Lenoir-Rhyne University

College of Health Sciences

School of Nursing

Undergraduate Student Handbook

2021-2022 Academic Year

Reviewed & Revised 9/21

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Lenoir-Rhyne University

School of Nursing

Dear Students:

Welcome to the Nursing Program. You are beginning your journey to your goal of becoming a Professional Nurse!

Your college life for the next four years will be considerably different from that of your friends in other majors. It will involve not only classes and learning many new and interesting things, but responsibility for applying the information and skills in the real world of caring for others. Under the direction, supervision, and assistance of faculty, you will have an impact on the health and life of your clients. Only a few other students at Lenoir-Rhyne share this challenge.

While we are here to help you with this process, we cannot learn the material for you, nor can we anticipate for you every application. We can, and will, do everything possible to assist you in your learning as you pursue the dual goals of obtaining the undergraduate degree and preparing to undertake the responsibilities of a Professional Nurse. Although the requirements are demanding, the rewards you will achieve are most satisfying.

We look forward to getting to know each of you personally.

Sincerely,

Nursing Faculty

Nursing Faculty

Professors: Kerry Thompson RN, MSN, PhD

Judith Hilton RNC, PhD, CNE

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Holly Risch RN, MSN, IBCLC, CNE

Kim Sloop RN, MSN

Dara Swift, MSN, RN

See Appendix A for organizational chart

Nursing Program Purpose

The purpose of Lenoir-Rhyne University's baccalaureate program in nursing is the education of nursing leaders who influence the quality of health care through the promotion of health and management of illness in a global society. This program offers a course of professional study that builds upon the liberal arts and positions graduates for personal and professional success all within the context of a Christian caring perspective. Students are taught specific cognitive, affective, psychomotor and technological skills to enable them to work in collaboration with other members of the health care team to improve the quality of health care through the use of information technology, critical thinking, and research. The program facilitates development of nurses who demonstrate caring and respect for all, show a commitment to continuing professional growth, pursue the development of evidence for practice and act with integrity and professionalism at all times. Graduates, prepared in professional care roles, are able to pursue graduate study. The Nursing major earns a Bachelor of Science (BSN) degree.

Accreditation

The Lenoir Rhyne University baccalaureate nursing program is approved by the North Carolina Board of Nursing (Box 2129, Raleigh, NC 27602-2129, 919-782-3211) and is accredited by the Commission on Collegiate Nursing Education, (655 K Street NW, Suite 750, Washington DC, 20001).

Accountability:

Lenoir-Rhyne Nursing Students are held accountable to uphold all college policies, regulations, students' rights, and services as published in the Lenoir-Rhyne Catalog, The Cub, and the Lenoir-Rhyne School of Nursing Student Handbook.

Lenoir-Rhyne University
College of Health Sciences Mission Statement

The College of Health Sciences, as a unit of service within the community of Lenoir-Rhyne University, supports the philosophy and values of the greater university. The College of Health Sciences actuates the University values of excellence, integrity, care and curiosity through its programs and curricula. Programs serve to stimulate intellectual, physical, and spiritual growth through support of academic rigor, personal responsibility, service to others and openness of mind to diverse perspectives.

The mission of the College is to prepare learners for professional careers in health related fields. The College of Health sciences offers undergraduate and graduate courses of study that are based on the liberal arts, grounded in a Christian perspective, and cultivate a sense of community and service to others.

The College strives to promote leadership specifically within the athletic, educational, and health care communities in addition to encouraging advocacy for and service to people in the general community.

The College fosters wholeness of person not only through professional courses of study, but also by support of programs which seek to integrate personal well-being into a meaningful life.

Lenoir-Rhyne University
School of Nursing Philosophy

The faculty of the School of Nursing ascribe to the following beliefs:

Clients can be individuals, families, groups, communities, and populations. Individual clients are holistic beings who come from diverse backgrounds each with a unique perspective and all possess intrinsic dignity and worth.   All types of clients participate in decisions about their own health care.

The environment is a global one encompassing socio-cultural, physical, economic, technological, and political components. The nurse and clients influence and are influenced by these components as they work with other members of the health care team toward achieving health goals.

Health is a dynamic state which includes both biophysical and psychosocial aspects. The client is at the center of all health care relationships.

 Professional nursing is founded in the liberal arts and requires commitment to life-long learning. Nurses collaborate with others as an integral part of the healthcare team to plan, design, manage, coordinate and provide care for clients within the context of community and global society. Professional nursing requires the development of competencies. It is through the application of these competencies the professional nurse empowers clients to maximize their potential for daily living through health promotion and risk reduction. Professional nurses engage in compassionate client-centered, evidence-based care and advocate for the equitable distribution of resources. Professional nurses use research, clinical judgment, and leadership skills to enhance the quality of care for all and to further the profession of nursing.

Education is an interactive process in which learners share responsibility with the faculty for the acquisition of knowledge, development of skills, and promotion of attitudes necessary in both current and future environments. Students share responsibility with the faculty for progression in critical thinking, scholarship, leadership, and professionalism as they engage in this life-long self-directed process. The faculty believes that learning is best promoted through the use of a conceptual framework which allows learners to categorize, organize and use new information as it is acquired.

Lenoir-Rhyne University
School of Nursing Mission Statement
Program Mission

As a part of Lenoir-Rhyne University and College of Health Sciences, the mission of the School of Nursing is the education of nursing leaders who influence the quality of health care through the promotion of health and the management of illness in a global society.

The faculty in the School of Nursing fully ascribes to the educational philosophy of Lenoir-Rhyne University and College of Health Sciences by offering a course of professional study that builds upon the liberal arts and positions graduates for personal and professional success. The faculty strives to develop specific cognitive, affective, psychomotor and technological skills in students to enable them to work in collaboration with other members of the health care team and improve the quality of health care through the use of information technology, critical thinking and research.

The School of Nursing endeavors to foster in graduates a sense of personal responsibility and accountability for one's own actions and for service to the community and the profession. The program facilitates development of nurses who demonstrate caring and respect for all, show a commitment to continuing professional growth, pursue the development of evidence for practice and act with integrity and professionalism at all times. The faculty believes that development of nursing leaders who are able to provide evidence-based client-centered care is best accomplished within the context of a Christian caring perspective.

Program Goals

The program goals for the School of Nursing are to

1. Provide baccalaureate nursing programs grounded in Christian faith and liberal arts for both pre-licensure and continuing undergraduate students in nursing.
2. Facilitate integration of knowledge from the liberal arts and nursing into a framework for use as a generalist in the promotion of health and management of illness for individuals, families, groups, communities, and populations.
3. Enhance communication skills used in professional relationships with clients, peers and the community.
4. Develop skills regarding information technology, research, and critical thinking that can be used to improve the quality of health care.
5. Develop competencies to allow for post-baccalaureate education and life-long learning in the pursuit of professional development and growth of nursing knowledge.
6. Foster a sense of professionalism through the provision of opportunities to demonstrate leadership, responsibility, integrity, and a commitment to serving the community and the profession.
7. Support the development of a sense of caring for clients, peers, and the community.

Reviewed 5/2015

School of Nursing
Framework

It is through competencies the students will demonstrate the application of knowledge related to the concepts introduced in the nursing curriculum, integration of the liberal arts, and achievement of the common learning goals of the university

Competency Definitions:

1.   **Teamwork Competencies**: The competencies associated with being a member of a professional interdisciplinary team in a healthcare setting providing safe, competent, client based quality care.

2.   **Professional Values/Ethics**: The competencies associated with enduring beliefs or ideals that guide practitioners and serve as a framework for professional decision making and actions. Nursing ethics include moral principles, values, beliefs, standards and behaviors to address ethical issues and/or decision making in the profession of nursing.

3.   **Client Centered Care Competencies**: The competencies necessary for providing care that recognizes and respects the importance of the client having a role in the decision making process relating to their healthcare. Each client has specific needs, preferences, and values.

4.   **Leadership Competencies**: The competencies associated with the process of motivating, inspiring and influencing the behavior of others toward a common goal.

5.   **Evidence-Based Practice:** The competencies necessary for this concept should combine the best evidence for clinical practice with the holistic needs of clients and families for the best client/family outcomes.

6.   **Quality and Safety:** competencies necessary to assist the student in developing and understanding their role in quality of care provided within the context of a healthcare system. Safety competencies will focus on competencies necessary to minimize harm to clients and health care providers.

Communication is a thread through all of the competencies.

Competency Model can be found in Appendix B

Lenoir-Rhyne University
School of Nursing
Expected Student Outcomes

Upon completion of the program, the student will:

1. Demonstrate foundational knowledge in the liberal arts and sciences.

2. Integrate foundational and nursing knowledge into the demonstration of competencies necessary for the provision of holistic nursing that recognizes and responds to individual preferences, values, and needs of all clients in a global society.

3. Demonstrate competencies necessary for influencing the behavior of others and motivating individuals toward the accomplishment of common goals.

4. Demonstrate competencies necessary for responsible delivery of care that is legal, ethical, and respectful of the individual.

5. Demonstrate effective leadership and communication skills, including collaboration with other healthcare professionals.

6. Demonstrate competencies necessary for the identification and application of best evidence in conjunction with best practice.

7. Demonstrate competencies necessary to provide safe care through quality improvement within the healthcare system.

8. Demonstrate competencies necessary for the collection of information and application of technology to the provision of nursing care.

12/2015

Admission and Progression Policies

Students who apply to Lenoir-Rhyne University and express an interest in the nursing major will be admitted to pre-nursing. Students are admitted without regard to race, color, national origin, religion, gender, age, sexual orientation, disability, or veteran status.

Pre-licensure Baccalaureate (BSN) Program and Matriculation to 300 level courses

Admission to the nursing major is a competitive process and students in pre-nursing are not guaranteed admission to the major.   Students apply for admission to the major during the spring semester of the sophomore year. Students who are accepted matriculate into the major in the fall semester of the junior year.

Students at Lenoir-Rhyne
Students who are enrolled at Lenoir-Rhyne University and wish to be considered for admission to the major should complete an application for Admission to the Major by March 1st. Application forms are available on the School of Nursing portal.

To be eligible to apply for admission to the major a student must have:

1. Submitted an ATI TEAS Exam score at or above the **Proficient Level of 65** by March 1st. *(beginning class of 2022)* ***See Appendix J for TEAS Exam Testing Policy**
2. Submitted or have on file with the School of Nursing a satisfactory Health Form.

3. Submitted evidence of Training and Registration as Nurse Aide I in North Carolina or another state.
4. Completed or be able to complete a minimum of 60 semester hours in the pre-nursing curriculum before fall semester of the junior year.
5. Earned a minimum cumulative GPA of 2.9 by the end of fall semester before the application is made.
6. Earned a Nursing GPA* of 2.9 prior to fall semester of junior year.
7. Completed or be enrolled in Nursing 231 & 235.
8. Admission to the school of nursing is contingent upon a satisfactory criminal background check and drug screen in August, prior to junior fall and submission of immunization documentation.
9. Have repeated no more than 1 science course.
10. Have earned a C- or better in the following: BIO 220, 281, 282 and CHE 101 or 103.

*The Nursing GPA is calculated on grades from courses that have been completed among those in the following group: Nutrition; Chemistry; Microbiology; Anatomy & Physiology I & II; General Psychology; Intro to Sociology (or approved Sociology elective); Statistics; Growth & Development; NAT 388, NUR 231 & NUR 235.

For progression into second semester 300 level nursing courses a student must have completed Growth and Development, Sociology (or approved Sociology elective), and Nutrition with a C- or higher.

Students not currently enrolled at Lenoir-Rhyne University
Students may transfer into the pre-nursing curriculum at any time during the freshman and sophomore year and follow the guidelines for admission to the major. A transfer or change of major student is

advised to seek official credit for completed courses. The Academic Standards Committee will review records to assure placement at the appropriate level.

Lenoir-Rhyne may offer transfer students who have completed the equivalent of their sophomore year an opportunity to enroll in pre-nursing courses over the summer and matriculate in nursing at the junior level in the fall. These courses will be offered on an as needed basis. Students seeking enrollment in this program should complete an application for admission to the University and admission to the major by April 1st. To be eligible to apply for admission to the major a transfer student must provide the same information as *Students at Lenoir-Rhyne University* (see above).

Advanced Placement Policy
Students who receive advanced placement must take their final 32 credit hours (which must be at least 12 credit hours in nursing) at Lenoir-Rhyne University. Students seeking advanced placement for nursing courses must submit copies of the course description and a content outline to the Academic Standards Committee of the School of Nursing.

Request for Credit by Exam (Challenge Policy)
Nursing students must comply first with Request for credit by exam required by the University:
https://www.lr.edu/uploaded/Registrar/Forms/REQUEST_FOR_CREDIT_BY_EXAM.pdf
Nursing courses which may be challenged: Non-clinical nursing courses: NUR 231, 235, 315, 318, 323, 345, 356, 359, 425, 435, 436, 455, and 456. A student may only challenge 5 non-clinical nursing courses.

A student cannot take a challenge exam for a course that was failed. The course must be repeated.

Withdraw Policy

Students may only withdraw from 1 (one) nursing course per semester, and no more than 2 (two) nursing courses overall while enrolled in the LRU School of Nursing.
When extreme extenuating circumstances exist, students are permitted to withdraw from the University but would have to reapply to the School of Nursing.

Gateway (RN to BSN) Program Admission Policy

A student seeking admission into the Gateway Nursing Program at Lenoir-Rhyne is advised to seek official transfer credit for courses completed at other colleges and universities. Students should contact the Gateway Director or Chair of the School of Nursing for guidance on the transferability of courses. Gateway students can enroll in general college courses and nursing prerequisites at the University at any time individual course prerequisites have been met and they have been accepted by the University. The Academic Standards Committee of the School of Nursing reviews transcripts to assure placement at the appropriate level. To be eligible to apply for admission to the Gateway Nursing Program, students must have:
1. A current unrestricted License as a Registered Nurse or be able to complete licensure before enrollment in NUR 420.
2. Completed or be able to complete a minimum of 56 semester hours in the pre-nursing curriculum before enrollment in NUR 420.
3. Earned a minimum cumulative GPA of 2.5 by the end of the semester before the application is made.
4. Completed at least 5 Prerequisite courses with grades of C- or higher.
5. Complete a criminal background check from the School of Nursing approved vendor

Regionally Increasing Baccalaureate Nurses (RIBN) Program Admission Policy

Students admitted into the Regionally Increasing Baccalaureate Nurses (RIBN) program are dually admitted and enrolled to both Lenoir-Rhyne University and one of the following community colleges: Caldwell Community College and Technical Institute, Catawba Valley Community College, Gaston College, Mitchell Community College, Western Piedmont Community College, and Wilkes Community College. Students in the RIBN program take a preapproved list of courses at LRU and their prospective community colleges to earn both an Associate Degree Nursing (ADN) from their community college and a Bachelor of Science in Nursing (BSN) at LRU. Applicants applying to the RIBN program directly from high school, or those with less than 26 transferable college credits that count towards the BSN degree will be considered for admission to the RIBN program upon meeting the requirements specified below. It is the student's responsibility to submit the following information:

1. A completed, accurate application for RIBN admission.
2. A completed, accurate application for admission to the prospective community college.
3. Official proof of High school diploma or equivalent* submitted to both LRU and the community college.
4. Unweighted high school GPA of 3.0.
5. SAT/ACT score report (if score is not included on official transcript). **
Lenoir-Rhyne University's CEEB (SAT) code is 5365; ACT code is 3118
6. Placement out of developmental coursework at the community college.
7. Completion of the Test of Essential Academic Skills (TEAS) with minimum required for the prospective community college.
8. Satisfactory completion of required coursework.
9. Official college transcript(s) if any college work has been attempted, even if course(s) are listed on high school transcript.

Applicants applying to the program with 26 or more transferable college credits that count towards the BSN degree will be considered for admission to the RIBN program upon meeting the requirements specified below. It is the student's responsibility to submit the following information:

1. A completed, accurate application for RIBN admission.
2. Acceptance into the prospective community college Associate Degree Nursing program for the upcoming fall.
3. Official transcripts from each college or university attended.*
4. Program GPA of 3.0.
5. Completion of the Test of Essential Academic Skills (TEAS) with a minimum required for the prospective community college.
*Prospective students may be admitted based on unofficial transcripts and/or as courses are in progress, however a final transcript must be received prior to a student enrolling at Lenoir Rhyne.

 **Unofficial test scores may be used for the purposes of admission to the University, however, official test scores are required prior to a student enrolling at Lenoir-Rhyne.

Progression Policy

In order to assure safe practitioners, the nursing faculty requires that students adhere to the following Universal progression rules.

Universal Progression Rules

1. A student can enroll in a course with a nursing prefix (NUR) only when prerequisites for that course are completed with a grade of C- or better.
2. A student must earn a minimum grade of 78 or higher in each required course with a nursing prefix in order to complete the program.
3. A student who receives a grade below 78 in a nursing course must successfully complete that course before enrolling in other nursing courses at the next level or in other nursing courses for which the failed course is a prerequisite.
4. A student who receives less than a C- in Nursing 231 or Nursing 235 must receive permission to repeat the course. Students should seek advice from their advisor and address requests to the Academic Standards Committee in writing.
5. A student who receives a D+, D, D-, or F in a required course with a nursing prefix is automatically disqualified from continuing in the Nursing Program. The student cannot enroll in subsequent nursing courses until initiating readmission procedures and receiving official notice of readmission (See Readmission Policy, pg 17).
6. A student who receives a grade of D+, D, D-, or F in more than 1 required course with a nursing prefix is dismissed from the program and is not eligible to apply for re-admission for at least 3 years. A course with a NUR prefix can only be repeated once.
7. A student must function safely within the clinical area at all times in order to continue in the program. The faculty reserves the right to deny progression and/or permanently dismiss a student who demonstrates behaviors that conflict with safety essential to nursing practice at any time in the curriculum (See Safety Policy, pg 25).
8. A student must submit an annual Health Update by Registration Day (See Appendix C) each fall semester or on the first day of the semester when returning to the program. Before being allowed in the clinical area, the student must provide evidence of immunizations as well as satisfactory physical and emotional health. The faculty reserves the right to dismiss a student who presents physical or emotional problems that do not respond to appropriate treatment or counseling within a reasonable time (See Health and Immunization Status Policy, pg 18).
9. A student must be current in Cardiopulmonary Resuscitation (CPR) and Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens Standards for each clinical course. The CPR update is required every 2 years. An annual update is required to maintain current status of OSHA standards.
10. A student must meet all individual agency requirements before engaging in clinical activities. The requirements include: satisfactory criminal background check and drug screening, electronic documentation orientation, and immunization verification (completed annually).

Re-Admission Policy

Some students, having been dismissed from the program, may apply for readmission to the program. With the exceptions stated, the university's Grade Substitution Policy can be used. Students, who fail 2 or more nursing courses or are unsuccessful in repeating a course, are permanently dismissed from the program and are not eligible to apply for re-admission for three years.

Students readmitted after the three year time limit will be dismissed permanently if they receive a grade below C- (77.9 or below) in any nursing course.

Students who were dismissed for safety reasons are eligible to apply for readmission if the problems contributing to unsafe practice have been corrected.

Those students wishing to be readmitted after dismissal must submit a letter to the Academic Standards Committee requesting readmission. The letter should provide evidence that academic success is likely if they are readmitted. The committee will consider evidence such as successful completion of additional university courses, academic testing, and development of an individualized educational plan to remediate difficulties, and/or improvement in emotionally or physically stressful situations.

The Academic Standards Committee may request an interview with the student to discuss educational needs and plans. Students may also request a meeting with the committee.

Readmission to the program is not guaranteed.

School of Nursing Grade Substitution Policy

Students may use the college Grade Substitution Policy as stated in the catalog (The Cub) with the exceptions outlined below.

1. A maximum of one (1) nursing course may be repeated using grade substitution.
2. No nursing course may be repeated more than once.
3. Students are only allowed to repeat one science course once for grade replacement.
4. The School reserves the right to use grade substitution in computing GPA's for admission, progression and graduation.

Health and Immunization Status Policy

North Carolina law requires that all students applying for admission to the nursing major have a physical examination regardless of residential status or course load. This examination must include certification for ability to participate in clinical activities. The LR Student Health Form is used by the School of Nursing as documentation of this exam and is available on the LR website under Student Health.

 The School of Nursing uses CDC guidelines, NC immunization laws and agency requirements in determining necessary immunizations for nursing students. As agencies and guidelines change students may be required to update their immunizations to be allowed in clinical sites. Students who are unable to complete a clinical course or who miss clinical experiences due to lack of immunizations will be treated in the same manner as students who are unable to complete courses or who miss for other reasons. Inability to attend clinical results in failure of clinical courses.

Required immunizations for entry into college are listed on the Student Health Form. Immunizations required for the School of Nursing include:

# of doses	immunization	Comments
3	DTP, DTAP, Td or Tdap	One dose must be within the last 10 years. One dose must be Tdap before being allowed in 300 level clinical courses even if it has not been 10 years.
3	Oral Polio	If born after July 1, 1994.
2	Measles	Lab documented serological testing/titer proving immunity may be provided in lieu of immunizations. Physician documented diagnosis of disease prior to 1994 may also be used to prove immunity. Individuals born prior to 1957 are exempt.
2	Mumps	Lab documented serological testing/titer proving immunity may be provided in lieu of immunizations. Students born prior to 1957 are exempt.
1	Rubella	Lab documented serological testing/titer proving immunity may be provided in lieu of immunizations. Individuals are exempt if: 50 yrs of age or older; or enrolled in the university for the first time before 1989 and after their 30th birthday.
2	Varicella	Lab documented serological testing/titer proving immunity may be provided in lieu of immunizations. History of disease not acceptable
yearly	Two- step Tb skin test (PPD/Mantoux)	Individuals with a positive test must have documentation of treatment or a negative chest x-ray upon admission to the program. No additional x-rays are required unless symptoms develop.
3	Hepatitis B	A series of 3 Hepatitis B immunizations are required.
yearly	Flu	Required by clinical facilities. Exemption for those with allergies to vaccine.
Per CDC Recommendation	Covid vaccine	Covid vaccine per LRU polcy. See Communicable Disease Policy and Acknowledgement (Appendix I)

Beginning in the spring of the sophomore year returning students must submit a satisfactory Health Update (See Appendix C) before being allowed to attend classes. Forms are available in the School of Nursing. Students must keep the School of Nursing apprised of any major changes in health status. Students who do not have a current Tb test on file will not be allowed in clinical.

Students who are exposed to communicable disease will be financially responsible for follow-up testing and treatment.

The School of Nursing reserves the right to dismiss students at any point in the curriculum who present physical or emotional problems that do not respond to appropriate treatment or counseling within a reasonable time.

The Academic Standards Committee will consider, on an individual basis, the cases of students who are unable to meet progression criteria because of extenuating life circumstances affecting physical and emotional health, which impair the student's ability to perform.

Students who have infections or any skin lesions, which would place clients at risk, cannot provide direct client care. Any absence incurred for these reasons must be made up according to the attendance policy.

Dismissal Policy

The Nursing Faculty reserves the right to dismiss students, at any point in the curriculum, who:

1. Present physical or emotional problems that do not respond to appropriate treatment or counseling within a reasonable time.
2. Do not meet the criteria listed for progression from one level to the next.
3. Earn a D or F in a nursing class.
4. Demonstrate behavior which conflicts with safety essential to nursing practice.
5. Exhibit behaviors and activities detrimental to nursing.
6. Violate the confidentiality policy.

Behaviors and activities* which may result in disciplinary action, including dismissal, include but are not limited to:

1. Drug or alcohol abuse
2. Violence-related crime
3. Illegally obtaining, possessing, or distributing drugs or alcohol for personal use
4. Commission of any crime that undermines the public trust
5. Failure to make available to another health care professional any client information crucial to the safety of the client's health care
6. Delegating responsibility to a person when the student knows or has reason to know that the competency of the person is impaired by physical or psychological ailments, or by alcohol or other pharmacological agents, prescribed or not
7. Practicing or offering to practice beyond the scope permitted by law
8. Accepting and performing professional responsibilities (without supervision) which the student knows or has reason to know that he/she is not competent to perform
9. Abandoning or neglecting a client who is in need of nursing care, without making reasonable arrangements for the continuation of care

10. Harassing, abusing or intimidating a client, peer, faculty, or staff physically, verbally, or emotionally.
11. Failure to maintain an accurate record for each client.
12. Failure to file a report or filing a false report, required by the School of Nursing, or impeding or obstructing such a filing or inducing another person to do so
13. Exercising undue influence on the client, including the promotion of the sale of services, appliances or drugs for financial gain of the practitioner or of a third party
14. Directly or indirectly offering, giving or soliciting or receiving or agreeing to receive, any fee or other consideration to or from a third party for referral of a client
15. Revealing identifiable data, or information obtained in a professional capacity, without prior consent of the client, except as authorized or required by law
16. Guaranteeing that a cure will result from the performance of professional services
17. Accepting responsibility for client care while impaired by alcohol or other pharmacological agents
18. Falsifying client records or client information on division records
19. Engaging in any activities of a sexual nature with a client including kissing, fondling, or inappropriate touching while responsible for the care of that individual
20. The purchase and/or use of test banks meant explicitly for use by instructors.

While an investigation of inappropriate behavior is being conducted, the student may be

1. Immediately removed from the clinical site
2. Denied access to clinical sites in all nursing courses
3. Banned from nursing classes on the Lenoir-Rhyne campus.

Actions taken by the School of Nursing during the investigative process will be dependent upon the nature of the infraction. The School Chair and other appropriate persons, such as, but not limited to, team coordinators, and team members, School Chair Committee, and Academic Standards Committee will be notified of activities or behaviors that may warrant dismissal or other disciplinary action. To ensure due process during the investigative process, the student will be invited to meet with involved faculty and/or other appropriate persons.

Upon conclusion of the investigative process, the student will receive written notice of any disciplinary action including official dismissal from the program.

Infractions that involve violations of academic integrity or violate other college policies will be reported to appropriate college administrators in order that the college may take appropriate actions.

If a student is dismissed from the program for an infraction, he/she will

1. Receive a grade of F in the course in which the infraction occurred
2. Be withdrawn from other nursing courses
3. Be given grades according to university policy in effect for the time of dismissal (i.e., W before midterm or WP or WF after midterm)
4. May continue in non-nursing courses unless actions by the university prohibit continuation

The student may initiate an appeal of the decision according to university guidelines.

*List adopted from those listed in North Carolina Board of Nursing Administrative Code Amended August 2, 2002.

Attendance and Tardy Policies

Clinical Attendance Policy

Attendance is mandatory. No clinical absences are excused. Students who miss more than 15% of scheduled clinical hours may fail the course and be dismissed from the program.

Students who must miss clinical related to their own illness, a serious illness of an immediate family member (mother, father, spouse, or dependent child) or an emergency situation may be allowed to attend a make-up clinical under the following conditions:

1. The student has missed less than 15% of scheduled clinical time.
2. The student has paid the fee for clinical make-up.
3. The student was not dismissed from clinical for safety reasons.
4. The student has not demonstrated a pattern of absences or tardiness.

The student should attend all clinical experiences including post-conferences and seminars. Students who are unable to attend clinical because of illness or a family emergency must assume responsibility for notifying both the instructor and the agency/unit prior to the start of the clinical. Students who are involved in emergency situations on the way to clinical should notify faculty as soon as possible because the faculty must make modifications to the clinical day such as, but not limited to the reassignment of clients. Failure to provide notification in a timely manner may be viewed as unprofessional. Please be respectful of faculty member's time and do not call the instructor after 10pm or before 5am except in extreme emergencies.

Students who anticipate missing scheduled clinical for any other situation such as, but not limited to participation in Lenoir-Rhyne events & military duty should consult with faculty in advance of the situation. The faculty has the right to deny students the privilege of making up clinical time when an absence is not due to illness, an emergency, participation in school activities or military duty.

Students making up clinical hours missed, will be required to pay the School of Nursing a reimbursement fee in advance of the experience. Arrangements for payment should be made with the Chair of the School of Nursing. The student will be required to attend clinical hours other than for university sponsored events or military duty, and are under direct faculty supervision or supervision by cohort preceptors will be required to pay the School of Nursing a reimbursement fee in advance of the experience. The student will not be required to pay for rescheduled clinical make-up due to faculty/preceptor absences or closure of the University.

Classroom Attendance Policy
1. Students are expected to attend all classes.
2. Any student who is absent maintains responsibility for all classroom activities during that time.
3. Any student who misses more than 15% of scheduled class time will fail the course, unless extenuating circumstances exist.
4. A student enrolled in a class that meets once a week will receive a failing grade if they are absent twice during the semester, unless extenuating circumstances exist.
5. A student who misses graded work because of a class absence may receive a zero for that work unless extenuating circumstances exist.
6. A student who is unable to take an exam at a scheduled time for any reason should notify the instructor prior to the exam. Policies regarding exams will apply (See examination policy).

Lab Attendance Policy

All lab experiences are mandatory. Missing more than 15% of assigned lab times will result in the failure of the course, unless extenuating circumstances exist.

Examination Attendance Policy
1. Attendance is required at all scheduled exams. In an emergency situation, the student is responsible for notifying the professor prior to the exam time or a zero will be recorded.
2. Every effort shall be made to make up the exam prior to the next scheduled class period at the convenience of the professor.
3. Other than for extreme emergencies, the missed exam grade will be lowered by 4 points.

Tardiness Policies
1. Classroom Policy
   Students who are late for class or leave early three times will be assigned an absence.
2. Lab Policy
   Students who are late for lab or leave early three times will be assigned an absence.

3. Clinical Policy

4. For clinical experiences more than 4 hrs. long, the student who is late will be dismissed and must make up the clinical experience. However, the faculty's professional judgment will be used in determining whether a student is allowed to remain in the clinical area when being late. The following factors will be used to determine whether the student needs to be dismissed or will be allowed to remain for the remainder of the experience:

   a. The nature of the clinical experience.

   b. The amount of time missed.

   c. The student's roles and responsibilities during the experience.

   d. The anticipated length of the experience.

   e. The nature and seriousness of the reason for the denial or dismissal.

In case of illness or other extenuating circumstances
1. Report to the faculty person responsible for each learning activity that will be missed.
2. It is the responsibility of the student to complete those activities that are recommended by the instructor responsible for the missed experience. These activities should ensure the student the opportunity to learn the materials/skills that were taught during the student's absence.
3. The faculty may deny a student permission to take an exam that was missed for an unacceptable reason.
4. Any absence on a test date or clinical day without proper notification will result in a grade of "0" for the test or day they missed.

Grading and Test Security Policies

Nursing Courses

The Nursing Program follows consistent grading policies for all nursing courses. Although the number of grading subdivisions may vary from semester to semester, nursing courses may include as many as four (4) discrete components:

1. Theory concept evaluation
2. Clinical/course papers or graded assignments
3. Lab competencies
4. Clinical performance

As designated on course syllabi, the student is expected to pass each one of these components separately by the end of the course schedule in order to pass the course.

Clinical performance is officially designated as a Pass/Fail grade and will not contribute to the overall course grade on the student's transcript. A satisfactory in clinical performance is congruent with at least a C- level in the other components.

Students must earn a minimum of a C- on each component separately before additional components are combined to determine the final official overall grade.

A student who earns less than a C- in any component receives a D or F depending upon the grade earned in the lowest component. A student who does not earn a satisfactory on clinical performance receives an F in the course.

Grading scale policy for required nursing courses:

The following numerical grades shall be used to determine letter grades:

A (95-100)
A- (93-94.9)
B+ (90-92.9)
B (87-89.9)
B- (85-86.9)
C+ (83-84.9)
C (80-82.9)
C- (78-79.9)
D+ (75-77.9)
D (72-74.9)
D- (70-71.9)
F (69.9 or below)

General Testing Policy

1. Test maps will not be provided for individual exams. Test maps will only be provided for the final exams.
2. Nursing faculty will not entertain questions during the administration of nursing exams.
3. Each individual exam grade and final exam grade will be rounded to the nearest tenth. *The final theory grade will not be rounded up*. If a student ends a semester with a theory grade of 76-77.9, the final theory grade will be a D+. Final course grades will follow the same policy.

4. During the exam, failure to follow any component of the testing requirements below may result in a test integrity violation and a failing grade.

a. Students will not have phones out, in use, or visible for any purpose during seated or electronic testing unless instructed to do so by faculty proctoring a test.

b. Students will remove and store smart watches out of reach and sight during seated or electronic testing.

c. Personal items brought to the classroom except for pencils and student IDs, will be placed out of reach and sight during seated testing in an area designated by faculty proctoring a test. Faculty will provide calculators and a blank sheet of paper if requested by student for use during the test. The paper will be left on the desk at completion of the test.

d. Students may not have food, may not use ear buds or head phones, may not wear hoodies pulled over their head, caps, scarves, or coats during seated or electronic tests.

Test Security Policy

Rationale: The security of tests is important to the nursing division. Due to the difficulty with construction of test items and establishment of reliability and validity exam security must be maintained.

1. Tests are the property of the professors who teach the course, both before and after administration. Professors are responsible for the secure storage of tests in their locked offices.

2. Students will not be allowed to keep tests, copy tests, take notes from scored tests or review them in an unsupervised setting.

3. Individual course syllabi will outline the particular protocol for reviewing scored tests in the specific courses.

4. Faculty will keep hard copies of completed tests until final course grades are posted, after which time the tests may be shredded for disposal.

5. When exams are given to the administrative assistant for typing or copying they will not be left unattended at any time.

6. Exams will be taken to the testing site for students with accommodations by testing faculty or staff. These exams are to be in a sealed envelope and are not to be taken to or from the testing site by students. After completion of the exams they are to be placed in a sealed envelope and hand delivered by testing staff to the nursing administrative assistant, faculty member or locked cabinet.

Clinical Education Policies

Safety Policies-Evaluation of Safety

Safety is of utmost concern in dealing with clients. Nursing students should be able to exercise judgment about safety in a general sense. Additionally, they are learning and exercising safety measures specific to nursing. Safety of nursing practice must be within legal parameters and is required to pass each nursing course.

Nursing students operate within the basic philosophy of assessing and promoting the client's safety and care. In any undertaking, client privacy and confidentiality are of paramount importance. Nursing students may act as change agents to ensure the client's safety.

To be evaluated as safe, the nursing students will neither commit nor omit any actions related to clinical practice that places the client or the client's family in jeopardy of harm to physical health and/or psychosocial well-being. For each class, specific student behaviors, including those for safety in the clinical area, are located in the respective clinical evaluation forms and syllabi.

The faculty has an obligation to protect the public from unsafe/unsatisfactory nursing care and to foster the development of independent safe/satisfactory nursing care throughout the curriculum. A nursing student who is judged to be unsafe may be dismissed from clinical and class at any time during the curriculum. Therefore, the following process for resolving unsafe/unsatisfactory clinical performance has been developed.

Process for Resolving Unsafe/Unsatisfactory Performance:

1. The identification of student performance as unsafe or unsatisfactory for patient's well-being.
2. Dismissal from clinical, class, or program as deemed appropriate (refer to dismissal policy, pg 19).
3. Follow-up with supportive and/or corrective faculty guidance and action as appropriate; within a time frame allowing for re-evaluation
4. Follow the policies published in the Cub.

Potential Outcomes Following Corrective Action:

1. Student performance became safe/satisfactory.
2. Student performance remained unsafe/unsatisfactory resulting in unsatisfactory clinical grade.
   a. Unsatisfactory clinical grade results in failure of the course and immediate dismissal from the nursing program.
   b. Students may apply for readmission and the Academic Standards Committee will make a decision regarding the application, in accordance to readmission policies, or it may be referred to the faculty for a decision.

Transportation:

Students must provide their own transportation for clinical courses.

Policy for Completion of the Pharmacology Math Component for the Nursing Curriculum

Nurses have an ethical and legal obligation to ensure safe patient care. Ensuring this safety requires a high standard of competence among our graduates, therefore:

1. The pre-licensure student must successfully complete the Pharmacology Math Exam in NUR 324 and all clinical courses.
2. The student may have up to (3) three opportunities to master this content at 90% accuracy.
3. Failure to successfully pass the pharmacology math exam at 90% within three (3) trials will result in a failing grade for the course.

Precepted Cohort Clinical Experience Policy

Defined:
The precepted cohort clinical experience is an alternative to the traditional clinical experience available to nursing students at Lenoir-Rhyne. Individual students participating in this program are paired with a BSN prepared registered nurse preceptor for their clinical experiences.
Eligibility:

Students will be invited by faculty to participate in the precepted cohort clinical based on the availability of preceptors and several student qualifications. Students who are chosen will be placed in a precepted clinical for their clinical experience in the fall semester of the junior year. During this semester they will be re-assessed by the faculty to determine if they will continue in the cohort experience for the rest of the nursing curriculum.

Characteristics of the students considered for invitation to the cohort clinical experience.

1. Faculty recommendation based on judgment that the student is an independent learner, flexible, has ambition for learning and inquisitiveness, is responsible, a good critical thinker, has good communication skills, and demonstrates professionalism.

Procedures:

1. If a student is accepted into the permanent cohort following the fall semester junior year, it is expected they will remain in a precepted clinical for the duration of nursing school.
2. A student may be removed from the precepted cohort experience and be placed in a traditional clinical group if it is best to do so based on the professional judgment of the faculty.
3. A student will be dismissed from the precepted cohort experience group if they fail a required nursing course. If readmitted to the program they will be placed in a traditional clinical group.
4. Students must schedule clinical days with the preceptor and let the course coordinator know the exact dates of clinical ahead of time.
5. The absence policy for students in the precepted cohort is the same as for students in the traditional clinical. Students are directed to review the handbook for the policy on clinical absences for information regarding fees and expectations.
6. The same expectations for seminars and for paperwork are required of cohort students as students in traditional clinical.
7. The particular number of hours required for the precepted cohorts is the same as for traditional clinical.

8. Course coordinators will be responsible for identifying preceptors, matching students with preceptors, and orienting preceptors and students to the course requirements. The ultimate responsibility of grading the precepted student rests with the course coordinator, although information for student performance evaluation will be obtained from the preceptor.

Minimal Performance Abilities for Nursing Students: Appendix D

Dismissal from clinical
Faculty may dismiss students from clinical experiences for any of the reasons listed below. The student:

1. Is unprepared for client care
2. Appears to be either physically and/or psychologically ill and unable to fulfill the roles and responsibilities assigned for the experience
3. Appears to be under the influence of alcohol and/or drugs.
4. Is unaware of his/her own limitations or fails to seek help appropriately, thereby creating an unsafe environment for client care.
5. Is unkempt and/or unclean.
6. Is deemed to be unsafe in the clinical area.
7. Will have missed a significant part of the clinical experience.
8. Exhibits unprofessional behavior in the clinical environment.

The faculty's professional judgment will be used in determining whether a student is allowed to remain in the clinical area when being late. The following factors will be used to determine whether the student needs to be dismissed or will be allowed to remain for the experience:
1. The nature of the clinical experience.
2. The amount of time missed.
3. The student's roles and responsibilities during the experience.
4. The anticipated length of the experience.
5. The nature and seriousness of the reason for the denial or dismissal.
   - Patterns of absences or tardiness will be reflected in the student's clinical evaluation and may result in
   - failure of the course.
1. A warning will be given for the first clinical tardy.
2. An unsatisfactory will be given for the second clinical tardy.
3. The third clinical tardy will result in failure of the clinical course.

Criminal Background Check

Students must have a criminal background check and drug screen yearly on file with the School of Nursing prior to fall clinical. The approved vendor for background checks may be found at www.viewpointscreening.com/lr . Lenoir-Rhyne University has partnered with Viewpoint Screening to provide your background check, drug test and medical document storage. Background checks and drug screens are required of all students prior to their experience with clinical sites and/or student teaching. You are also required to provide specific medical documents. You will have the capability to upload specific documents required by Lenoir-Rhyne University for immunizations, medical or certification records. Students are required to report any violation (felony or misdemeanor conviction) to the School of Nursing if there is such an occurrence after completion of the CBC. Failure to complete this action could result in dismissal from the School of Nursing. Students are responsible for paying for criminal background checks, drug screens and medical documentation tracking.

Drug Policy:

1. Students are required to complete an annual drug screen in August.
2. Students are required to submit to random, and agency required drug screenings.
3. A student may be required to undergo drug and/or alcohol testing, if at any time there is a reason to suspect he/she is under the influence in class or clinical.
4. Refusal to submit to testing or positive results will result in dismissal from the program.
5. Students are responsible for paying for drug tests.

Based upon the results of criminal background checks or drug screens, students may not be able to complete certain clinical requirements and graduation requirements successfully. For more information about licensure contact the North Carolina Board of Nursing at 919-782-3211.

CNA Policy

CNA I

A student in the School of Nursing must hold active certification as a CNA I before progressing into 300 level clinical courses. Students who are enrolled in NUR 324 who do not have active certification by October 15th will be asked to withdraw from the course. Students who transfer into the program with advanced standing in nursing or students who are readmitted after an absence should seek advice as to whether active CNA certification will be required. Certification in North Carolina is encouraged, but certification in other states will be considered on an individual basis.

CNA II

Students who have completed the fall semester of their junior year can be certified as a CNA II. Students who wish to obtain this certification must hold active certification as a CNA I at the time the application is processed. Although not required, students are encouraged to seek and maintain certification as a CNA II since employers preferentially seek those who graduate with this certification.

CPR Policy

CPR certification is required before participation in the clinical portion of nursing courses at the beginning of the junior year. Certification is to be Health Care Provider offered by the American Heart Association. Certification must cover basic adult and infant resuscitation measures. Absence policies will apply if students miss clinical because they do not have CPR certification on file.

Nursing Care for Prisoners Policy

LR nursing students shall not be assigned primary responsibility for providing nursing care for North Carolina State Department of Corrections prisoners or prisoners from local correctional facilities such as county or city jails. Students may observe nursing care delivered by an RN preceptor should the preceptor judge it to be beneficial for student learning.

Fees Policy

A lab fee will be charged for clinical and laboratory courses. These fees partially cover expenses unique to nursing such as standardized testing, lab supplies, crosses, and ceremonies.

Uniform Code
In an effort to better ensure safety of practice with regard to asepsis, the following uniform code has been approved:
1. **Full Uniform (uniform should be clean for each use)**
     A. Full uniform for female consists of:
          1. Black skirt or black pants, with wine top.
          2. Black shoes with matching socks or hose. Shoes must cover entire foot.
          3. ID badge as follows: **Student's Name, N.S.**
                                              Lenoir-Rhyne University
          4. Bandage scissors and stethoscope
          5. Approved lab coat may be worn.
          6. Clothes must be neat, clean and wrinkle-free
          7. Students may only use badge holder made available by the school of nursing in order to
               maintain uniformity and professionalism.

     B. Full uniform for male students consists of:
          1. Black pants with wine top.
          2. Black shoes with matching socks.
          3. ID badge as explained in part A.3.
          4. Bandage scissors and stethoscope.
          5. Approved lab coat may be worn.
          6. Clothes must be neat, clean and wrinkle-free.
          7. Students may only use badge holder made available by the school of nursing in order to
               maintain uniformity and professionalism.

C. Full uniform for the RN students will consist of:
    1. Uniform as appropriate for clinical area.
    2. ID badge as follows: **Name, RN**
                    Student: Lenoir-Rhyne University
    3. School pin from previous School of Nursing may be worn.
    4. Bandage scissors and stethoscope (where applicable).

D. When the student is in a clinical area where the uniform is not required, (i.e., checking assignments, field trips,   etc.), a clean lab coat and the LR ID badge will be worn and the student will be expected to dress neatly and appropriately in compliance with the dress code of the agency. Specifically: NO jeans, shorts, flip-flops, open-toed shoes, leggings. In addition, clothes must be modest and cover the student appropriately.

2. Personal Hygiene
  A. Fingernails
    1.   Should be short enough not to be seen over fingers if viewed from the palm side.
    2.   Nail polish should not be worn since it harbors bacteria.
    3.   Fake nails, acrylics, or gels may not be worn in the clinical areas

  B. Hair
    1.   Clean and neat.
    2.   Style should be controlled, off the collar and away from the face.
    3.   No unnatural hair colors.
    4.   No exaggerated hairstyles.

  C. Jewelry
    1.   The only jewelry that should be worn includes earrings, if ears are pierced, and a watch with a second hand. No camera (smart) watches are allowed in the clinical agencies. Activity trackers can be carried in pockets only.
    2.   Only one pair of plain, ball earrings may be worn in the earlobes with the uniform.
    3.   The only additional acceptable jewelry is an engagement ring and/or wedding band.
    4.   No tongue jewelry or other visible piercing jewelry when representing Lenoir- Rhyne University School of Nursing.

  D. Makeup and perfume – Conservative makeup, no perfume or perfumed lotions (some patients may be sensitive to scents).

  E. Gum - Gum is not professional in the clinical area.

  F. Tattoos – All tattoos must be covered

  G. Smell of smoke- Clothes should be without the smell of smoke or tobacco products.

NOTE: Uniforms may vary from unit to unit. See individual instructor prior to experience.

Smoking Policy
1. The faculty discourages smoking at any time.
2. The student shall abide by institutional smoking policies at all times.
3. Remember that the smell of smoking that lingers can be offensive to clients who are ill and smoke lingers on the individual and clothes.

Nursing Lab
1. Leave the Nursing Lab neat and clean after use.
2. Any equipment must be checked in and out by the Nursing Lab Coordinator or her designee.
3. Do not eat, drink, or smoke in the Nursing Lab.

Nursing Simulation

Philosophy
Clinical simulation creates a safe learning environment that provides a realistic hands-on clinical experience where students have an opportunity to practice and learn without risk to patients. Lenoir-Rhyne School of Nursing Lab provides students access to the practice environment. Students can immediately apply concepts, skills, and behaviors acquired in classroom into the simulation environment. Students are introduced to the best practices in patient safety and quality of care and provided opportunities to critically think, solve problems, and care for diverse clients in a safe, nonthreatening environment.

Mission
Simulation allows faculty to:
1. Provide a learning environment for students and a teaching environment for faculty.
2. Promote achievement of basic and advanced clinical skills/behaviors that are essential for undergraduate nursing students to master.
3. Provide resources that will assist in the achievement of clinical skills necessary for direct care provider roles.
4. Provide an environment for learning with supervision and independent practice, throughout students' academic activities.
5. Provide a resource center for students, faculty and associates-internally and externally.

Lab Conduct/Behavior
The Simulation Lab is considered a clinical site. All policies in the Nursing Student Policy Manual for clinical responsibilities apply to the simulation experiences in the lab. Students should adhere to their assigned role and practice within their scope. Students are expected to treat peers, faculty, and clients with respect and courtesy.

Attendance
Attendance in the simulation lab is is mandatory and students are expected to arrive on time. Students are expected to attend their assigned simulation day and will only be allowed to switch days if deemed appropriate by the simulation coordinator and clinical coordinator. (*Request for Extension or Exception to Academic Policy form must be filled out if the student is absent, foreseen or unforeseen, from a scheduled simulation. The completed form must be given to both the simulation and clinical*

coordinators.) The student who misses a scheduled simulation will complete an alternative assignment determined by the simulation coordinator and facilitator/expert of the current simulation, and may be required to pay a $50 make-up fee. Students are advised to refer to their Lenoir-Rhyne Nursing Student Handbook for details regarding consequences of tardiness and absences.

Dress Code
Students will be expected to adhere to the School of Nursing Dress Code. Students will be expected to wear attire that matches the role they are assuming in the simulation. In the event the student is assuming the role of a healthcare provider, the student will be expected to wear the LRU Student Nurse Uniform and abide by all of other dress code rules. Students are expected to bring all appropriate clinical equipment to the simulation experience.

Cell Phone Usage
 Cell phones, smart watches, or pagers are not allowed in the simulation lab during the simulation experience. Students are expected to treat the manikins as they would a client and adhere to School of Nursing rules regarding social media as well as HIPAA regulations.

Confidentiality
Professionalism and confidentiality is critical for each student participant to feel comfortable in the simulation experience. The simulation details and individual student performance is absolutely not to be discussed with others. Sharing information inappropriately leads to mistrust, loss of self-confidence, and diminished individual learning for future simulation exercises.
Scenario information is not to be shared with anyone except those students/faculty involved during an actual simulation. HIPAA regulations are to be followed in the simulation experience just as they would with patients in the clinical setting. Sharing scenarios with students that have not yet completed the simulation will decrease learning and reduce clinical decision-making skill development. Confidentiality of the simulation will provide fair evaluations for all students and enhance learning.

Video Recording
Simulation and/or debriefings may be recorded by faculty for quality assurance, quality improvement, and instructional purposes. The course syllabus acknowledgment agreement and confidentiality agreement signed by students protects privacy and discourages inappropriate discussion of the video contents or the student's performance in the simulation scenario.

Student Evaluations
Student clinical performance is not graded in simulation experiences (Other than skills and physical assessment check-offs). However, student professional conduct is graded. Rubric is provided to students via Canvas sight. Students are evaluated on adhering to required clinical polices and demonstrating appropriate professional behavior and participation. For each scheduled simulation learning experience, the student is evaluated based on a rubric worth 100 points. The grade will be calculated into the overall Clinical Practicum Course.

See Appendix F for Professionalism and Participation Grading Rubric for Simulation.

Simulation Lab General Rules

1. No food or drink in the simulation lab.
2. No ink pens around manikins.
3. Do not use betadine, acetone, or other harsh solvents on manikins.

4. Treat manikins as if treating a real client; respect their privacy and institute measures to maintain their comfort and dignity.
5. Do not remove manikins from their beds unless instructed to do so.
6. Maintain a safe and clean work area.
    a. Properly dispose of all sharps in sharps containers.
    b. Place all other trash in the trash can. In the event supplies are to be reused, students will be instructed on where to put them.
    c. Lower the bed to the lowest position and lower bed rails.
    d. Wipe down surfaces with wipes provided.

Incident Report Policy and Procedure

Policy

1. An incident is defined as any accident, injury, loss, contamination, medication error, or situation involving a client, student, or clinical instructor.
 	
2. Any health or safety incident, which occurs as a part of a nursing student's clinical learning experience, shall be reported to the clinical agency and the School of Nursing Chair.
 	
3. Timely and accurate documentation is necessary to:
   a. To inform the school administrators about situations which may result in risk or liability to the school.
   b. To identify patterns of accident prone behavior.
   c. To assure that the health or safety incident is explored as a learning experience.
   d. To demonstrate expected professional behavior.

Procedure
1. Report in person to the clinical instructor and/or facility's unit supervisor any health or safety incident that involves a client, student, or clinical instructor. Complete the necessary clinical agency and documentation. 2. The School of Nursing Incident Trending Report must be completed and submitted to the Nursing Office in a confidential manner when clinical incidents occur. Forms are available in the Nursing Office. This form should be completed and returned to the Nursing Office within 48 hours of the incident. 3. If the clinical agency allows a copy of their incident form to be made, that copy shall be attached to the school form. 4. The School Chair and the Course Coordinator will review incident reports. 5. The party involved shall report in person to the School Chair to discuss the incident. 6. In the event of an injury, the student is expected to seek first aid and medical care as needed. The student shall be financially responsible for the needed care. 7. In the event of a needle stick or contamination with body fluids, the student is encouraged to follow agency policies.

Incident report can be found in Appendix E

General Policies and Information for Students

Statement of Cooperation

Students are expected to adhere to the policies outlined in the *University Catalog, The Cub*, and the *School of Nursing Student Handbook*, which is available on the nursing webpage. Updates and policy changes will be given to students as additional handouts.

It will be the responsibility of the student to read the guidelines and clarify any concerns with the nursing faculty. The student will sign a statement of cooperation (Appendix H) indicating that he/she has read, understands, and will follow the guidelines as outlined.

The School, for evaluation processes, may keep students' work.

Assessment Tests

The School of Nursing is vested in helping students complete the program and be successful on NCLEX. To assist each student in achieving success, the School has invested in a commercially available testing package. The testing package have been developed to facilitate learning and to enhance critical thinking in all students. The program is not intended to re-teach any specific content. Policy can be found in Appendix G.

Licensure Readiness and Assessment

During the senior year, pre-licensure students must take nationally normed, commercially available exams, which evaluate competencies in relation to the nursing licensure exam. Results will be used to:

1. Indicate areas of weakness that need further study and should be previewed prior to taking the Licensure exam.

2. Indicate areas of strength and weakness in critical thinking and decision-making.

3. Assist students to identify areas that they need to concentrate on for their clinical practicum experience (NUR 487).
4. Provide information for outcome evaluation.

Confidentiality Policy

The maintenance of patient confidentiality is a hallmark of all health care professionals including nurses. Students are expected to comply with national, state, and local regulations along with professional standards regarding access to, use of and dissemination of patient information.   Students are expected to access only information necessary to provide safe and effective patient care. Students are also expected to hold in confidence all information learned in performance of clinical activities. Students who fail to maintain confidentiality are subject to dismissal. Breaches of confidentiality include but are not limited to:

1. Accessing unneeded patient information through electronic or paper means.
2. Sharing identifiable patient information with others who have no "need to know" including peers, family and friends.
3. Leaving identifiable patient information easily accessible to others such as leaving computer screens unattended or leaving papers where others might view them.

4. Discussing patient information with peers in such a manner that others overhear what is being said or identify the patients being discussed.

Social Media Policy

Use of Social Media Policy by School of Nursing Students, Staff and Faculty

This document serves as the official policy of the School of Nursing (SON) for use of social media for students, staff and faculty. Use of social media by School of Nursing students, staff and faculty presents concerns for privacy and confidentiality. The personal use of social media by SON students, staff and faculty is not affected by this policy. This policy is related to confidential information about the school students, staff and faculty, patients or agencies with which the SON has contractual agreements.

Social media are defined as web-based or mobile technologies used for interactive communication. Examples include, but are not limited to, blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), and social networking sites (e.g., Facebook). Students and employees are responsible for the content they post or promote. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor.

Communication
Official SON electronic communication regarding academic courses or academic schedules will occur through University-sanctioned channels, e.g., LR email, Canvas, and LR website. Electronic communications outside these channels are not endorsed for academic courses.

Social Media
SON students and employees are prohibited from disclosing through social media the following:
• Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by their location (e.g., hospital name or unit).
• Education Record Information, as defined by the Family Educational Rights and Privacy Act (FERPA) – Employees may not disclose FERPA-protected information regarding students.
• Confidential Personnel Information, as defined by the State Personnel Act – Employees may not disclose confidential personnel information regarding other employees.
• Confidential, non-public or proprietary information about families, clinical facility staff or clinical institutions.
• Copyrighted or intellectual property belonging to the University, including, but not limited to course materials and examinations.
• Comments that express or imply sponsorship or endorsement by the School or the University, unless you are officially authorized to act in this capacity for this purpose on behalf of the University or the School.

Accordingly, the use of social media for clinical discussions that include any identifiable information related to patients or SON-affiliated clinical facilities is prohibited.

If a student or faculty member identifies themselves as from the SON at LR online (e.g., list affiliation with the School in a Facebook profile), a disclaimer should be added that any opinions or views expressed do not represent the opinions of the School of Nursing or Lenoir-Rhyne University.

Harassment, discrimination and other inappropriate behaviors will not be tolerated in person or via electronic means. Publishing defamatory and /or knowingly false materials about the School of Nursing, faculty, staff, fellow classmates, clinical healthcare team member, physicians and /or patients and guests will result in immediate disciplinary action. Nursing students' social networking behavior shall not interfere with the School of Nursing's commitment to uphold a high standard of nursing education and nursing care to the public. Failure to comply with this policy may result in but not limited to the dismissal of the student from the nursing program, civil or criminal charges and personal lawsuits including defamation and/ or invasion of privacy.

Students in violation of this policy may be considered as having violated the LR Academic Integrity Policy, and may face disciplinary action.

Signature Form for Social Media Policy is incorporated into the statement of cooperation located in Appendix H.

Related references
• HIPAA - http://www.hhs.gov/ocr/privacy/index.html
• FERPA - http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
• NCSBN A Nurse's Guide to the Use of Social Media - https://www.ncsbn.org/347.htm
● NSNA - http://nsna.org/Portals/0/Skins/NSNA/pdf/NSNA_Social_Media_Recommendations.pdf
● ANA – Social Networking Principles Toolkit - http://www.nursingworld.org/socialnetworkingtoolkit

Adapted from UNCG SON policy 2015   Approved by LR SON Faculty: 1/2017

The On-line Learning Environment: Faculty and Student Responsibilities

The registrar at Lenoir-Rhyne University creates and adds students to all on-line courses. Students who have difficulty with access to classes are encouraged to contact the instructor to see if they are enrolled in the course posted in the learning management system. In the event the student is not enrolled in the course, it is the student's responsibility to follow up with the registrar and with the information technology office to correct the problem. After the registrar has created the courses, all instructors are responsible for further setting up their classes within the learning management system. Instructors are responsible for ensuring the following information is available in the course site: syllabus, instructions for all assignments; grading criteria for all assignments, including discussion forum participation; assignment submission portal; and the grade book. Faculty may use other tools available as they deem appropriate within the course and will provide instructions for use of such tools as needed. All written assignments are to be submitted through the learning management system unless otherwise specified by faculty. The majority of assignments will be submitted through the learning management system. Occasionally, assignments may be fulfilled in another manner such as a Zoom meeting. Faculty may also choose to have students submit drafts of work via e-mail for feedback.

Students are expected to check the course site frequently and to participate on-line according to the guidelines posted in each course site. Each course has guidelines for participation. It is the student's

responsibility to be aware of these guidelines and requirements and to adhere to them. Students are also responsible for checking their LR e-mail frequently as that is how faculty will communicate with students. Students do have the option to set up other modes of electronic communication through the learning management system, but the use of those modes of communication is optional.

Students are expected to contact faculty if they are unable to participate in a course for more than a couple of days. For example if a student is without electrical power as the result of a power outage, they should contact faculty as soon as they can and let faculty know the situation. In the event of an illness, a student (or their representative) should contact faculty and let them know they are ill and unable to participate.

Students should understand that on-line education does not mean the faculty is available 24 hours a day, seven days a week. Full-time faculty members are not required to be available on weekends (unless a class is scheduled to meet on the weekend), but students can expect faculty to inform them if they will be available for questions and other consultation on weekends. Excluding weekends (unless the class is scheduled to meet on the weekend), students can expect faculty to check the course site and their e-mail daily Monday through Friday unless that faculty has communicated that they will be unavailable on specific days. Full time faculty may occasionally have other commitments which make it impossible to access a course or e-mail and adjunct faculty or part-time faculty may only be available on certain days of the week. However, all faculty members should communicate with students that they will be unavailable on a specific day.

Electronic Communication Expectations:

LR Nursing faculty are available to students. However, students should understand that faculty members cannot be available 24 hours a day or seven days a week. Full-time faculty members are not required to be available on weekends (unless a class is scheduled to meet on the weekend), after normal business hours, on days they are in clinical or engaged in other university related activities for the entire business day, and during breaks in the academic calendar. Excluding weekends (unless the class is scheduled to meet on the weekend), students can expect faculty to check the course site and their e-mail daily Monday through Friday unless that faculty has communicated that they will be unavailable on specific days such as clinical days. Full time faculty may occasionally have other commitments which make it impossible to access a course or e-mail. Adjunct faculty or part-time faculty may only be available on certain days of the week. However, all faculty members should communicate with students their availability to respond electronically.

Student Responsibility for Hybrid and Online Courses:

The registrar at Lenoir-Rhyne University creates and adds students to all on-line courses. Students who have difficulty with access to classes are encouraged to contact the instructor to see if they are enrolled in the course posted in the learning management system. In the event the student is not enrolled in the course, it is the student's responsibility to follow up with the registrar and with the information technology office to correct the problem. After the registrar has created the courses, all instructors are responsible for further setting up their classes within the learning management system. Instructors are responsible for ensuring the following information is available in the course site: syllabus; instructions for all assignments; grading criteria for all assignments, including discussion forum participation; assignment submission portal; and the grade book. Faculty may use other tools available as they deem

appropriate within the course and will provide instructions for use of such tools as needed. All assignments are to be submitted through the learning management system unless otherwise specified by faculty. The majority of assignments will be submitted through the learning management system. Occasionally, assignments may be fulfilled in another manner such as a WebEx meeting. Faculty may also choose to have students submit drafts of work via e-mail for feedback.

Students are expected to check the course site frequently and to participate on-line according to the guidelines posted in each course site. Each course has guidelines for participation. It is the student's responsibility to be aware of these guidelines and requirements and to adhere to them. Students are also responsible for checking their LR e-mail frequently as that is how faculty will communicate with students. Students do have the option to set up other modes of electronic communication through the learning management system, but the use of those modes of communication is optional.

Students are expected to contact faculty if they are unable to participate in a course for more than a couple of days. For example if a student is without electrical power as the result of a power outage, they should contact faculty as soon as they can and let faculty know the situation. In the event of an illness, a student (or their representative) should contact faculty and let them know they are ill and unable to participate.

Netiquette Policy

Netiquette is defined by the LRU SON as the expectations of professional communication in the online environment to ensure engagement of all parties in a dynamic learning process. Students are expected to use respectful, courteous communication at all times during online activities such as discussion board postings, chat rooms, and any other electronic communication in the public viewing of the course. Inappropriate language, bullying, threatening or harassing behavior is not allowed and can result in failure of the course. Postings that do not follow these rules and the standards of campus policies outlined in the catalog will be removed by the instructor.

All teaching and learning works best when there is a free and open exchange of ideas. This exchange becomes more difficult in the online setting without the face to face benefit of body language, tonal cues, and facial expressions. Misunderstanding can easily occur if respect and courtesy are not a priority. In order to convey respect and courtesy, demonstration of the following behaviors is encouraged:

- Respect for diversity of opinion
- Consideration of dissenting opinions without judgmental commentary
- Respect for person privacy and the privacy of fellow students and faculty
- Avoid the use of emoticons, humor, sarcasm, jokes
- Proofreading and editing communication prior to posting
- Academic Honesty

Students who violate the Netiquette Policy may be subject to sanctions congruent with violation of University Harassment policies or policies surrounding the misuse of computing resources. Students should review the university catalog and The Cub for further information.

The School of Nursing adheres to HIPAA and FERPA laws surrounding the protection of private information. In addition, the School of Nursing identifies the misuse of information shared within the

online course site may be considered a violation of the SON Netiquette Policy and the student may be subject to sanctions for violating the policy.

In terms of privacy of student files and data, the School of Nursing adheres to the policy as outlined in the university catalog. The catalog state that the student can expect files and data to be private unless revealed by the creator. However, no system is 100% secure and students should be aware their information could be accessed by persons within and outside the University.

Technology Requirements

Students in online programs or taking online courses are expected to maintain the following technology requirements:

1. Reliable high speed internet access.
2. Access to Microsoft Office no older than 2010
   a. Access to Microsoft Office 2016 is preferred.
   b. Microsoft Office Suite 2016 is the most recent version of the Office productivity suite that includes Word, Excel, and Power Point. All of these tools will be used in the program.
   c. Office 365 is a cloud-based subscription to an entire suite of programs that includes Office 2016. It is not required, but students who have it will be able to use it though out the program.
   d. MAC users are required to use the Microsoft Office Suite as indicated above.
3. A Lenoir-Rhyne University e-mail account.
4. A microphone: it can be built into the computer.
5. A webcam: it can be built into the computer.

The University IT has indicated the optimum browser for Canvas functions is Firefox or Google Chrome. These browsers are available for free on the internet.

Individual courses may have additional technology requirements such as specific software programs. These very specific requirements will be identified on the course syllabus.

Transportation Policy

Students will need access to a car for use in clinical courses.
Students are not to transport any patients in a private or University vehicle.

School of Nursing/ Student Committee Participation
"Student committee members shall be appointed by the Chair of the School of Nursing during the opening month of the academic year." From Lenoir-Rhyne School of Nursing Bylaws, Article VI, Section 2. Student membership shall include at least two students, representing different levels.

Nursing faculty committees having student membership include:

1. Academic Standards committee

2. Curriculum Committee

3. Faculty Advisory and Student Welfare Committee

4. Learning Resource Committee

"Students will not have access to confidential records or participate in confidential discussions" (Lenoir-Rhyne School of Nursing Bylaws, Article VI, Section 2).

Attendance and student representation at Freshman-Sophomore Team, Junior Team, and Senior Team meetings is at the discretion of team members.

The School of Nursing holds monthly faculty and committee meetings as needed. Students are welcome to attend open portions of these meetings.

Student Honors and Awards

Marshals for Nursing Functions

1. The person with the highest GPA in a class who has not served as a marshal previously - must have at least 3.0 GPA
2. At least 1 full year attendance at LR
3. Exemplifies characteristics of maturity and the high standards representative of the School of Nursing
4. Willingness to serve

Sigma Theta Tau Nursing Honor Society

1. Cumulative GPA 3.0
2. Upper 35% of the graduating class
3. Demonstrates Academic Integrity

Attendance at Professional Seminars and Meetings

1. The professional group sets up the specific criteria.
2. If student is interested in attending a seminar or meeting, he/she should contact faculty member for help in planning attendance.

Invitation to Participate in Nursing Honors Program

1. By invitation School of Nursing Faculty
2. Overall GPA and Nursing GPA of 3.4 or higher
3. Above average clinical performance, community involvement, and leadership potential as assessed by School of Nursing.

Awards

1. **The Silver Cross Award:** The Award is presented by the School of Nursing in honor of Grace Hospital which is where Lenoir-Rhyne Nursing began in 1960. The award is presented to a graduating senior in nursing who best exemplifies excellence in personalized nursing care of individuals in the hospital setting.

2. **The Frances M. Farthing Award:** The Award is presented by the Nursing Faculty in honor of Dr. Frances M. Farthing, first Chairperson of the Lenoir-Rhyne College Department of Nursing, 1963-1978. The Award is presented to the graduating senior who has achieved the highest scholastic average in nursing. The Award is a certificate of merit and inclusion of the recipient's name on a permanent plaque in the School of Nursing.

3. **The Frances Allen Award:** The Award was established in 1984 to honor the graduating senior who best exemplifies excellence in community health nursing. A generalist who exhibits a broad view of nursing and has demonstrated a strong knowledge base in core courses such as environmental science, statistics, and social sciences.

4. **The Junior Student Nursing Award:** The Junior Award is sponsored by the Lenoir-Rhyne Nursing Students' Association. The junior award is the only award voted on by the students. The recipient of this award is a junior nursing student with exemplary skills in the clinical setting. The recipient of this award possesses skills such as teamwork, is a caring, compassionate individual, and of course takes excellent care of the patients and their families he/she has been assigned to. This individual should have good rapport with students, faculty, and staff who work on the units they are assigned. Nominations for this award are obtained from clinical instructors. Nominations are then provided to the junior class. The junior class then votes for the student they feel best exemplifies the above criteria.

5. **Sigma Theta Tau Awards**

   a. *Mu Alpha Research Award*: is presented to a senior nursing student who exemplifies excellence in the conduction and presentation of scholarly nursing research.
   b. *Mu Alpha Teaching Award*: is presented to a senior nursing student who exemplifies excellence, leadership, knowledge and professionalism in teaching of clients and families

6. **The Linda Reece Leadership in Nursing Award: T**he Award is presented by the School of Nursing Faculty in honor of Dr. Linda Reece, who served as a Nursing professor for 37 years and Chair of the School of Nursing for 16 of those years. The Award is presented to a graduating senior who best exemplifies leadership in all areas of nursing.

Lenoir-Rhyne Association of Nursing Students (LR-ANS)

LR-ANS is the organization for nursing students. Involvement in this organization serves as preparation for participation in the professional organizations that graduates may join following completion of the nursing program. Through participation the student develops leadership skills useful in a professional career and as a member of society. Membership is open to any nursing student. Activities include service projects, informative presentations, and social events. The members elect officers consisting of President, Vice-president, Secretary, and Treasurer. Other members may serve on committees designed to carry out the activities of the organization.

One student per class will be elected to serve as a class representative to LR-ANS each year.

LR-ANS members are encouraged to join the National Student Nurses' Association (NSNA). *The mission of NSNA is to:*

1. "...organize, represent and mentor students preparing for initial licensure as registered nurses, as well as those nurses enrolled in baccalaureate completion programs;
2. Promote development of the skills that students will need as responsible and accountable members of the nursing profession; and
3. Advocate for high quality health care."

Each year LR-ANS tries to send representatives to the National Convention of NSNA.

MU Alpha Chapter – Sigma Theta Tau, Inc.

The Mu Alpha Chapter of Sigma Theta Tau, Inc. was chartered in April 1990. Members of the Mu Alpha Chapter may be selected at the completion of the junior or senior years. Basic candidates must have a cumulative GPA of at least 3.0 on a four-point scale and be in the upper 35% of their nursing class. In addition, candidates shall have demonstrated evidence of professional leadership potential, academic integrity, and/or marked achievement in the field of nursing.

Community leaders with a minimum of a baccalaureate degree, who have demonstrated marked achievement in nursing education, practice, research or publication shall be eligible for membership. The majority has degrees in nursing, but exceptions can be made for bachelor's degree in other fields if achievement is outstanding.

The purposes of Mu Alpha are to:
1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Strengthen commitment to the ideas and purposes of the profession.

Academic Integrity Policy

At Lenoir-Rhyne University, we emphasize the development of the whole person. Espousing a positive set of values promotes our personal development and enhances our interactions with others.

At LR—whether it's in the classroom, in the resident halls, on the athletic fields, or elsewhere—attention to values is a key component of the educational experience.

Academic integrity is a critical element in our community of learners. All contributors to Lenoir-Rhyne University—students, faculty, staff, and administration—are charged to support and to cultivate a learning environment in which integrity flourishes.

These values are articulated in LR's Honor Commitment Pledge:

A fundamental purpose of a liberal education is its attempt to cultivate in the student a sense of honor and high principles pertaining especially to academics, but extending to all areas of life. An inherent feature of Lenoir-Rhyne University is its commitment to an atmosphere of integrity and ethical conduct. As a student of Lenoir-Rhyne University, I accept as my personal responsibility the vigorous maintenance of honesty, truth, fairness, civility, and concern for others.

My devotion to integrity demands that I will not cheat in academic work and that I adhere to the established and required community code of conduct. I accept the responsibility for upholding the established standards against those who would violate them. And I understand and accept the consequences of infracting upon or assisting others in infracting upon this code. In addition to and beyond the requirements of any code or law, I affirm my own commitment to personal honor and integrity in all matters large and small. Even though the ideal of honor is an abstract one, by implementing this ideal, I join the men and women of Lenoir-Rhyne University in making the concept of honor a reality.

Off Campus Misconduct

The faculty has an obligation to protect the integrity of the nursing department. Therefore, the "Off Campus Misconduct" published in **THE CUB** should be upheld during any nursing on-or-off-campus event in which students are representing the Lenoir-Rhyne University School of Nursing.

Students are held accountable to this policy any time they are in uniform.

Disability Policy

Lenoir-Rhyne University's Notice of Non-Discrimination and Equal Opportunity Statement Lenoir-Rhyne University does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender expression, gender identity, non-conformity with gender stereotypes, physical or mental disability, and veteran status, in any educational programs and activities, or in its employment and admissions decisions. Lenoir-Rhyne University's policy of nondiscrimination and equal opportunity extends to all aspects of employment, including, but not limited to, recruitment, hiring,

training, promotion, transfer, reassignment, demotion, discipline, discharge, performance evaluation, compensation and benefits. In addition, the University adheres to this nondiscrimination and equal opportunity philosophy in its admissions policies and practices. Lenoir-Rhyne University is committed to providing an environment for learning, working and living that promotes equal opportunity, inclusion, and non-discrimination for its faculty, staff, students, contractors, and visitors.

For questions and complaints involving physical or mental disability you should contact:

Director of Disability Services/Section 504 & Title III Coordinator Sherry Proctor Lenoir-Rhyne University, Box #7470 Cornerstone House Hickory, NC 28603 (828) 328-7296 Sherry.Proctor@lr.edu

For questions and complaints involving discrimination on the basis of sex or gender, such as sexual harassment, sexual assault, sexual orientation or gender identity, you should contact e Title IX Coordinator or a Deputy Title IX Coordinator: Title IX Coordinator: Dawn Floyd Director of Compliance/Title IX Coordinator Lenoir-Rhyne University Box #7137 Cromer Center 206(A) Hickory, NC 28603 (828) 328-7040 Dawn.Floyd@lr.edu

Minimal Performance Abilities:

Minimal performance abilities are not to be used to make judgments about admission to and progression in the Lenoir-Rhyne School of Nursing program. For the purposes of the school compliance, a "qualified individual with a disability" is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the Nursing Program.

Minimal performance abilities are used to assist each student in determining whether accommodations are necessary. The abilities provide an objective measure upon which a student and the advisor base informed decisions regarding whether the student is "qualified" to meet requirements. The Minimal Performance Abilities are listed in Appendix D.

Every applicant/student will be given a copy of the Minimal Performance Abilities in their student handbook. If a student believes that it is impossible to meet one or more of the Minimal Performance Abilities without accommodations or modifications, the School of Nursing must determine, on an individual basis, whether the necessary accommodations or modifications can be made reasonably. It is the responsibility of the applicant/student to communicate any disability to the School Chair or the Academic Standards Committee of the Lenoir-Rhyne School of Nursing. Reasonable accommodation is defined by the Act to include making existing facilities readily accessible to and usable by individuals with disabilities.

University Grade Repeat Policy

Students may repeat a course in which they received a grade of less than "C." Special permission must be secured from the University Registrar to repeat a course in which a grade of "C" or better has been earned. All grades received are recorded on the permanent record, but only the grade received on the last attempt will be used in computing the grade point average. Students may repeat a maximum of 18 credits for grade substitution. If a course is repeated more than once, all repeated attempts would count toward the 18 credits allowed. For students who repeat more than 18 credits, only the first eighteen credits will be considered for grade substitution.
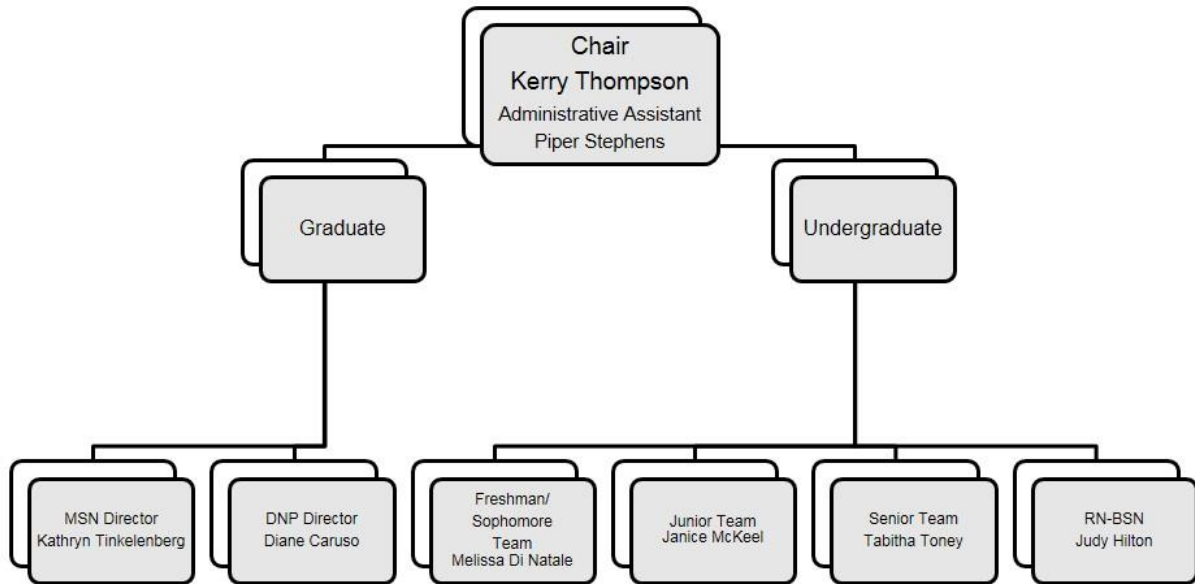
Inclement Weather Policy

1. Both class and clinical will be cancelled when Lenoir-Rhyne classes are canceled as announced on any of the following radio stations: *WMNC, WSPF, WIRC.* The number to call for SNOW information is (828) 328-SNOW. Inclement weather information is also posted on the web on the Lenoir-Rhyne home page.
2. If a student is out of town and cannot return due to weather conditions, the faculty/preceptor should be notified.
3. If the entire class is to be canceled for any reason, the contact person will be notified by the faculty member or the Chair of the School of Nursing. The contact person will be responsible for initiating the designated phone chain in order to notify other students in the clinical group. Each instructor is responsible for designating a contact person in each clinical group.
4. If a clinical experience is canceled or postponed, the instructor is responsible for notifying the agency, the Chair of the School of Nursing, and the contact person in the clinical group.
5. When weather conditions pose a travel hazard for faculty, staff and students, the University may elect to delay or cancel classes. Consult https://www.lr.edu/emergencyandsafety for details for each campus

Grievance Policy and Procedure

Lenoir-Rhyne University takes seriously the concerns and grievances of its students. LRU will provide a prompt response to all written complaints, including those complaints alleging discrimination or harassment based on race, age, religion, physical or emotional disability, or sex (which includes gender discrimination, sexual orientation, sexual harassment and sexual violence). LRU will work to resolve grievances as quickly as possible through the appropriate means, whether that be through informal resolution or through our Student Conduct Council, Committee on Equity, or through the Sexual Misconduct Policy; however, the time period for resolution will depend largely on the nature of the grievance and the response required. It is the goal of LRU that written grievances will be resolved within a period not to exceed 60 days; however, the time period for resolving grievances will depend largely on the facts and circumstances at issue and may be expanded where necessary and appropriate to reach a resolution. For more information on academic integrity policies and procedures, please refer to The Cub, online at http://www.lr.edu/student-life/student-handbook or the University Catalog. All such matters will be handled in accordance with those policies and procedures.

Appendix A

Lenoir-Rhyne School of Nursing
Organizational Chart

Chair
Kerry Thompson
Administrative Assistant
Piper Stephens

- Graduate
  - MSN Director
    Kathryn Tinkelenberg
  - DNP Director
    Diane Caruso
- Undergraduate
  - Freshman/Sophomore Team
    Melissa Di Natale
  - Junior Team
    Janice McKeel
  - Senior Team
    Tabitha Toney
  - RN-BSN
    Judy Hilton

LENOIR-RHYNE UNIVERSITY SCHOOL OF NURSING CONCEPTUAL MODEL
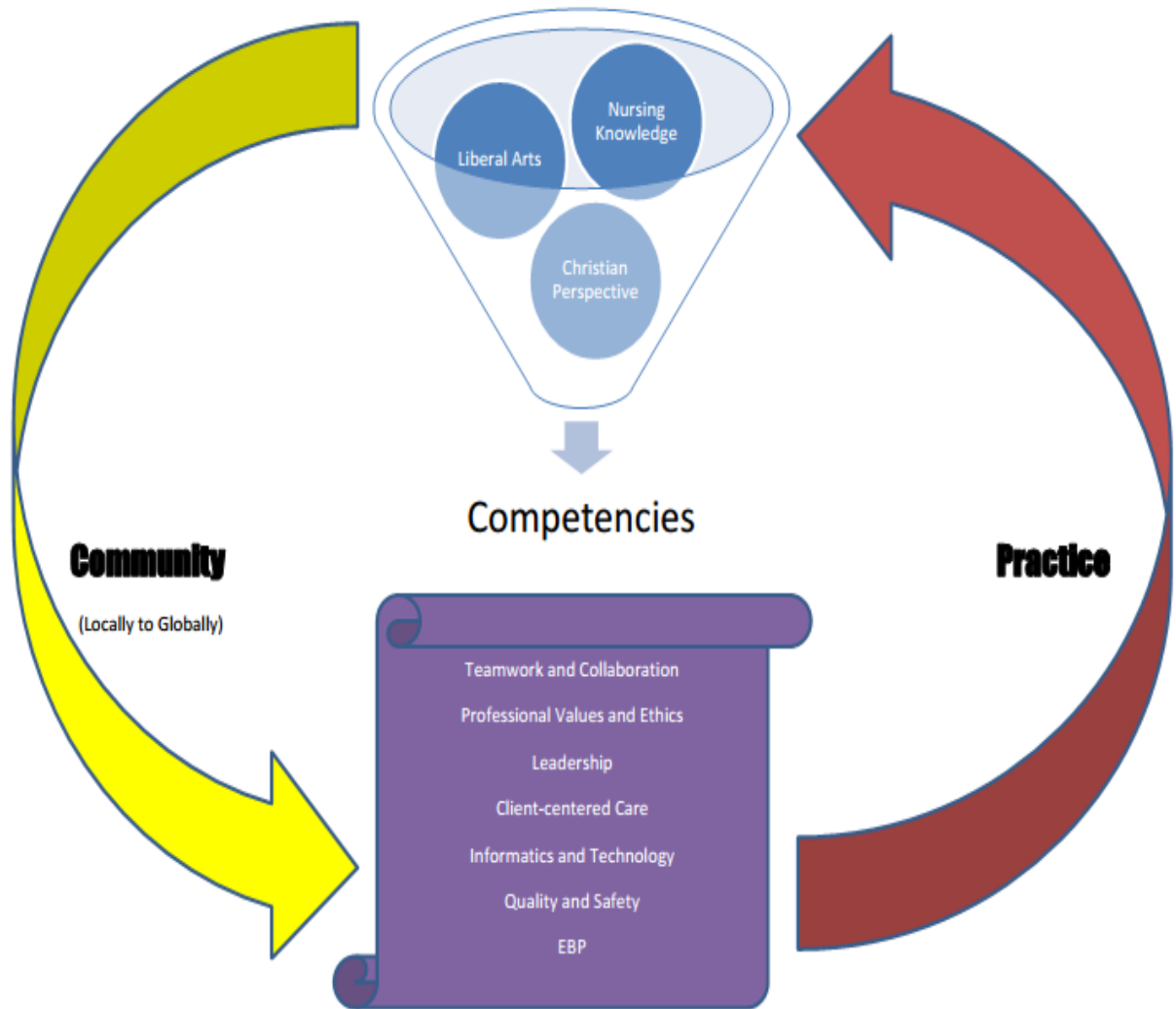
Appendix C

LENOIR-RHYNE SCHOOL OF NURSING
BOX 7292
HICKORY, NORTH CAROLINA 28603
HEALTH UPDATE

All students must complete this form yearly before fall registration or registration for the semester returning to school after an absence of a year.

STUDENTS MUST SUBMIT EVIDENCE OF A CURRENT TB TEST (ATTACHED TO THIS FORM OR DOCUMENTED BELOW) TAKEN BETWEEN APRIL 23 AND AUGUST 15 (IN THE CURRENT YEAR).

THIS FORM MUST BE IN THE NURSING OFFICE, COMPLETED (WITH THE NECESSARY DOCUMENTATION ATTACHED) BY AUGUST 15 IN ORDER TO BE ABLE TO ATTEND/PARTICIPATE IN NURSING CLASSES AND CLINICALS.

STUDENT NAME: _____

                Last   First   Middle

LOCAL ADDRESS: _____

                City   State   Zip

LOCAL TELEPHONE: _____

UPDATE of HEALTH STATUS: STUDENT IS RESPONSIBLE FOR FILLING IN THIS PORTION OF THE FORM. If "no" or "None" is the appropriate response, write it in. When all information requested in this form is completed, return it to the Nursing Office (address at top of page).

Illnesses and/or hospitalizations during the last year:

Current over-the-counter and prescription medication regularly taken:

Indicate any changes in health status during the last year:

Minimal Performance Abilities for Nursing Students

Issue	*Standard*	*Examples of Activities*
		(Not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationship in clinical situations
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, groups from different social, emotional, cultural, and intellectual backgrounds.	Establish rapport with clients and colleagues
Communication	Communication abilities sufficient for interaction with others in verbal and written form	Explain treatment procedures, initiate health teaching, document, interpret nursing actions and client responses
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Move around in client rooms, work spaces, and treatment areas, administer cardiopulmonary procedures
Motor Skill	Gross and fine motor abilities sufficient to provide safe and effective nursing care	Calibrate and use equipment; position clients
Hearing	Auditory ability sufficient to assess and provide safe and effective nursing care	Hear monitor alarm; emergency signals; auscultory sounds; cries for help
Visual	Visual ability sufficient for observation and assessment in nursing care	Observe client responses
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical exams and/or those related to therapeutic intervention: i.e., insertion of a catheter

Lenoir-Rhyne is a private institution and, therefore, is covered under Title III of the Disability Act. Lenoir-Rhyne School of Nursing is bound by the contracts of all clinical agencies/facilities used by nursing students for clinical experiences.

Appendix E

LENOIR-RHYNE UNIVERSITY

School of Nursing Incident Trending Report

_____   _____
Name (Please print)   Date of Incident   Time

Location and description of incident_____
_____
_____
_____

Describe any resulting injury: _____
_____
_____
_____

Action Taken Regarding Incident: _____
_____
_____
_____

Follow up Action Taken: _____
_____
_____
_____

_____   _____
Signature of Person Completing Report   Date   Witness of Incident (If any)
        Date

_____
Clinical Instructor Signature   Date

Follow-up with Chair, School of Nursing:
_____
_____
_____
_____

_____
Chair, School of Nursing Signature   Date

Professionalism and Participation Rubric for Simulation

Point Value	Criteria	Expectation of Nursing Student
0-20 point value = ___	Professional Attire and Equipment	Adheres to the LRU School of Nursing Dress Code as stated in the simulation policy; brings all appropriate clinical equipment to the scheduled simulation (stethoscope, penlight, nursing scissors, pen, paper, and watch with a second hand).
0-15 point value = ___	Time-Management	Arrives on time and stays for the entire scheduled simulation, including the debriefing process. Adheres to the written simulation policy on attendance.
0-20 point value = ___	Communication and Respect	Exhibits professional behaviors (verbal and non-verbal) and is respectful towards peers, faculty, standardized patients (live-patient actors), manikins, and the simulation learning environment.
0-15 point value = ___	Participation	Makes an obvious effort participating during the simulation and during the debriefing process; works effectively with team members and provides a meaningful contribution in the simulation role assigned.
0-15 point value = ___	Preparedness	Contributions by the student reflect preparedness of the scheduled simulation. If a pre-simulation assignment is required for a scheduled simulation, the assignment is completed by the due date and time that was determined by faculty.
0-15 point value = ___	Confidentiality	Protects the integrity of the scenario(s) and the simulation by respecting the simulation policy on confidentiality.
Grade = ___/100	Comments:	

[Development of Rubric is based from the *"Standards of Best Practice for Simulation: Standard II"* Simulation (INACSL, 2015)]

Appendix G

Kaplan Grading and Remediation Policy

1. All Kaplan exams that are part of a NUR theory/clinical course will constitute **5%** of the over-all grade in the course. *(Exception clause: in the case of unforeseen circumstances for which an alternate Kaplan testing format is substituted, the course instructor, along with the Chair of the School of Nursing will determine any grading/remediation revisions from the present Kaplan policy and communicate those changes to the student(s) involved with alternate Kaplan testing.)*

2. The following steps will be taken for each Kaplan exam:

    a. The percent correct is determined from the student's raw score and then translated into an assignment grade using the following grid:

Percent Correct	Assignment Grade
90-99%	100
80-89	95
70-79	90
60-69	86
50-59	82
40-49	78
30-39	74
29 or below	70

    b. The student is highly encouraged to remediate on all topics specified by Kaplan; remediation is a crucial component to a student's success in each course, the nursing program, and in passing NCLEX, the national licensure exam to become licensed as a registered nurse. The topics are available to the student immediately after the test is completed.

    c. Additional points are awarded for the completion of remediation. The student must complete remediation on **all questions missed (incorrect)** to receive an **additional 5-points** added to the assignment grade. Time spent remediating on each incorrect question may vary for each student, depending on the length of time needed to understand the content.

    d. For additional points to be awarded to the assignment grade, the student must complete remediation within **5-days** after completing the last scheduled Kaplan test in the semester.

    e. An assignment grade of 100 is the maximum allowable score value a student can earn.

Example of scoring with points awarded: *Joe Bear was able to answer 55% of the questions correctly on the Med-Surg Comprehensive exam. According to the above chart, he receives an assignment grade of 82 (C). He then completes remediation on all the questions he answered incorrectly for a better understanding of content. Joe has now gained an additional 5-points to earn a grade of 87 (B).*

BR 2017; HR revised 2020

Appendix H

Please review this handbook, sign the form below and return to the School of Nursing for your records folder.

Confidentiality and Statement of Cooperation

Signing this statement of cooperation and confidentiality agreement signifies that the student has read and understands the following:

1. The student has read and understands all policies and procedures described in the School of nursing handbook.

2. The student acknowledges understanding of all consequences if policies are broken.

3. The student agrees to the possible use of videos/photos for follow-up instruction, seminars, and the Lenoir-Rhyne University Website/Facebook page.

4. By signing below, I acknowledge that I have read and understand the above **Statement of Cooperation and Confidentiality Agreement** and the **Social Media Policy** and agree to abide by the terms of these.

Print Name _____ Date _____

Signature _____

LENOIR~RHYNE
UNIVERSITY

COLLEGE OF
Health Sciences

Communicable Disease Policy and Acknowledgement

The Lenoir-Rhyne University College of Health Sciences aims to keep its students safe and to prevent the spread of any communicable disease during a student's experiential training. In accordance with these efforts, students must acknowledge the understanding of this policy. This policy is not intended to supersede policies in place at the assigned experiential training site(s), which must be followed by students.

If the student has any questions, they must immediately speak to their preceptor or contact the appropriate program supervisor. Furthermore, if at any time a student does not feel safe to begin or to continue their experiential training, they are not obligated to do so and must immediately notify the appropriate program supervisor. The program supervisor will work to reschedule postponed rotation(s); however, it cannot guarantee immediate placement for on-time graduation.

1. During all experiential training, students must follow the guidelines established by the Centers for Disease Control and Prevention (CDC) for any/all communicable disease. This includes but is not limited to frequent handwashing, social distancing, and the use of PPE (personal protective equipment) as required by the University and/or rotation site.
2. Students are expected to abide by State and CDC's travel recommendations (both international and within the US) and guidelines including but not limited to a pandemic (e.g., COVID-19). Students must notify the appropriate program supervisor of any travel plans, which may impose quarantine or other restrictions.
3. If a student is sick and displays any signs/symptoms of illness designated by the CDC (including fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell) while at the experiential training site, they must immediately notify their preceptor and others as directed by the preceptor. The student must also notify the appropriate program supervisor. The student must not present to the experiential training site if they are sick or displaying symptoms.

4. A student with symptoms of a communicable disease will be required to be tested and/or to seek medical attention based on their symptoms. Furthermore, they will not be permitted to return to the experiential training site without a written note from a licensed medical provider (e.g., MD, DO, NP, PA).
   a. All testing and medical screening costs are the responsibility of the student.
   b. Contact the local health department or LR Student Health Services for guidance.
5. A student potentially exposed to communicable disease(s) such as COVID-19 (within or away from the experiential learning site) must immediately notify their preceptor and the appropriate program supervisor; furthermore, the student must follow the CDC's recommendation for testing and self-quarantine.
   a. Notification does not apply to licensed health care professionals involved in the care of COVID patients, using appropriate PPE, proper screening by the institution of employment (temperature and symptom checklist) without symptoms of illness.
6. A student knowingly exposed to an actual or possible communicable disease must agree to be tested and to seek medical attention from a licensed provider (e.g., MD, DO, NP, PA). The student will be required to provide a medical clearance from the provider to the appropriate program supervisor and preceptor. Guidelines (e.g., returning to work, quarantine, etc.) published by the CDC will be followed.
A student failing to be tested or to seek medical attention will result in automatic removal from the experiential training site and appropriate course with no credit or grade issued.
7. Students in quarantine must not report to the experiential site until a written approval form is received from a licensed medical provider (MD, DO, NP, PA) and must be cleared by the preceptor and appropriate program supervisor.
8. Students must abide by all screening procedure(s) set forth by the experiential site.
9. In any instance of experiential training being interrupted or postponed, the appropriate program supervisor will work with the student and preceptor in an effort to make-up the experiential training or to develop a plan permitting completion of the experiential training in a different format whenever possible; however, the Program cannot guarantee preceptor participation or on-time graduation.
10. Failure to follow any of this policy constitutes a serious violation of professional and ethical conduct. Students in violation of the policy will be referred to the appropriate program director and School Chair for review and action based on the appropriate program policies.

The appropriate program supervisor will maintain a signed acknowledgement statement of this policy from each student and will provide a copy to the student's experiential training site upon request.

Student Printed Name: _____

Student Signature: _____ Date: _____

Program Supervisor Printed Name: _____

Supervisor Signature: _____ Date: _____

Form modified from the Wingate University School of Pharmacy *Communicable Disease Policy and Affidavit*

Appendix J

TEAS Exam Testing Policy

Lenoir-Rhyne School of Nursing requires a TEAS minimum score of 65 in order to be admitted into the program.

Only four student attempts to reach the minimum score of 65 is allowed. If the first attempt is less than the current success score of 60%, the student must undergo remediation as determined by nursing faculty before retaking as a second attempt.

Students must take the TEAS test in a proctored setting at an approved testing center (e.g., LRU or other academic institutions). Taking the TEAS test in an online format will not be allowed.

Information about the content and format of the test may be found at the company's website: www.atitesting.com. Students can prepare for the TEAS with several resources including the Official ATI TEAS study manual (6th edition). Study manuals are available for purchase on the ATI online store, as well as online practice exams. Please make sure to purchase the ATI TEAS version.