculty can only verify completion of the evaluation and cannot see evaluation entries or comments made by an individual student.

### **Scholastic and 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.

## **Forms of Academic Dishonesty**

### **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 of 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 termination 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; and
- compliance with minimum nursing standards.

If a student falsifies, alters, fabricates, back-dates records, or any other form of lying or falsification in any clinical setting, the student will be terminated from the nursing program.

### **Lying or Falsification of Documents Submitted to the College of Nursing**

The College of Nursing 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.

**Advising, Grades and Course Completion**

**Nursing Students:**

Nursing students are advised for required course registration each semester and are assigned

designated sections prior to enrollment. Individual advising appointments may also be made through student central. ABSN students should contact the Director of the ABSN track for advising.

**Maintaining Advising Records in the College of Nursing**

Students are expected to be aware of the progressive steps in planning the academic program and the requirements for keeping their registration and course planning process up-to-date. Maintaining advisement records in Degree Works is an ongoing process and each student must ensure that these records are up to date at least once a semester. Students are responsible for assuring that credit is granted for all work completed at other collegiate institutions or waived by successful completion of challenge examinations by providing official transcripts and records of such work to the Office of the Registrar.

**Academic Evaluation**

The College of Nursing 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.

**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. The student will be required to achieve a minimum of 75 in each course and a "Pass" in all skills/simulation and practicum courses in order to progress. 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 about 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%

Dosage Calculation Exams are administered each semester and require a grade of 90 or higher to be successful and meet the requirement for administering medications in the clinical setting. Students who fail the Dosage Calculation Exam by the designated date will fail the associated practicum course and will be withdrawn from all co-requisite courses. The student must apply for readmission to the nursing program.

### **Incomplete**

The Incomplete (I) grade indicates that the student's achievement in the course has been satisfactory as defined above, but for some reason certain prescribed work is incomplete or the student has been unable to take the final examination. On satisfactory completion of the course work, the student will receive the grade based on the quality his or her performance merits. The Incomplete grade is awarded only by permission of the instructor. Students must apply for the Incomplete grade. The Incomplete Grade Form may be obtained from Student Central or accessed under Registrar's Office on Concordia's web site. If all course work is not completed by the end of the subsequent semester, the Incomplete will change to a grade of F. The grade of Incomplete will not be computed in the GPA.

### **Confidentiality of Grades**

To insure confidentiality, grades will not be posted except on the course Blackboard site. Grades will be returned to students individually in a manner specified by the course instructor. Generally, exam grades will be returned within one week following the exam and are posted in Blackboard. Final grades are accessible through MyInfo.

### **Evaluation and Progression through the College of Nursing**

The Nursing Program includes courses in a variety of formats: classroom, simulation and skills lab courses, online, and clinical practicum courses. In clinical practicum courses students provide patient care under the supervision of Concordia nursing faculty members. The competencies to be achieved in each course are described in the course syllabus. The competencies to be achieved in practicum courses are evaluated using clinical evaluation tools. Patient safety is the first priority in every clinical course. Essential competencies in clinical evaluations include: Safety in delivering care which prevents real or potential harm to patients, knowledge necessary for clinical practice, and communication necessary for patient safety and appropriate for the situation.

Course days and times are set by the faculty and the program based on room availability and degree progression. Course section days and times may be changed as necessary. This includes the related

add/drop process without student consent.

**Progression:**

A minimum grade of C (75) is required in all nursing courses and a “pass” in skills/simulation and practicum 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 any nursing course, the student must apply to the nursing program stating the desire to repeat the failed course. All courses designated as co-requisites must be repeated and tuition is charged.

**Transfer from ABSN Track to Traditional Track**

Any student enrolled in the ABSN Track of the BSN Program and passing all courses may request to transfer to the Traditional Track. Any transfer will be one time only and the student must make a formal request in writing with documentation from two faculty members, one of which must be full-time, supporting the transfer. Transfer approval may be based on space availability.

**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 more than one nursing course 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 return. Readmission to the program will be considered on an individual basis and may require remediation or the student repeating previous courses. A graduating senior who fails a final semester course will be allowed to retake the failed course the next semester the course is offered. Tuition is required.

**Failing a Skills/Simulation Nursing Course:**

A student who does not successfully complete a nursing skill performance check-off by the third attempt will be withdrawn from the course and all other co-requisite courses. After one unsuccessful performance attempt, the student will be given a progressive discipline form which will specify areas in which the student needs improvement. After the second unsuccessful attempt, the student will be placed on probation. The probation/progressive discipline and/or remediation form will specify any areas in which the student needs improvement and remediation will need to be scheduled by the student. Seeking remediation is the student’s responsibility. After the third unsuccessful attempt, the student will be withdrawn from the course and all co-requisite courses. The student will have to reapply to



the program for readmission in a following semester. Students who are not on-time or miss a skills check-off attempt will have that attempt be considered unsuccessful.

### **Failing a Co-Requisite Nursing Course**

Certain courses in the nursing program are considered co-requisite and must be taken concurrently. All Theory, Practicum and Simulation courses at the Junior and Senior Levels are co-requisite. Students who do not successfully complete a theory, practicum or simulation course must repeat all co-requisite courses. With level faculty recommendation a student may be allowed to complete the skills verification for the level in which a course was failed. If the student successfully completes the skills verification, the student will not be required to take the corresponding level simulation course.

### **Ineligibility for Progression to the Next Level of Nursing Coursework:**

A student who does not earn at least a 75 in a nursing course or a Pass in the practicum or simulation course will not be eligible for progression to the next level of coursework.

### **Progressing to the Senior Level in the Nursing Program:**

Students who do not complete all non-nursing degree requirements may not proceed into the senior level of the nursing program.

### **NCLEX-RN Review Course:**

The NUR 4295 NCLEX-RN Review is a required course in the nursing program and must be completed prior to graduation. The Dean of the College of Nursing will not sign the Affidavit of Graduation until a grade 60 or higher is attained on the Readiness Test or the Question Trainer Test. The Affidavit of Graduation is a Texas Board of Nursing requirement for eligibility to take the NCLEX-RN exam.

### **Reapplication:**

Returning to the nursing program is on a space available basis. A student may reapply to the nursing program if the student has failed or withdrawn failing for one nursing course or co-requisite courses. A student that has reapplied to the nursing program previously is not eligible. If student withdraws from the program while passing all courses, the student must seek reapplication within one year.

To reapply to the nursing program, the student must complete a letter requesting the ability to return, an essay outlining the desire to return to the nursing program and a plan for success. A minimum of three nursing faculty members at least one of whom must be a full time faculty member will evaluate and make recommendations for each student seeking reapplying to the program. The three faculty members will be chosen by the Dean and/or Director and/or Assistant Director of the program. The following factors will be considered for readmission: previous nursing course grades, ATI competency level(s), student engagement and preparation, situational circumstances, help-seeking behaviors

and organizational skills. Reapplications are considered on a space available basis. A student may return to the nursing program only once. Once the decision is made, the student will be notified by the Dean and/or Director and/or Assistant Director for the program. If a student desires further appeal, the Concordia University Handbook outlines this process.

### **Dismissal from the College of Nursing**

A student may be dismissed from the College of Nursing and is ineligible for readmission for any one of the following reasons:

- Withdraws from the University
- Fails a nursing course or withdraws from a nursing course while failing after readmission is granted.
- Fails more than one nursing course or withdraws from more than one nursing while failing.
- Repeated or patterns of behavior that indicate the reasons for dismissal from a course or a single major act that indicates a violation of the Nurse Practice Act, American Nurses' Association's Code of Ethics or evidence of Unprofessional Conduct including but not limited to patient endangerment.
- Any actions indicating physical or emotional abuse of any individual.
- Any positive drug test for which there is no legal prescription

In the case of withdrawal from more than one course when the student is failing, while in the program due to special circumstances, the student may appeal for reinstatement based on those special circumstances. The student will need to follow the same procedure for reapplication.

A student may repeat only one nursing course while in the Nursing program. A student that is dismissed from the program is not eligible for readmission to the program.

The Dean has the authority and is the only one with the authority to dismiss a student from the College of Nursing. Faculty has the authority to dismiss a student from a course. Reasons for dismissal from a course include but are not limited to:

- Violations of the Texas Nurse Practice Act including Standards of Practice, Good Professional Character and/or evidence of Unprofessional Conduct in Appendices B, C, and D. (Students are held to the same level of practice as a Registered Nurse.)
- Any falsification or deception
- Failure to document patient care
- Unsafe clinical practice or patient endangerment
- Violations of the American Nurses' Association's Code of Ethics
- Not following practicum or simulation facility policies or procedures
- Lack of compliance with immunization or insurance requirements



- The inability of the student to receive a passing grade in the course
- Violation of probation

**A student that has been dismissed from the College of Nursing is not eligible to apply for re-admission to the Nursing Program.**

### **Academic Complaints, Grade Appeals, and Grievances**

The nursing faculty makes every attempt to maintain open communication with students and students are encouraged to seek help from course faculty regarding any academic concerns. Occasionally, students and faculty will disagree about the evaluation of a student's work or conduct. Procedures to resolve academic complaints and grade appeals are designed to insure open and fair communication between students and faculty. Academic complaints and grade appeals are resolved through the

efforts of the student, the faculty, and the administration of the nursing program. The main goals are to: 1) protect the rights of all parties involved—student, faculty and the University—throughout the instructional process; 2) provide a mechanism for problem-solving; and 3) achieve an equitable resolution of the problem as quickly as possible.

### **Nursing Review Process**

The purpose of this procedure is to review student concerns that the student considers not to have been satisfactorily resolved. The committee is to decide if the student has been treated fairly according to existing policies, procedures located in the Nursing Student Handbook and course outcomes as indicated in the course syllabi. Nursing review process is consistent with the Texas Board of Nursing Chapter 303 of the Nurse Practice Act <https://www.bon.texas.gov/npa2.asp>.

#### **Steps of the Nursing Review Process:**

**Note:** Each step must be completed in the order and time listed before initiating a Student Peer Review Meeting (See flow chart below).

1. The student must complete a Nursing Review Form (Found in Appendix G) and contact the faculty member to meet within 3 business days of the concern. A discussion should be held with the faculty member involved with the concern. The professor involved will add a summary of the points discussed, outcome of the meeting, and sign/date the Nursing Review Form. If the issue is resolved the Nursing Review Form and all documentation will be placed in an envelope and secured in the Dean of Nursing's office. If a satisfactory resolution is not reached, then the original form is given to the student and the process moves to #2 below.
2. The student will take the original Nursing Review Form (with all comments/signatures from step 1) and contact the Assistant Director for the level to meet within 3 business days of meeting with the faculty member. The Assistant Director for the level involved will add a summary of the points discussed, outcome of the meeting, and sign/date the Nursing Review Form. If the issue is resolved the Nursing Review Form and all documentation will be placed in an envelope and secured in the Dean



of Nursing's office. If a satisfactory resolution is not reached, then the original form is given to the student who may initiate a Student Peer Review Meeting (See details of procedure below).

3. A satisfactory resolution ends the Nursing Review Process. The Nursing Review Form and all other relevant documents will be sealed in an envelope and secured in the Dean of Nursing's office.

**Procedure for initiating a Student Peer Review Meeting:**

1. The student must submit a letter of intent to initiate a Student Peer Review Meeting to the Assistant Director for the level within 3 business days of their meeting.
2. The student will also submit the original Nursing Review Form with their letter of intent. This form should contain all the comments, signatures and dates from prior discussions with the faculty member and the Assistant Director for the level.
3. The Assistant Director for the level will convene the Ad Hoc Committee for the Student Peer Review Meeting.

**Ad Hoc Committee Membership for Student Peer Review Meeting:**

1. The Ad Hoc Committee for this meeting shall be composed of six anonymous members; two full time nursing faculty members and a student from each level of Concordia's nursing program (J1, J2, S1, S2, and an ABSN student). The student, who is in the same term as the student requesting the meeting, will be recused from the meeting.
2. One of the two faculty members will serve as the committee chair as selected by the Dean.
3. The other faculty member will serve as the note taker/record keeper for the meeting.
4. Members of the committee are to serve as objective data/information gatherers. If a committee member feels unable to give an unbiased judgment in regards to the review, that member should remove themselves from the proceedings immediately.

**Preparation for the Student Peer Review Meeting:**

1. The Assistant Director for the level will inform the committee chair of the need for a Student Peer Review Meeting. The Nursing Review Form will be copied with names of students and faculty members removed. The committee chair will not have the names of the student and faculty involved. The Assistant Director for the level will also request from the involved faculty member any supporting documentation with names removed. Copies of all de-identified information will be provided to the committee chair.
2. The committee chair will establish the date, time, and place on campus for the meeting to be held outside of the nursing building.
3. The meeting will be scheduled no later than 10 business days, after Nursing Review Form is received. The meeting is initiated by submission of the letter and form to the Assistant Director for the level.



### **The Meeting**

1. Closed meeting: The meeting is closed and a blind review (no identifying names) process is utilized so as to not violate the confidentiality of the student peer review process. The proceedings are to be kept in strict confidence.
2. All proceedings of the meeting are confidential and all communications made to the committee are privileged.

### **Procedure at the Student Peer Review Meeting:**

1. The committee chair will obtain committee member's signatures regarding their agreement to maintain confidentiality regarding all matters pertaining to the meeting. Identities of the student and faculty member will remain anonymous during this blind review, even if the identities of the student and faculty are known to committee members. All documents will be kept locked up in the nursing office.
2. The committee chair will reiterate at the beginning of meeting that everything about the meeting, as well as everything said at the meeting MUST be kept confidential and identities anonymous.
3. The committee chair will read the de-identified Nursing Review Form and will ensure that due process is observed. The committee chair will moderate the discussion.
4. All supporting information from the student will be reviewed by the committee members. Then all supporting documentation from the faculty member will be reviewed by the committee members.
5. If any questions arise, that would provide clarification or missing information, the committee chair will email the questions to the Assistant Director for the level to forward to the student or faculty member. Responses are due back within 3 business days. The Assistant Director for the level will forward responses with names/email addresses removed to the committee chair. The meeting will reconvene within 2 business day of receiving the responses.
6. At the conclusion of the data/information gathering stage the committee members will make a decision and provide recommendation(s) if appropriate. Each of the six committee members will submit one vote and the final outcome will be decided by a majority vote through a secret ballot.
7. The committee note taker/ record keeper will prepare a written summary of the meeting, the decision, and any recommendation(s) which will be submitted to the Dean of the Nursing Department.
8. The Dean of the Nursing Department will review the decision and recommendation(s) of the committee. After reviewing the information, the Dean of the Nursing Department will come to a final conclusion and decide on any recommendations that will be shared accordingly with student and the involved faculty member.



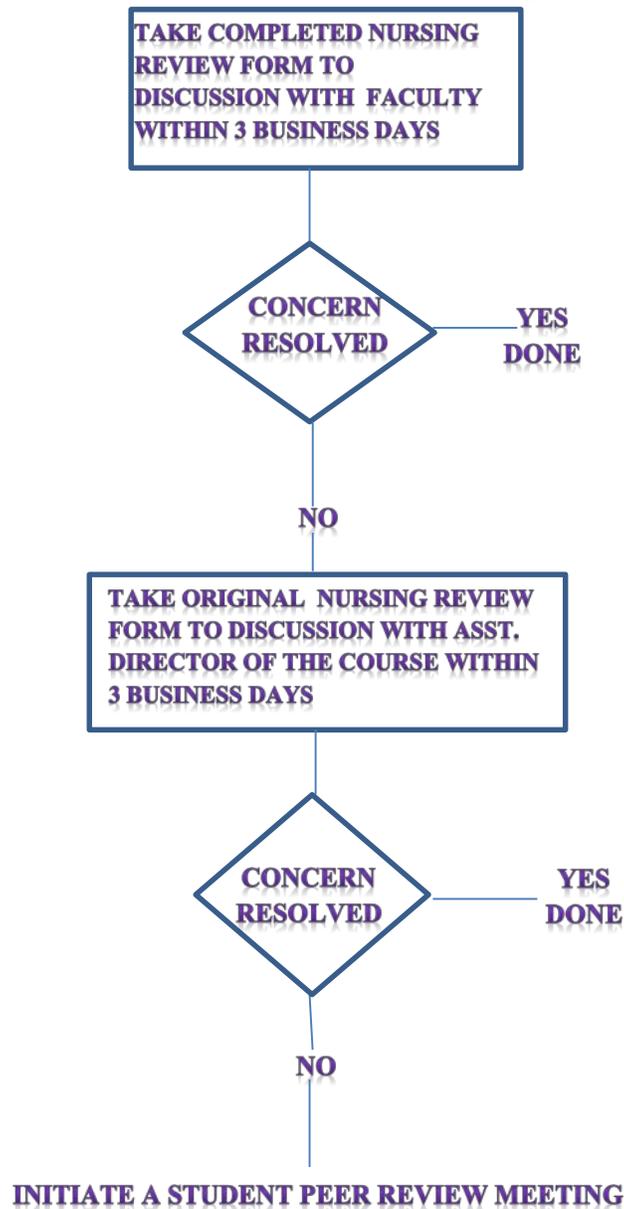
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9. The original Nursing Review Form, letter of intent, and all copies of supporting documentation, as well as, the decision and recommendation(s) will be sealed in an envelope and secured in the Dean of the Nursing Department's office for 3 years before being destroyed.

**Right to Appeal:**

Provision is made for the right to appeal in which instance the student will follow the Complaint/Grievance Process as outlined by the Concordia University Texas <http://www.concordia.edu/resources/complaints.html> . Copies of the decision will also be sent to the instructor and the appropriate Assistant Director. For further appeal see the Concordia University Student Handbook. Academic complaints and grade appeals of students in the Nursing Program should be handled by the following procedure:



### **Policy Regarding HIV/AIDS and Universal Blood and Body Fluid Precautions**

This policy has been formulated based on current available information on infectious diseases. It is based on Center for Disease Control (CDC) recommendations and information from the American Nurses Association.

1. All nursing faculty and students will abide by CDC's "Universal Precautions" in all client contacts.
2. Nursing students will be introduced to Universal Precautions during their first nursing clinical as a junior student. Each clinical nursing instructor will review specific Universal Precautions unique to each agency during each clinical rotation. The instructor will review the following with the students: general universal blood and body fluid precautions, use of protective gloves, management of contaminated waste and needle disposal, linen disposal, hand washing practices, certain individual procedures such as IV therapy and other procedures that a student may be exposed to. The instructor will also discuss the psychosocial impact of AIDS and the HIV virus and the individual student's feelings.
3. Following review of Universal Precautions, all nursing students will be expected to care for HIV-positive clients as part of routine clinical experiences.
4. If a student refuses to take care of a HIV-positive client, the clinical instructor will counsel the student as an initial response. The student should also be counseled that a reevaluation of career objectives be part of the process.
5. Nursing faculty will serve as positive role models for students by demonstrating Universal Precautions at all times. The nurse instructor will also demonstrate a caring and Christian attitude to the HIV-infected client. Each clinical nursing instructor will keep informed of new developments in CDC guidelines and give such information to other nursing faculty, Nursing Program Division chairpersons and students. Finally, each clinical instructor will ensure that agency policies, including confidentiality policies, are being followed by all students.
6. As CDC recommends, students who are pregnant or whose skin is not intact will not be assigned to clients with known HIV infection. Students are expected to report their pregnancy to the instructor and Department in writing as soon as possible.
7. If a student or faculty member is accidentally exposed to blood or other drainage from a HIV-positive client or has a needle stick, the individual will follow the hospital or other agency's present procedures and policies; and IMMEDIATELY notify his/her instructor 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 Nursing's Dean or Director (See appendix). It is the responsibility of the student to bear all financial obligations as a result of the exposure (recommended blood draws, etc.).
8. If the facility or agency that Concordia University has contracted with provides such testing as part of their occupational health, the student and/or instructor should use that facility for initial HIV testing. The individual exposed should also request that the agency be responsible for testing the source patient.
9. If the "source" patient tests positive for HIV, additional testing and treatment is advised per current exposure protocols.

10. Continued health care follow-up is the student's responsibility.
11. All students must carry health insurance.

### **Clinical Errors**

Clinical errors result from a variety of causes. A major initiative in nursing and medicine is to find the root cause of clinical errors and to take measures to prevent future occurrences. In the clinical setting, the must report any error made. Only by reporting errors can progress be made in understanding the nature and environment leading to the error and take actions in preventing similar errors in the future.

In nursing education, clinical errors include both actual errors committed by students and errors intercepted by the clinical instructor 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 instructor 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 in the course. These errors would result in patient endangerment or unsafe clinical practice if the instructor had not intervened.

Committed errors are sentinel events and the nursing instructor is responsible for evaluating the ability of the student to provide an environment for safe nursing care. An important aspect of the nursing instructor'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 the nursing instructor 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: Any situation in which medication administration is violated (actual) or could be violated (virtual /potential) without the intervention of faculty and/or staff. Additionally, the student is responsible for knowing the information about the medication including action, side effects, method of correct medication and the lack of this knowledge will be considered an error.

The student will indicate they are ready to administer medications by answering the question, "Are you ready?" After that acknowledgment, any actual or potential violation of the six rights of medication administration is considered a medication error. When a student is ready to a

administer a medication and the student does not have sufficient information about the medication (action, side effects, nursing implications, why their patient is getting the medication) to safely administer the medication, then the instructor must intervene to prevent an actual medication error from occurring.

Unsafe clinical practice is another significant event that could harm or compromise the patient. The student will indicate they are ready to perform a task or skill by answering the question, "Are you ready?" After that acknowledgment, any actual or potential violation of patient safety will be considered a violation and the instructor will intervene to prevent harm to the patient.

### Unsafe Clinical Behaviors

Safety is a basic human need that can be identified as physical, biological, and/or emotional in nature. Safe nursing practice is an essential requirement of the nursing program. Unsafe clinical practice is any behavior demonstrated by the student which threatens or violates the physical, biological, or emotional safety of the patients, caregivers, students, faculty, staff or self. Unsafe or unprofessional clinical practice will result in:

- Counseling/verbal warning
- Written warning
- Probation
- Withdrawal/dismissal from the program.

The following examples serve as guides to these unsafe behaviors, but are not to be considered all-inclusive. In addition to these examples, failure to meet the Texas Board of Nursing's Standards of Nursing Practice, engaging in Unprofessional conduct, and/or failure to demonstrate good professional Character are considered unsafe clinical behaviors. See Appendices B, C and D.

**Physical Safety:** Unsafe behaviors include but are not limited to:

- Inappropriate use of side rails, wheelchairs, other equipment
- Lack of proper protection of the patient which potentates 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, including not knowing the patient information about the patient's condition, medications or plan of care.
- Failure to adhere to facility or faculty guidelines.
- Leaving the assigned practicum area without permission or notification during

practicum

**Biological Safety:** Unsafe behaviors include but are not limited to:

- Failure to recognize the correct violations in aseptic technique
- Improper medication administration techniques/choices
- Performing actions without appropriate supervision
- Attending clinical while contagious
- Failure to use adequate hand hygiene during patient care.
- Failure to use appropriate personal protective equipment during patient care.

**Emotional Safety:** Unsafe behaviors include but are not limited to:

- Threatening or making a patient, caregiver, faculty, staff or bystander fearful
- Failure to seek help when needed
- Unstable emotional behaviors
- 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 healthcare team members
- Breach of confidentiality in any form

### **Nursing Program Disciplinary Policy and Procedure**

It is the policy of the Nursing Program to take all reasonable steps to ensure position regarding the safety of patients and other persons who are subject to contact with the nursing students. The faculty and administration remain vigilant for recognizing evidence of any unsafe behavior or conduct violations on the part of any nursing student. The administration and faculty are accountable for enforcing this policy and all Concordia University policies that relate to student conduct.

It is the policy of the College of Nursing to fully investigate and take appropriate action concerning any allegations or evidence of inappropriate student behavior related to criminal conduct; sexual misconduct; lying and falsification; fraud, theft and deception; substance abuse, misuse, substance dependency and other substance use disorders; and violations of the Concordia University policies and the Code of Ethics for Nurses.

The Dean, Director, Assistant Directors, faculty, and staff of the College of Nursing are committed to upholding the integrity of the nursing program and are, therefore; required to report to the Dean any observations or knowledge of behavior subject to disciplinary action including violation of the policies of Concordia University, the College of Nursing, and the American Nurses' Association Code of Ethics for Nurses. (See your Fundamental Textbook for the Code of Ethics or <http://nursing.rutgers.edu/civility/ANA-Code-of-Ethics-for-Nurses.pdf> )

**The faculty has the authority to remove a student from the clinical area based upon**



**behavior that the faculty considers unsafe or a threat to patient or other's safety. In addition, a student may be removed for unprofessional behavior. If a student is removed from the clinical area, the student is required to meet with the Dean and/or Director during the next business day.**

The College of Nursing administration and faculty intend that this policy and procedure be interpreted consistently with related policies and procedures of Concordia University and the Texas Board of Nursing.

### **Progressive Discipline Procedure**

The faculty is committed to assisting students to be successful in the program. Therefore, nursing students who are not meeting course outcomes, not adhering to the Texas Board of Nursing Standards of Nursing Practice (217.11), who are engaging in Unprofessional Conduct (217.12) or not demonstrating Good Professional Character will be apprised of their performance status using the progressive discipline process. The faculty is 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. In some instances, the act by the student can result in the student being placed on probation or dismissed from the program immediately, thereby skipping the steps listed below.

### **Verbal warning**

The instructor provides the student with a verbal warning as to their status. The instructor counsels the students regarding criteria for successful completion of the course 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 guidance counselors. A Progressive Disciplinary Counseling Report and Student Remediation Contract is completed to identify specific course or program outcomes(s) not met or may indicate any violations of the Texas Board of Nursing's Nurse Practice Act.

### **Written Warning**

The student meets with the instructor in a formal conference to review the performance deficit. A progressive discipline form is completed to identify specific course or program outcomes(s) not met or may indicate any violations of the Texas Board of Nursing's Nurse Practice Act. A Progressive Disciplinary Counseling Report and Student Remediation Contract is completed to identify specific course or program outcomes(s) not met or may indicate any violations of the Texas Board of Nursing's Nurse Practice Act.

A remediation contract that may include deadlines for completion will be developed to correct the deficit so the student can successfully progress through the program.

If at any time the student does not comply with all terms outlined in the progressive discipline contract, the student will be placed on probation or may be withdrawn from the program if the student has engaged in unsafe clinical practice.

## **Probation**

A student can be placed on probation to address performance issues that have been identified and conferenced or to address unsafe behavior. When a student is placed on probation their current status is failing.

Probation may be implemented for, but not limited to the following behaviors:

- 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 jeopardizes the University's clinical or practicum affiliations.
- Probation for unsafe clinical practice may be implemented for:
  - Unsafe clinical performance such as medication administration, any violation of physical, biological, or emotional safety
  - Unethical or unprofessional clinical behavior
  - Failure to use two accepted identifiers prior to patient care
- Academic dishonesty.
- Failure of exams or failing grades in nursing course(s)

Any student who is conferenced or probated twice on the same performance issue will be dismissed from the program on the third occurrence. Performance issues include but are not limited to the following:

- Attitude
- Unprofessionalism
- Dress code
- Medication errors
- Unsafe clinical performance
- Incomplete assignments
- Non-compliance with Concordia's or the clinical facility's policies and procedures.

## **Probation for performance issues**

Probation for a performance issue designates a specified period in which the student must improve or be withdrawn from the program. The student meets with the instructor and the appropriate Assistant Director or Director. The faculty will complete the Progressive Disciplinary Counseling Report and Student Remediation Contract to identify specific course or program outcomes(s) not met or may indicate any violations of the Texas Board of Nursing's Nurse Practice Act. The contract explicitly states the expectations that must be followed during the probationary period and is signed by all parties.

### **Probation for Unsafe Practice**

A student may be placed on probation for unsafe clinical practice once while in the Nursing Program. Probation for unsafe practice continues until the student successfully completes all nursing program requirements. A student, who is on probation for unsafe clinical practice and is dismissed from the program for a subsequent infraction of the contract, is not eligible for return to the nursing program.

A student who is on probation for unsafe clinical practice and withdraws from the program for a problem not identified as unsafe clinical practice or makes an unsatisfactory grade in clinical at the end of the course, may reapply to the nursing program. If the student is allowed to return, the student will continue on probation for unsafe clinical practice.

### **Withdrawal/Dismissal**

If at any time during the probation period, the student fails to meet any of the conditions of the Progressive Disciplinary Counseling Report and Student Remediation Contract or violates the terms of the remediation, the student may be withdrawn from the program. Accordingly, if at the end of the probation period the student has not met the criteria for satisfactory performance outlined in the probation contract, the student will be dismissed from the program.

Some situations do not allow for the progressive discipline process due to the severity of nature or the timing of their occurrence. Incidents of this nature may require the student to be immediately dismissed from the program. Examples of these include, but are not limited to:

- Evidence of actual or potential harm to patients, clients, or the public.
- Criminal behavior whether violent or non-violent, directed against persons, property or public order and decency.
- Intemperate use, abuse of drugs or alcohol or diagnosis of or treatment for chemical dependency, Schizophrenia or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder and borderline personality disorder.
- Unprofessional behavior. The lack of good professional character as evidenced by a single incident or an integrated pattern of personal, academic, and/or occupational behaviors which indicates that an individual is unable to consistently conform his or her conduct to the requirements of the Nurse Practice Act.

The students withdrawing or being dismissed from the program must meet with the Dean or designee within two business days to complete all exit forms. The student is required to return clinical agency name badges, any equipment/items that belong to the department, clinical agency, or reflect they are currently a student in the Concordia Nursing Program. Students dismissed from the nursing program are ineligible for readmission to the program.

Note: To access the Texas board of Nursing's Rules and Regulations go to [WWW.bon.texas.gov/nursinglaw/rr.html](http://WWW.bon.texas.gov/nursinglaw/rr.html) and click on Rules and Regulations(Not the PDF version) then scroll down to 213 and click and then click on 213.27 for Good Professional



conduct, Follow the same procedure for 217.11 for Standards of Practice and 217.12 for Unprofessional Conduct.

### **Procedures Relating to Possible Criminal Conduct**

Any arrest that occurs after admission to the College of Nursing must be reported to the Dean or Director within 48 of the occurrence. Failure to report will result in immediate dismissal from the program. Determination will be made as to whether the conduct should result in dismissal from the nursing program and/or reported to the clinical facility on a

case by case basis by the Dean or Director of the College of Nursing.

### **Procedures Relating to Sexual Misconduct.**

Sexual misconduct is a crime of moral turpitude and not consistent with the professional role of the nurse. Sexual misconduct will not be tolerated and a substantiated incident will result in dismissal from the program.

### **Impairment in the Program or Clinical Agency**

A student who demonstrates impaired behavior while in the classroom, simulation lab or clinical agency due to consumption of drugs and/or alcohol will be removed by the instructor. A "for cause" drug screen or blood alcohol level to substantiate the claims regarding suspected workplace impairment of the student is required. The instructor will arrange appropriate transportation to immediately take the student to a pre-arranged testing site and from the testing site to a safe location. Positive findings will result in dismissal from the program.

### **Crimes Related to Substance Abuse, Misuse, Substance Dependency, or other Substance Use Disorder**

Any nursing student who is arrested must report the occurrence to the Dean immediately or no later than the 48 hours after the incident. Certain offences may prevent a student from attending clinical in accord with facility policy.

## **Academic Resources**

### **Concordia University Library**

The University library maintains a selection of books and journals related to nursing. In addition, the library provides access to approximately 30 major databases, including the major databases for nursing: CINAHL Plus, MEDLINE, Psychology and Behavioral Science Collection, Nursing and Allied Health Collection, Health Source: Nursing / Academic, and ProQuest.

The library reference librarians are available to assist the student with on-line searches and interlibrary loans. Students may also receive instructions for connecting with the library via modem from a remote source. Students may access the Internet and e-mail from the library.

### **Clinical Education Center**

The Clinical Education Center (CEC) in downtown Austin was created by converting a modern, fully functioning hospital into a state-of-the-art teaching facility. Concordia's BSN program will utilize space and equipment of the CEC for lecture and seminar courses, simulation laboratory and skills labs. The CEC will provide nursing library holdings, computers, and audiovisuals. Nursing courses may be held in the CEC and some of Concordia's nursing faculty has office space in the CEC.

The CEC Skills laboratory provides opportunities for students to practice nursing skills in a real life hospital setting. Students develop skill proficiency and improve critical reasoning and clinical judgment decision making through skill and scenario based learning. The student is expected to come to the CEC prepared for the learning experience. The faculty may require preparatory activities prior to the skills/simulation experience.

Team-based health care is an interdisciplinary approach to patient care. Healthcare practitioners from different health care disciplines learning to work together to solve patient problems do so more efficiently than learning in separate schools. High fidelity interactive mannequins provide students with a safe, error forgiving environment to practice the interdisciplinary team approaches to patient care.

### **Academic Computers**

Nursing students are expected to have a laptop computer with wireless capability and may use their laptop computers throughout the Concordia University Texas campus. Additional computers are located in the Concordia University library and in the Library at the Clinical Education Center.

### **Academic Assistance**

Any nursing students who are finding college coursework challenging, and/or have not been able to maintain the grades they would like are invited to use the resources available through the Student Success Center. The Success Center staff can assist with test taking skills, tutoring needs, coping with stress, or with challenging personal problems.

### **Counseling Services**

General mental health counseling is offered to all enrolled students. For further information, on Concordia University Texas counseling services or to make an appointment please visit <http://www.concordia.edu/resources/counseling-services/>.

CTX Counseling Services offers the following to students:

- Brief individual counseling
- Couples/relationship counseling
- Personal social adjustment counseling
- Premarital counseling (assessment fee applied)
- Resource/referral
- Brief depression anxiety assessments



- Alcohol substance use inventory/intervention
- Consultation regarding concerns for peers

A licensed professional counselor is available to help any nursing student who is experiencing personal or academic problems. This service is free to our students for a limited number of sessions. Long-term counseling, for which there will be a charge, can be arranged for students as needed. Any nursing student who anticipates a need for counseling is invited to contact the Student Success Center to schedule an appointment with the licensed counselor

### **Opportunities for Student Participation in Governance of the Nursing Program**

#### **Student Participation in the Nursing Faculty Council and Standing Committees**

It is recognized that due to class schedules, students have a very limited time to attend these meetings. To allow students to have formal input, there is a suggestion box under the Nursing Program heading in Blackboard where students can make statements on concerns and problems with an anonymous submission. Submissions will be acknowledged and reviewed by the faculty and issues that require action or changes in academic program policies are reviewed and possibly revised by the Nursing Faculty Council.

#### **Student Organizations**

##### **Student Nurses' Association**

The National Student Nurses' Association (NSNA) is the professional organization at national, state, and nursing school levels for students of nursing. The purpose of the association is to encourage participatory responsibility in commitment to the provision of the higher quality health care; to develop professional identity as a nurse, to foster leadership skills, to encourage nursing education, and to promote relationships with national and international nursing organizations. All nursing students are enrolled as members of the National Student Nurses Association upon enrolling in the nursing program. The CTX nursing faculty expects students to become **active** members of their professional nursing organization.

### **Eligibility for Licensure in the State of Texas**

Completion of degree requirements for the BSN does not guarantee licensure as a registered nurse. Eligibility for licensure as a registered nurse in the State of Texas is determined by the Texas Board of Nursing (BON). See Appendix A for the Rules and Regulations regarding eligibility for licensure. Texas law prohibits certain persons from taking the licensure exam and practicing nursing. A student who is concerned about eligibility for licensure should contact the BON to have their case reviewed.

#### **Declaratory Order**

All Individuals who have reason to believe they may be ineligible for licensure should request the Board of Nursing (BON) make a determination of eligibility. Please go to this website to



determine the necessity of filing a declaratory order

[https://www.bon.texas.gov/forms\\_declaratory\\_order.asp](https://www.bon.texas.gov/forms_declaratory_order.asp). Additional information is available in Appendix A.

Prior to admission to the College of Nursing, the student must provide the College of Nursing with a blue card or a letter indicating they have received eligibility from the BON eligible to take the NCLEX-RN® licensing examination in the State of Texas. The clearance from the BON must be received by the College of Nursing before students are allowed to attend class.

### **NCLEX-RN® Examination**

The National Council Licensure Examination (NCLEX-RN®) is designed to test knowledge, skills and abilities essential to the safe and effective practice of nursing at the entry level. Nurse licensure candidates take the NCLEX-RN® exam on a computer at test centers located across the United States.

Nursing students enrolled at Concordia University Texas are required to register for the NCLEX-RN® examination prior to graduation. The College of Nursing submits an Affidavit of Graduation to the Board verifying completion of the program and eligibility to take the NCLEX. The new graduate is issued an Authorization to Test (ATT) and should schedule to sit for the licensure exam as soon as possible, because the ATT is only active for a period of 75 days.

### **Role and Limitations of Graduate Nurse**

A new graduate who completes the Concordia University Texas nursing program, and who applies for initial licensure by examination in Texas may be temporarily authorized to practice nursing as a graduate nurse (GN) pending the results of the licensing examination. This temporary authorization is not renewable and will expire on the earliest date of any of the following: (1) when the candidate passes the NCLEX-RN® examination; (2) when the candidate fails the NCLEX-RN® examination; (3) or on the 75th day following the effective date of the temporary authorization.

### Appendix A: ELIGIBILITY FOR LICENSE IN THE STATE OF TEXAS

The following is excerpted from the *Texas Nursing Practice Act, RULES AND REGULATIONS relating to NURSE EDUCATION, LICENSURE AND PRACTICE* (<http://www.bon.state.tx.us>)

*Licensure by Examination for Graduates of Nursing Education Programs Within the United States, its Territories, or Possessions.*

- (a) All applicants for initial licensure by examination shall:
- (1) file a complete application containing data required by the board attesting that all information contained in, or referenced by, the application is complete and accurate and is not false or misleading, and the required application processing fee which is not refundable;
  - (2) submit verification of completion of all requirements for graduation from an approved nursing education program, or certification from the nursing program director of completion of certificate/degree requirements. Prerequisites of an accredited master's degree program leading to a first degree in professional nursing must be approved by the board;
  - (3) pass the NCLEX-PN (LVN applicant) or NCLEX-RN (RN applicant);
  - (4) Licensed vocational nurse applicants:
    - (A) must hold a high school diploma issued by an accredited secondary school or equivalent educational credentials as established by the General Education Development Equivalency Test (GED);
    - (B) who have graduated from another U.S. jurisdiction's nursing education program must satisfactorily have completed curriculum comparable to the curriculum requirements for graduates of board approved vocational nurse education programs.
  - (5) submit FBI fingerprint cards provided by the Board for a complete criminal background check; and
  - (6) pass the jurisprudence exam approved by the board, effective September 1, 2008.
- (b) Should it be ascertained from the application filed, or from other sources, that the applicant should have had an eligibility issue determined by way of a petition for declaratory order pursuant to the Occupations Code §301.257, then the application will be treated and processed as a petition for declaratory order under §213.30 89 of this title (relating to Declaratory Order of Eligibility for Licensure), and the applicant will be treated as a petitioner under that section and will be required to pay the non-refundable fee required by that section.
- (c) An applicant for initial licensure by examination shall pass the NCLEX-PN or NCLEX-RN within four years of completion of requirements for graduation.
- (d) An applicant who has not passed the NCLEX-PN or NCLEX-RN within four years from the date of completion of requirements for graduation must complete a board approved nursing education program in order to take or retake the examination.
- (e) Upon initial licensure by examination, the license is issued for a period ranging from six months to 29 months depending on the birth month. Licensees born in even-numbered years



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shall renew their license in even numbered years; licensees born in odd-numbered years shall renew their licenses in odd-numbered years.

(f) The U.S. Army Practical Nurse Course (formerly the 91C Clinical Specialist Course) is the only military program acceptable for vocational nurse licensure by examination.



**Appendix B: BON Standards of Nursing Practice**

**Texas Administrative Code**

<a href="#">TITLE 22</a>	EXAMINING BOARDS
<a href="#">PART 11</a>	TEXAS BOARD OF NURSING
<a href="#">CHAPTER 217</a>	LICENSURE, PEER ASSISTANCE AND PRACTICE
RULE §217.11	Standards of Nursing Practice

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The Texas Board of Nursing is responsible for regulating the practice of nursing within the State of Texas for Vocational Nurses, Registered Nurses, and Registered Nurses with advanced practice authorization. The standards of practice establish a minimum acceptable level of nursing practice in any setting for each level of nursing licensure or advanced practice authorization. Failure to meet these standards may result in action against the nurse's license even if no actual patient injury resulted.

(1) Standards Applicable to All Nurses. All vocational nurses, registered nurses and registered nurses with advanced practice authorization shall:

- (A) Know and conform to the Texas Nursing Practice Act and the board's rules and regulations as well as all federal, state, or local laws, rules or regulations affecting the nurse's current area of nursing practice;
- (B) Implement measures to promote a safe environment for clients and others;
- (C) Know the rationale for and the effects of medications and treatments and shall correctly administer the same;
- (D) Accurately and completely report and document:
  - (i) the client's status including signs and symptoms;
  - (ii) nursing care rendered;
  - (iii) physician, dentist or podiatrist orders;
  - (iv) administration of medications and treatments;

- (v) client response(s); and
- (vi) contacts with other health care team members concerning significant events regarding client's status;
- (E) Respect the client's right to privacy by protecting confidential information unless required or allowed by law to disclose the information;
- (F) Promote and participate in education and counseling to a client(s) and, where applicable, the family/significant other(s) based on health needs;
- (G) Obtain instruction and supervision as necessary when implementing nursing procedures or practices;
- (H) Make a reasonable effort to obtain orientation/training for competency when encountering new equipment and technology or unfamiliar care situations;
  - (i) who violates the Nursing Practice Act or a board rule and contributed to the death or serious injury of a patient;
  - (ii) whose conduct causes a person to suspect that the nurse's practice is impaired by chemical dependency or drug or alcohol abuse;
  - (iii) whose actions constitute abuse, exploitation, fraud, or a violation of professional boundaries; or
  - (iv) whose actions indicate that the nurse lacks knowledge, skill, judgment, or conscientiousness to such an extent that the nurse's continued practice of nursing could reasonably be expected to pose a risk of harm to a patient or another person, regardless of whether the conduct consists of a single incident or a pattern of behavior.
- (v) except for minor incidents (Texas Occupations Code §§301.401(2), 301.419, 22 TAC §217.16), peer review (Texas Occupations Code §§301.403, 303.007, 22 TAC §217.19), or peer assistance if no practice violation (Texas Occupations Code §301.410) as stated in the Nursing Practice Act and Board rules (22 TAC Chapter 217).
- (L) Provide, without discrimination, nursing services regardless of the age, disability, economic status, gender, national origin, race, religion, health problems, or sexual orientation of the client served;
- (M) Institute appropriate nursing interventions that might be required to stabilize a client's condition and/or prevent complications;
- (N) Clarify any order or treatment regimen that the nurse has reason to believe is inaccurate, non-efficacious or contraindicated by consulting with the appropriate licensed practitioner and notifying the ordering practitioner when the nurse makes the decision not to administer the medication or treatment;
- (O) Implement measures to prevent exposure to infectious pathogens and communicable conditions;
- (P) Collaborate with the client, members of the health care team and, when appropriate, the client's significant other(s) in the interest of the client's health care;
- (Q) Consult with, utilize, and make referrals to appropriate community agencies and health care resources to provide continuity of care;
- (R) Be responsible for one's own continuing competence in nursing practice and individual professional growth;

(S) Make assignments to others that take into consideration client safety and that are commensurate with the educational preparation, experience, knowledge, and physical and emotional ability of the person to whom the assignments are made;

(T) Accept only those nursing assignments that take into consideration client safety and that are commensurate with the nurse's educational preparation, experience, knowledge, and physical and emotional ability;

(U) Supervise nursing care provided by others for whom the nurse is professionally responsible; and

(V) Ensure the verification of current Texas licensure or other C Pact State licensure privilege and credentials of personnel for whom the nurse is administratively responsible, when acting in the role of nurse administrator.

(2) Standards Specific to Vocational Nurses. The licensed vocational nurse practice is a directed scope of nursing practice under the supervision of a registered nurse, advanced practice registered nurse, physician's assistant, physician, podiatrist, or dentist. Supervision is the process of directing, guiding, and influencing the outcome of an individual's performance of an activity. The licensed vocational nurse shall assist in the determination of predictable healthcare needs of clients within healthcare settings and:

(A) Shall utilize a systematic approach to provide individualized, goal-directed nursing care by:

(i) collecting data and performing focused nursing assessments;

(ii) participating in the planning of nursing care needs for clients;

(iii) participating in the development and modification of the comprehensive nursing care plan for assigned clients;

(iv) implementing appropriate aspects of care within the LVN's scope of practice; and

(v) assisting in the evaluation of the client's responses to nursing interventions and the identification of client needs;

(3) Standards Specific to Registered Nurses. The registered nurse shall assist in the determination of healthcare needs of clients and shall:

(A) Utilize a systematic approach to provide individualized, goal-directed, nursing care by:

(i) performing comprehensive nursing assessments regarding the health status of the client;

(ii) making nursing diagnoses that serve as the basis for the strategy of care;

(iii) developing a plan of care based on the assessment and nursing diagnosis;

(iv) implementing nursing care; and

(v) evaluating the client's responses to nursing interventions;

(B) Delegate tasks to unlicensed personnel in compliance with Chapter 224 of this title, acute conditions or in acute care environments, and Chapter 225 of this title, relating to in environments for clients with stable and predictable conditions.

(4) Standards Specific to Registered Nurses with Advanced Practice Authorization. Stand and specialty of advanced practice nurse supersede standards for registered nurses where standards, if any, exist. In addition to paragraphs (1) and (3) of this subsection, a register authorization to practice as an advanced practice nurse (APN) shall:



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(A) Practice in an advanced nursing practice role and specialty in accordance with authorization granted under Board Rule Chapter 221 of this title (relating to practicing in an APN role; 22 TAC Chapter 221) and standards set out in that chapter.

(B) Prescribe medications in accordance with prescriptive authority granted under Board Rule Chapter 222 of this title (relating to APNs prescribing; 22 TAC Chapter 222) and standards set out in that chapter and in compliance with state and federal laws and regulations relating to prescription of dangerous drugs and controlled substances.

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**Appendix C: BON**

**Unprofessional Conduct**

**Texas Administrative**

**Code**

<a href="#">TITLE 22</a>	EXAMINING BOARDS
<a href="#">PART 11</a>	TEXAS BOARD OF NURSING
<a href="#">CHAPTER 217</a>	LICENSURE, PEER ASSISTANCE AND PRACTICE
RULE §217.12	Unprofessional Conduct

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The following unprofessional conduct rules are intended to protect clients and the public from incompetent, unethical, or illegal conduct of licensees. The purpose of these rules is to identify behaviors in the practice of nursing which are likely to deceive, defraud, or injure clients or the public. Actual injury to a client need not be established. These behaviors include but are not limited to:

- (1) Unsafe Practice--actions or conduct including, but not limited to:
  - (A) Carelessly failing, repeatedly failing, or exhibiting an inability to perform vocational, registered, or advanced practice nursing in conformity with the standards of minimum acceptable level of nursing practice set out in Rule 217.11.
  - (B) Failing to conform to generally accepted nursing standards in applicable practice settings;
  - (C) Improper management of client records;
  - (D) Delegating or assigning nursing functions or a prescribed health function when the delegation or assignment could reasonably be expected to result in unsafe or ineffective client care;
  - (E) Accepting the assignment of nursing functions or a prescribed health function when the acceptance of the assignment could be reasonably expected to result in unsafe or ineffective client care;
  - (F) Failing to supervise the performance of tasks by any individual working pursuant

to the nurse's delegation or assignment; or

- (G) Failure of a clinical nursing instructor to adequately supervise or to assure adequate supervision of student experiences.
- (2) Failure of a chief administrative nurse to follow standards and guidelines required by federal law or regulation or by facility policy in providing oversight of the nursing organization and nursing services for which the nurse is administratively responsible.
- (3) Failure to practice within a modified scope of practice or with the required accommodations, as specified by the Board in granting a coded license or any stipulated agreement with the Board.
- (4) Conduct that may endanger a client's life, health, or safety. Actual injury to a client need not be established.
- (5) Inability to Practice Safely--demonstration of actual or potential inability to practice nursing with reasonable skill and safety to clients by reason of illness, use of alcohol, drugs, chemicals, or any other mood-altering substances, or as a result of any mental or physical condition.
- (6) Misconduct--actions or conduct that include, but are not limited to:
  - (A) Falsifying reports, client documentation, agency records or other documents;
  - (B) Failing to cooperate with a lawful investigation conducted by the Board;
  - (C) Causing or permitting physical, emotional or verbal abuse or injury or neglect to the client or the public, or failing to report same to the employer, appropriate legal authority and/or licensing board;
  - (D) Violating professional boundaries of the nurse/client relationship including but not limited to physical, sexual, emotional or financial exploitation of the client or the client's significant other(s);
  - (E) Engaging in sexual conduct with a client, touching a client in a sexual manner, requesting or offering sexual favors, or language or behavior suggestive of the same;
  - (F) Threatening or violent behavior in the workplace;
  - (G) Misappropriating, in connection with the practice of nursing, anything of value or benefit, including but not limited to, any property, real or personal of the client, employer, or any other person or entity, or failing to take precautions to prevent such misappropriation;
  - (H) Providing information which was false, deceptive, or misleading in connection with the practice of nursing;
  - (I) Failing to answer specific questions or providing false or misleading answers in a licensure or employment matter that could reasonably affect the decision to license, employ, certify or otherwise utilize a nurse; or
  - (J) Offering, giving, soliciting, or receiving or agreeing to receive, directly or indirectly,

- any fee or other consideration to or from a third party for the referral of a client in connection with the performance of professional services.
- (7) Failure to repay a guaranteed student loan, as provided in the Texas Education Code §57.491, or pay child support payments as required by the Texas Family Code §232.001, et seq.
  - (8) Drug Diversion--diversion or attempts to divert drugs or controlled substances.
  - (9) Dismissal from a board-approved peer assistance program for noncompliance and referral by that program to the Board.
  - (10) Other Drug Related--actions or conduct that include, but are not limited to:
    - (A) Use of any controlled substance or any drug, prescribed or unprescribed, or device or alcoholic beverages while on duty or on call and to the extent that such use may impair the nurse's ability to safely conduct to the public the practice authorized by the nurse's license;
    - (B) Falsification of or making incorrect, inconsistent, or unintelligible entries in any agency, client, or other record pertaining to drugs or controlled substances;
    - (C) Failing to follow the policy and procedure in place for the wastage of medications at the facility where the nurse was employed or working at the time of the incident(s);
    - (D) A positive drug screen for which there is no lawful prescription; or
    - (E) Obtaining or attempting to obtain or deliver medication(s) through means of misrepresentation, fraud, forgery, deception and/or subterfuge.
  - (11) Unlawful Practice--actions or conduct that include, but are not limited to:
    - (A) Knowingly aiding, assisting, advising, or allowing an unlicensed person to engage in the unlawful practice of vocational, registered or advanced practice nursing;
    - (B) Violating an order of the Board, or carelessly or repetitively violating a state or federal law relating to the practice of vocational, registered or advanced practice nursing, or violating a state or federal narcotics or controlled substance law;
    - (C) Aiding, assisting, advising, or allowing a nurse under Board Order to violate the conditions set forth in the Order; or
    - (D) Failing to report violations of the Nursing Practice Act and/or the Board's rules and regulations.
  - (12) Leaving a nursing assignment, including a supervisory assignment, without notifying the appropriate person
-

**Appendix D: BON Rule Regarding Good Professional Character**

**Texas Administrative Code**

**TITLE 22**

EXAMINING BOARDS

**PART 11**

TEXAS BOARD OF NURSING

**CHAPTER 213**

PRACTICE AND PROCEDURE

**RULE §213.27**

**Good Professional Character**

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(a) 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.

(b) The Board defines good professional character as the integrated pattern of personal, academic and occupational behaviors that indicates that an individual is able to consistently conform his/her conduct to the requirements of the Nurse Practice Act, the Board's rules and generally accepted standards of nursing practice. An individual who provides satisfactory evidence that he/she has not committed a violation of the Nursing Practice Act or rule adopted by the Board is considered to have good professional character related to the practice of nursing.

(c) A determination that an individual does not have good professional character related to the practice of nursing must be based on a showing by the Board of a clear and rational connection between a violation of the Nursing Practice Act or a rule adopted by the Board and the individual's ability to effectively practice nursing. When evaluating the rationale connection between the relevant conduct and the ability to effectively practice nursing the Board will consider the following factors:

- (1) Whether the individual will be able to practice nursing in an autonomous role with patients/clients, their families, significant others, healthcare professionals and members of the public who are or who may become physically, emotionally or financially vulnerable;
- (2) Whether the individual will be able to recognize and honor the interpersonal boundaries appropriate to any therapeutic relationship or health care setting;
- (3) Whether the will be able to make appropriate judgements and decisions that could affect patients/clients and/or the public;
- (4) Whether the individual has exhibited an inability to conform his/her behavior to the requirements of the Nursing Practice Act, Board rules and regulations including 217.11 (relating to the Standards of Nursing Practice) and 217.12 (relating to Unprofessional Conduct) of this title, and generally accepted standards of nursing practice; and
- (5) Whether the individual will be able to promptly and fully self-disclose facts, circumstance, events, errors and omission, when such disclosure could enhance

the health status of patients/clients or the public and/or could protect



- patient/clients or the public from an unnecessary risk of harm.
- (d) Actions for Other Jurisdictions. A certified copy of the order of denial. Suspension or revocation or other action relating to an individual's license or privilege to practice in another jurisdiction or under federal law is conclusive evidence of that action.



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## Appendix E: REVIEW OF UNIVERSAL BLOOD AND BODY-FLUID PRECAUTIONS

Medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens; blood and body-fluid precautions should be consistently used for all patients. Therefore, the need to adhere to Universal Precautions for all clients must be followed at all times.

### Equipment that should be available to personnel in all agencies:

1. protective gloves
2. masks
3. gowns
4. protective eyewear
5. bags for soiled linen
6. needle disposal systems

1. Review of General Precautions:
  - a. Barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any client are anticipated.
    - i. Gloves - Should be worn for:
      1. touching all blood and body fluid, mucous membranes, or non-intact skin of all clients.
      2. handling items or surfaces soiled with blood or body fluids and
      3. performing venipuncture, intramuscular injections and other vascular access procedures.
2. Gloves should be changed after contact with each client.
  - i. Masks and protective eyewear - should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes.
  - ii. Gowns and protective eyewear should be worn during procedures that are likely to generate splashes.
- b. Hands and other skin surfaces should be washed immediately and thoroughly with soap and water if contaminated with blood or body fluids. Hands should be washed immediately after gloves are removed.
- c. All grossly contaminated blood spills are to be cleaned first with a detergent and then with a 1:10 dilution of bleach. Student should inform instructor and/or other staff. Housekeeping personnel of the agency should be called.
- d. Precautions should be taken to prevent injury caused by needles, scalpels and sharp instruments or devices:
  - i. during procedures
  - ii. when cleaning used instruments
  - iii. when handling sharp instruments after procedures
  - iv. during disposal of used needles or other sharps
    1. Needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes or otherwise manipulated by hand.

2. After use disposable syringes, needles, scalpel blades and other sharps should be placed in puncture resistant containers for disposal.
        3. Large-bore reusable needles should be handled according to agency
      - e. Review the need for mouth to mouth resuscitation versus mouthpieces, resuscitation bags or other ventilation devices during resuscitation efforts. Most agencies have mouth pieces in all client rooms.
      - f. Students with exudative lesions or weeping dermatitis should refrain from direct client care and from handling patient-care equipment until the condition resolves.
      - g. Pregnant students should adhere to Universal Precautions since the infant is at risk of infection resulting from perinatal transmission.
3. Precautions for Invasive Procedures
4. An Invasive Procedure is defined as a surgical entry into tissues, cavities, organs or repair of major traumatic injuries.
  - a. In an operating or delivery room, emergency department or outpatient department including physicians' or dentists' offices.
  - b. Cardiac catheterization or angiographic procedures.
  - c. Vaginal or Cesarean delivery or other invasive obstetric procedures during which bleeding may occur, or,
  - d. the manipulation, cutting or removal of any oral or perioral tissues including tooth structure during which bleeding occurs or the potential for bleeding exists.
5. The general blood and body-fluid precautions listed above, combined with the precautions listed below, should be the minimum precautions for all such invasive procedures.
6. All student nurses who participate in invasive procedures must routinely use appropriate barrier precautions to prevent skin and mucous-membrane contact with blood and other body fluids of all patients.
  - i. Gloves and/or surgical masks should be worn for invasive procedures.
  - ii. Protective eyewear or face shields should be worn for procedures that commonly result in the generation of droplets, splashing of blood or other body fluids, or the generation of bone chips.
  - iii. Gowns or aprons made of materials that provide an effective barrier should be worn during invasive procedures that are likely to result in the splashing of blood or other body fluids.
7. All student nurses who perform or assist in vaginal or cesarean deliveries should wear gloves and gowns when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin and should wear gloves during post-delivery care of the umbilical cord.
8. If a glove is torn or a needle stick or other injury occurs, the glove should be removed and a new glove used as promptly as client safety permits.
9. Precautions for Handling Specimens
10. Blood and other body fluids from all clients should be considered infective. Follow General Infection Control and Safety Policies for Laboratory of the agency.



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Resources – A videotape, put out by OSHA, will be used to introduce the nursing student to blood and body fluid precautions with a test following the video. It is kept in the Nursing Program's Learning Center video library.

If there is an unfortunate incident or illness, complete the Incident/Illness Report.



**Appendix F: Medical Clearance Form**

**Medical Clearance Form**

**Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**To the Primary Care Provider:**

As a student in Concordia’s Bachelor of Science in Nursing program, there needs to be written verification from his/her physician/provider that he/she 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:

\_\_\_\_\_  
(Date)

**The student must be independently able to:**

1. Stand for long periods of time (8-10 hours) for 1 – 3 days per week.
2. Lift up to 30 pounds
3. Demonstrate adequate coordination, balance, speed and agility to assist and safely guard patients who are walking or performing other activities.
4. Move, adjust and position patient and/or equipment.
5. 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.**

If you feel that it is safe for the student to perform all of 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.

\_\_\_\_\_  
Primary Care Physician/Health Care Provider

Date: \_\_\_\_\_



**Appendix G Peer Review Forms  
Concordia University Texas Nursing Department  
Nursing Review Form**

My concern is (are): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The resolution I am seeking is (are): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The full concise statement of my concern with supporting documentation (if applicable) is (are) attached.

**Nursing Review Discussions:**

**Summary & Outcome:**

\_\_\_\_\_  
Faculty signature

\_\_\_\_\_  
Date of meeting

**Summary & Outcome:**

\_\_\_\_\_  
Assistant Director of course signature

\_\_\_\_\_  
Date of meeting



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**Concordia University Texas Nursing Department  
Student Peer Review Proceedings**

**Recommendations (if applicable):**



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**Concordia University Texas Nursing Department  
Confidentiality for Student Peer Review Meeting**

I \_\_\_\_\_  
am pledging to maintain strictest confidentiality in all matters concerned with this meeting, to include, but not limited to; names of the involved student, faculty member, all members at the meeting and all proceeding of the meeting (opinions, recommendations, conclusions or evaluation of the committee).

\_\_\_\_\_  
Committee member's signature

\_\_\_\_\_  
Chair's signature as a witness

\_\_\_\_\_  
Date



**Acknowledgement of the College of Nursing Student Handbook Policies**

The College of *Nursing Student Handbook* is available online through Blackboard and is updated each semester. All nursing students are required to read the *Handbook* each semester. Questions about the Nursing Student Handbook may be directed to any nursing faculty. After reading the Student Handbook the student will sign the Certification Form and upload the signed Certification Form to the Certified Background Check website. Nursing students also are responsible for reading the *Concordia University Texas Student Handbook* and for asking Concordia staff in the Student Central Offices questions about that Handbook.

**CERTIFICATION FORM**

**CERTIFICATION**

I certify that I have read the *Concordia College of Nursing Student Handbook* 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 Dean or Director within 48 hours of the correspondence.

I certify that I will maintain compliance with all information required by Castle Branch/Certified Background Check.

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 College of Nursing Student Handbook* and I will comply with all policies and procedures in it.

\_\_\_\_\_  
STUDENT NAME (print)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE