COLLEGE of NURSING

EAST TENNESSEE STATE UNIVERSITY

Undergraduate Programs

BSN Student Handbook

Academic Year 2023 - 2024

1954 – 2022

PREFACE

The purpose of this student handbook is to assist you in understanding the policies, procedures, and general information specific to your academic program within the College of Nursing at East Tennessee State University. The information in this guide is a supplement to, not a substitute for, information published in the East Tennessee State University undergraduate catalog.

Successful matriculation and graduation from an academic program require adherence to all policies, procedures, and regulations as stipulated by both the College of Nursing and the university. If you have any questions regarding requirements or policies, do not hesitate to refer them to your academic advisor, program director, associate dean, or other appropriate persons.

This handbook presents the policies, procedures, and general information in effect at the time of publication. Students affected by any changes to this handbook will be notified in writing through web posting and/or class announcements. The current handbook will also be available online at www.etsu.edu/nursing in the Undergraduate Programs section.

This handbook is not intended to replace state contractual terms and does not constitute a contract between the student and the College of Nursing.

> *East Tennessee State University is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, veteran status, disability, or sexual orientation.*

COLLEGE of NURSING

EAST TENNESSEE STATE UNIVERSITY

Office of the Dean
PO Box 70617
Johnson City, Tennessee 37614
(423) 439-7051

Dear Nursing Students,

Welcome to the College of Nursing at East Tennessee State University. We are honored you have selected our program as you begin this exciting journey and transformation towards becoming a bachelor's prepared registered nurse. The healthcare environment is complex and constantly changing due to innovation, digital transformation, and the accelerated growth of knowledge requiring nurses to be life-long learners. I encourage you to embrace a positive growth mindset and life-long learning being today. It will be important for you to focus on the learning because starting day one you are already preparing for the NCLEX-RN licensure exam as well as the day you hold another individual's life in your hands. Faculty will facilitate learning using a variety of instructional strategies across multiple learning environments. Faculty will lead and guide you on this journey while we have the expectation that you will be a prepared and engaged learner who attends classes, completes assignments, and stays in communication with faculty.

The mission of the College of Nursing is to facilitate the health of the community through excellence and innovation in nursing education, research, scholarship, creative activity, service, and practice. As a student, you will be involved in fulfilling this mission through your knowledge, understanding, and application of higher order thinking as well as nursing practice skills during guided clinical experiences and simulation-based experiential learning.

This *Student Handbook* has been prepared for you and will provide a wealth of information related to policies and procedures in the College of Nursing. The handbook will also provide information on resources, opportunities, and to whom you should go to for questions and/or concerns.

Again, congratulations and welcome to the College of Nursing!

Sincerely,

Dr. Leann Horsley

Leann Horsley, PhD, RN, CHSE, CNE
Dean and Professor
College of Nursing
East Tennessee State University
(423)439-7051

COLLEGE OF NURSING

Nicks Hall, 365 Stout Drive, Johnson City, TN 37614

Personnel, Phone Numbers & Office Information

OFFICE OF THE DEAN
Location: Suite 3-310
Phone: 423-439-7051
The Dean is responsible for the administration and leadership of the entire College of Nursing. The Dean oversees the degree programs, nursing faculty, support staff, the college budget, and ensures that the overall college mission and goals are being achieved.

Dean, College of Nursing……………………………………………………………………….. Dr. Leann Horsley, PhD, RN, CHSE, CNE
Dean's Office Coordinator…………………………………………………………………………………………Mr. Ryan Parvin
Personnel Coordinator……………………………………………………………………………….……Ms. Tiffany Gasperson

ACADEMIC ASSOCIATE DEANS
Academic Associate Deans in the College of Nursing are responsible for overall development, coordination, and evaluation of academic and scholarly programs within the college.

Associate Dean for Graduate Programs……………………………………………………………..Dr. Lisa Haddad, PhD, RN
Email: haddadl@etsu.edu
Graduate Programs Office: 2-206
Phone: 423.439.5626
Associate Dean for Undergraduate Programs……………………………..................................Dr. Christy Hall, PhD, RN-BC, CNE
Email: hallkc1@etsu.edu
Undergraduate Programs Office: 2-287
Phone: 423.439.4552

UNDERGRADUATE PROGRAM DIRECTORS
Program directors are responsible for assisting the Associate Dean with program implementation and evaluation. They also assist the Associate Dean with management of student issues and serve as links in the communication chain for faculty and students. Undergraduate Program Directors are:

Director for Bridge Programs (RN-to-BSN, LPN-to-BSN) **…**...................……Ms. Tabitha Quillen, MSN, RN-BC, CNE, CNEcl
Email: quillent@etsu.edu
Phone: 423.439.4521

Director for Traditional and Accelerated Programs **.…...……………………………………***.*** Dr. Beth Thompson, DNP, RN
(Dual Degree; ETSU-Sevierville, ETSU-Kingsport, Johnson City Accelerated) Email: thompsonba@etsu.edu
Phone: 423.439.4591

SEMESTER COORDINATORS
Semester coordinators assist program administrators with implementation of program policies, help manage student issues, serve as a resource for faculty and students, and serve as a link in the communication chain. There are semester coordinators for the Bridge Programs (RN-to-BSN; LPN-to-BSN) and Traditional and Accelerated Programs (Dual Degree; ETSU-Sevierville, ETSU-Kingsport, Johnson City Accelerated).

Traditional and Accelerated Semester Coordinators
Semester 1 Coordinator……………………………………………………………………………………… Dr. Lisa Scholz, DNP, RN, ANP-C
scholz@etsu.edu 423.439.4505

Semester 2 Coordinator……………………………………………………………………… Ms. Amanda Parker, MSN, RN, CMSRN
parkerac1E@etsu.edu 423.439.4099
Semester 3 Coordinator……………………………………………………………………Ms. Amber Arsenault MSN, FNP-BC, RN
arsenault@etsu.edu 423.439.4848
Semester 4 Coordinator……………………………………………………………………………..…Ms. Penni Merrick, MSN, RN
merrickpl@etsu.edu 423.439.4605
Semester 5 Coordinator……………………………………………………………………………….. Ms. Michelle Littleton, MSN, RN
littletonm@etsu.edu 423.439.4083

Bridge Programs Semester Coordinators
Semester 1 Coordinator……………………………………………………………………………… Ms. Kacie Hauldren, MSN, RN, CNE
hauldren@etsu.edu 423.439.5776
Semester 2 Coordinator……………………………………………………………………………Ms. Christine Rigsby, MSN, RN, FNP-BC
rigsbyc@etsu.edu 423.439.4552
Semester 3 Coordinator……………………………………………………………………………Ms. Helen Zakewicz, MSN, CNM
zackewicz@etsu.edu 423.439.4587
Semester 4 Coordinator……………………………………………………………………………. Ms. Michelle Littleton, MSN, RN
littletonm@etsu.edu 423.439.4083

Chain of Command for students in Traditional and Accelerated Programs

Faculty member → Semester Coordinator → Program Director → Associate Dean → Dean

*If the faculty member is the Semester Coordinator, students should reach out to the Program Director

Chain of Command for students in Bridge Programs (RN-to-BSN; LPN-to-BSN)

Faculty member → Semester Coordinator → Program Director → Associate Dean → Dean

*If the faculty member is the Semester Coordinator, students should reach out to the Program Director

SITE COORDINATORS
Site Coordinators help to manage logistic issues (e.g., classrooms, communications with staff at the site) at ETSU-Sevierville and ETSU-Allandale at Kingsport sites. They are responsible for working with the CON Undergraduate Programs leadership team and the Site Directors at Sevierville and Kingsport to support students.

Sevierville Site Coordinator
Dr. Cindy Phillips, DrPH, MSN, RN, phillipscd2@etsu.edu

Kingsport Site Coordinator
Ms. Jessica Hamm, MSN, RN, hudsonjl@etsu.edu

UNDERGRADUATE STAFF
Executive Aides
  Pat Fink, Room 2-300 finkp@etsu.edu 423.439.4052
  Cassie Ledwell, Room 2-302, ledwell@etsu.edu 423.439.4552

Testing Center

Testing Center Administrator: Denise Bowser, M.Ed., bowserd@etsu.edu 423.439.4262
The College of Nursing Testing Center provides a variety of services. In addition to giving support, encouragement, and assistance to graduating nursing students preparing to take the NCLEX-RN or an advanced practice certification examination, services are available to help all nursing students with test-taking and study skills using media, computer tutorials, and one-on-one interactions. The nursing entrance exam isalso administered through the Center, and study guides are available for check out. In keeping with the center's motto, "Promoting Nursing Students' Success," the Testing Center offers assistance for the required external nursing student learning resource, Assessment Technologies Institute(ATI). Located in Nicks Hall, Room 265, the testing center implements an open-door policy. While the testing center is primarily used for exams, students are highly encouraged and welcome to use our quiet environment to study.
The Testing Center is in Nicks Hall, 2-264/265 and is open Monday – Friday from 8:00 a.m. – 4:30 p.m.

OFFICE OF STUDENT SERVICES
The Office of Student Services is the primary source of information and assistance for students in the College of Nursing. Personnel in the Office of Student Services are responsible for all phases of the non-classroom College ofNursing experience, e.g., recruitment, academic advising, referrals to campus resources, assistance in processing university forms, and "just listening". Advisors are available to meet with students throughout the calendar year, Monday through Friday. Students are encouraged to make an appointment to meet with an advisor, but "walk-ins" are welcomed on a first-come, first-serve basis.
The Office of Student Services is in Nicks Hall, Suite 2-230 and is open Monday – Friday 8:00 a.m. – 4:30 p.m.

Phone: 423.439.4578 or 1-888-37NURSE (1-888-376-8773)

Assistant Dean for Student Services………………………………Dr. Whitney Tisdale tisdalew@etsu.edu 423.439.4523
Traditional BSN Student Advisor……………………………………. Mr. Andrew Young youngja@etsu.edu 423.439.4578
Accelerated BSN (Kingsport & Sevierville) Advisor……………Ms. Margaret Mahlin mahlin@etsu.edu 423.439.4531
LPN – BSN Student Advisor…………………………………………… VACANT
RN-BSN Student Advisor……………………………………………..Ms. Margaret Mahlin mahlin@etsu.edu 423.439.4531

CENTER FOR NURSING RESEARCH
Center for Nursing Research, Room 1-104 .... 423.439.4082
The Center for Nursing Research (CNR) is responsible for promoting, facilitating, and monitoring research and scholarship activities within the college. Professional and support staff in the center include:
> Dr. Holly Wei, PhD, RN, CPN, NEA-BC, FAAN, Professor and Associate Dean for Research and Scholarship
> Dr. Yan Cao, PhD, MPH, Research and Evaluation Services Coordinator
> Mary James, Grants Manager

OFFICE OF PRACTICE
Office of Practice, Room 1-143 .... 423.439.4077
The Office of Practice is responsible for supporting the college's practice network and the integration of teaching, research, and service in the College of Nursing's Faculty Practice Network. Professional and support staff inthe Office of Practice include:
> Dr. Roslyn Robinson, PhD, MBA, RN Associate Dean for Practice and Community Partnerships, Chief Nursing Officer ETSU Health
> Melissa Queen, Business Director, Office of Practice
> Amy Byrd, Office Coordinator
> Susan Randolph, Credentialing Specialist and Contracts
> Janice Jones, Billing and EHR Manager for Practice
> Whitney Carrier, MPH, Quality Compliance Coordinator

LEARNING RESOURCES

Learning Resource Center (Computer Lab), Room 3-346...423.439.4546
The Learning Resource Center (LRC) located in Nicks Hall, Room 3-346, is the computer lab for College of Nursing students. The Skills Labs in Room 3-326 and 3-327 provide equipment and space for students to practice nursing skills. The simulation labs, located in Rooms 3-347 and 3-348, play a vital part in many nursing courses. Simulations range from basic assessment skills to higher-order thinking and decision-making during life-threating scenarios. Faculty work with learners to offer teaching and learning strategies that meet the needs of different learning styles.

ADDITIONAL SUPPORT STAFF

Skills Lab (Practice Lab), Johnson City campus, Room 3-326 & 3-327... 423.439.4063

Personnel and support staff in the College of Nursing include:
 Skills Lab Manager: Anette "Jill" Marks , BSN, RN
 Skills Lab Coordinator, ETSU Johnson City campus: Brittany Bradburn, BSN, RN
 Skills Lab Coordinator, Kingsport campus: Ashliann Norton, BSN, RN
 Skills Lab Coordinator, Sevierville campus: Lynn Parks, BSN, RN
 Skills Lab Coordinator/Simulation: TBA

Fax Number 423-439-4522
E-mail .... nursing@etsu.edu

COLLEGE of NURSING

EAST TENNESSEE STATE UNIVERSITY

**HISTORY, VISION, MISSION, GOALS, VALUES
AND
B.S.N. PROGRAM OUTCOMES**

History

<u>East Tennessee State University (ETSU)</u>
East Tennessee State University (ETSU) is a state supported, comprehensive, regional university opened in 1911. ETSU had been part of the Tennessee Board of Regents (TBR) University and Community College System of Tennessee until March 24, 2017, when based on the Focus on College and University Success (FOCUS) Act of 2016, the universities in the TBR system became independent universities each under the governance of a Board of Trustees. The first meeting of the ETSU Board of Trustees (BOT) was held on March 24, 2017. This change in governance was recognized and approved by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) in March 2017 and a focused site visit was held May 15-17, 2017. This change was also reported to CCNE and the Tennessee Boardof Nursing. A new 10-year strategic plan and budget model was approved by the BOT in March and June 2017, respectively.

ETSU was originally designated as a Normal School and subsequently a State Teachers College in 1925, East Tennessee State College in 1943, and East Tennessee State University in 1963. Master's degrees have been offered since 1951 and doctoral degrees since 1972. ETSU received its first SACSCOC accreditation in 1927 and is currently accredited through 2023. The university has a Carnegie Classification of R2: Doctoral University – High Research Activity.

Located in the Appalachian Mountains of eastern Tennessee, ETSU and the surrounding region boast of mountains, lakes, a nationally recognized storytelling center, historic towns, the Birthplace of Country Music, and a mix of cities and rural communities. The university embraces the regional setting and has formed active community partnerships both to enhance its institutional effectiveness and to serve the region. The ETSU Center for Appalachian Studies and Services opened as a state Center of Excellence in 1984; in 2009, the first-ever Bachelor of Arts degree in Bluegrass, Old Time and Country Music was approved. Another unique program is the Gray Fossil Site and Museum which opened in 2007 after the discovery of a vast fossil deposit that dates back from 4.5 to 7 million years ago.

The main campus of the university, consisting of over 300 acres, is in Johnson City, a community of approximately 65,000 residents, with branch campuses in Kingsport and Sevierville, a location in Elizabethton, and two primary sites for the Colleges of Medicine and Pharmacy at Mountain Home Veterans' campus. The university offers over 100 undergraduate, graduate, and professional degree programs.

<u>Academic Health Sciences Center</u>
In 1988, the Colleges of Nursing, Medicine, and Public and Allied Health formed the Division of Health Affairs. In 2011, the Division was recognized as an Academic Health Sciences Center (AHSC) at ETSU. Currently the AHSC stands as the only major academic health sciences center between Nashville, Tennessee and Roanoke, Virginia. In 1991, the AHSC received $6 million from the W.K. Kellogg Foundation to improve health care delivery in rural communities. Emphasis continues to be placed on the concept of interprofessional, community-based learning. Within the Academic Health Sciences Center (AHSC) new initiatives include an expansion in interprofessional education (IPE) activities, an IPE pilot project, development of a university Interprofessional Education and Research Committee (IPERC), development of an IPE Strategic Plan, and groundbreaking for the Interprofessional Education and Research Center which will include increased space for simulation and standardized patient experiences, which opened in Summer 2018.

The Colleges in the AHSC include Clinical and Rehabilitative Health Sciences, Medicine, Nursing, Pharmacy, and Public Health. All degree programs in the AHSC, which are eligible for accreditation, have been accredited. The College of Medicine offers programs leading to the Doctor of Medicine as well as an interdisciplinary program leading to the Master of Science and Doctor of Philosophy in Biomedical Science, with concentrations in Anatomy, Biochemistry, Microbiology, Pharmacology, Physiology, Pharmaceutical Sciences, and Quantitative Biosciences. In the College of Clinical and Rehabilitative Health Sciences, student may pursue undergraduate degrees in Allied Health with concentrations in Allied Health Leadership,

Cardiopulmonary Science, Radiography, Dental Hygiene, and Nutrition. Master's degrees are available in Allied Health, Communicative Disorders with a concentration in Speech-Language Pathology, and Clinical Nutrition, and doctorates in Audiology and Physical Therapy. Approved in 2005, the College of Pharmacy offers the Doctor of Pharmacy degree, dual degree options with the Doctor of Pharmacy and a Master of Business Administration or Master of Public Health. The College of Public Health, the first accredited Public Health College in Tennessee, manages the Tennessee Institute of Public Health, a statewide public-private partnership created to improve the overall health status of Tennesseans. Students in the College of Public Health may select from bachelor's degree programs in Environmental Health, Health Sciences, and Public Health as well as master's degrees in public health and Environmental Health and doctorate programs in Community Health, Epidemiology, and Environmental Health Sciences.

College of Nursing

The College of Nursing has its roots in the Memorial Hospital Program which began in 1911. In 1949, under the leadership of Miss Vesta Swartz, Director of Nursing and Education at the Hospital, and the hospital's nursing staff, the School of Nursing became formally affiliated with East Tennessee State College. The Hospital's nursing program was closed in 1954 after the Tennessee Council for Nursing recommended the establishment of a Bachelor of Science in Nursing (B.S.N.) degree program at East Tennessee State College.

The Associate of Applied Science (A.A.S.) in nursing degree program at East Tennessee State University was established in 1967. Originally located in the Bristol area as a result of a pilot associate degree program, the program moved to the East Tennessee State University (ETSU) campus in 1982.

In June 1978, a plan for the reorganization of the university was approved by the Tennessee Board of Regents and became effective in August 1978. Under the reorganizational plan, the departments of associate degree and bachelor's degree programs were no longer under the administration of the College of Health but were under the newly formed School of Nursing (SON) and the direction of a new nursing dean.

In 1988, the School of Nursing, along with the College of Medicine and the School of Public and Allied Health, became part of the Division of Health Sciences. In March 1989, the SON faculty plan for the reorganization of departments was approved by the Tennessee Board of Regents. The two program-based departments were reorganized into three departments. These three departments, Professional Roles/Mental Health Nursing, Adult Nursing, and Family/Community Nursing were developed to meet present and future needs of the SON in research, service, and teaching. Both associate and baccalaureate degree nursing programs operated within the new departmental structure. In 1993, the School of Nursing became the College of Nursing (CON) to better reflect the educational, service, and scholarship mission of the programs.

In 1997, the College of Nursing implemented a new community-based baccalaureate-nursing curriculum designed to better prepare B.S.N. graduates for practice in the changing health care delivery system. The B.S.N. curriculum was revised, again, in 2003, to meet the Tennessee Board of Regents' mandate to limit all baccalaureate degree programs to 120 credit hours. The most recent revision to the baccalaureate curriculum was completed in spring 2014 and implemented in fall 2014 in order to update knowledge, quality, and safety standards and technology/informatics related information. In response to national and state mandates to focus nursing education at the baccalaureate and graduate levels, the college began to phase out its A.A.S. degree program in fall 1997. In that year, an evening/weekend option in the R.N.-B.S.N. program was first offered in Johnson City and in Greeneville and Johnson City in 1998. The last group of associate degree students graduated in December 1999. The RN-BSN program was transitioned into an online program in fall 2006 with advising cohorts available in Johnson City, Kingsport, Bristol, Knoxville and Sevierville, TN. In 2009 the College of Nursing introduced the Dual Degree program with Walter's State Community College. This option allows an ADN student to enroll and begin ETSU nursing courses prior to graduating from the community college

and ultimately completing their BSN in a shorter period. Currently there are Dual Degree program arrangements with six community colleges in east Tennessee.

In fall 2014, the BSN program implemented a newly revised curriculum, which was fully implemented in fall 2016 and includes improved integration of the *Essentials of Baccalaureate Education for Professional Nursing Practice* and other professional standards. A new format for the RN-BSN program was initiated in fall 2016. A seven-week term for the RN-BSN program was implemented in fall 2016, which allows for five terms across the year. In summer 2023, the RN-BSN program began admitting cohorts once per year in summer semesters with a 3-semester curriculum. In fall 2016, the College of Nursing initiated an accelerated BSN program at Wellmont (currently Ballad Health) Holston Valley Medical Center, an off-site location.

The Master of Science in Nursing (M.S.N.) degree program was approved by the Tennessee Board of Regents and the Tennessee Higher Education Commission in 1990 and the first class was admitted in fall 1991. The program was designed to prepare nurses for advanced practice; graduates were eligible to take a national certification examination in the specialty field for which they are prepared. The college offered the Family, Adult, Gerontological, and Psychiatric Mental Health Nurse Practitioner specialties and a specialty in Nursing Administration. The ETSU on-ground MSN program graduated the final students in 2013. This program was closed due to the national trend to offer the Doctor of Nursing Practice (DNP) program as the terminal nursing clinical degree. In fall 2004, the College of Nursing initiated the M.S.N. – Regents Online Degree Program (M.S.N. – RODP). This degree was offered collaboratively by ETSU and the five other universities under the auspices of the Tennessee Board of Regents, including: Austin Peay State University; Middle Tennessee State University; Tennessee State University; Tennessee Technology University; and the University of Memphis. M.S.N. degree concentrations available included Nursing Education, Nursing Administration, Advanced Practice, and Nursing Informatics.

The MSN program was discontinued with the implementation of the DNP program in 2011. The last student graduated in 2014 and a letter was sent to CCNE in summer 2016. This delay in notification was due to the CON understanding that the Clinical Nurse Leader concentrations was still viable since the DNP proposal indicated that only the nurse practitioner MSN concentration would be deleted with the start of the DNP program. In 2016, the CON learned that the THEC had terminated the MSN program, thus the notice to CCNE. The CON continued to participate in the Tennessee eCampus, a separate MSN program administered by the TBR and accredited by the Accreditation Commission for Education in Nursing (ACEN) until August 2017, when due to the governance change, chose to restart the MSN solely at ETSU.

The Post-master's Certificate Program in Advanced Nursing Practice was approved by the Tennessee Board of Regents and the Tennessee Higher Education Commission in 1995. This program is designed to prepare registered nurses who already have a master's degree in nursing for specialty practice as Family, Adult, Gerontological, or Psychiatric Mental Health Nurse Practitioners. An 18-credit-hour, interdisciplinary Graduate Certificate in Health Care Management program was approved and initiated in 1997. Courses in this program are co-listed and co-taught by faculty from the colleges of Nursing, Business and Technology, and Public & Allied Health. In fall 2001, a 22-credit-hour interdisciplinary Graduate Certificate Program in Gerontology was approved and initiated. Faculty from the colleges of Nursing, Public & Allied Health, Business and Technology, Education, and Arts & Sciences teach courses within this unique certificate program.

The Doctor of Philosophy (Ph.D.) degree program had its beginning as a Doctor of Science in Nursing (D.S.N.) degree program, approved by the Tennessee Board of Regents in March 2001 and the Tennessee Higher Education Commission in November 2001. The first class was admitted in summer 2002. The College of Nursing received significant federal funding in July 2002 from the Division of Nursing, Department of Health and Human Services to implement the doctoral program. From the onset, the D.S.N. degree program was primarily a research degree, and in keeping with the national trend to designate research degrees as the Ph.D. and practice doctorates as Doctor of Nursing Practice, the D.S.N. degree designation

was changed to a Ph.D. by the Tennessee Board of Regents, effective fall 2007. In 2009, the program was converted to an online and blended format with 3 on ground intensive sessions per year. The program prepares students for careers as nurse scientists and emphasizes research that will improve the health of diverse population groups. In 2011, the College of Nursing introduced the DNP program, the second doctoral program in the college.This program is the first DNP program in the Tennessee Board of Regents system. Students can choose from the MSN-DNP or BSN-DNP options. Nurse practitioner concentrations exist in Family, Adult-Gerontological, and Psychiatric Mental Health. A fourth concentration in Executive Leadership is also available. The format of the program is online and blended with 2 intensive sessions per year.The program prepares nursing leaders for practice and administrative roles.

Changes in the DNP program included a post-DNP certificate program were approved in spring 2015.

The B.S.N., M.S.N., and D.N.P. degree programs are all fully approved by the Tennessee Board of Nursing and accredited by the Commission on Collegiate Nursing Education (CCNE).

EAST TENNESSEE STATE UNIVERSITY
COLLEGE OF NURSING

VISION

To be the best College of Nursing in the state and region, nationally recognized in improving health through the innovation and integration of teaching, research, scholarship, creative activity, service, and practice.

MISSION

The mission of the College of Nursing is to facilitate the health of the community through excellence and innovation in nursing education, research, service, scholarship, and practice.

GOALS

- Provide highest quality nursing education programs.
- Provide BSN, MSN, DNP, and PhD graduates to address nursing workforce needs.
  Provide culturally diverse and international opportunities for students and faculty.
- Engage in faculty, staff, and /or student research and scholarly activities that improve health and advance nursing knowledge.
- Deliver innovative health care in partnership with communities.
- Influence systems and policies, through professional leadership and collaboration, to improve individual and community health.
- Engage in interprofessional education, research, service, scholarship, and health care delivery.

VALUES

We Value:
- Professional interactions that demonstrate caring, respect, and compassion for others
- Diversity and inclusivity, embracing the full scope of human cultures, ethnicities, and identities.
- Excellence in fulfilling the work of the college through collaboration and cooperation.
- The nursing profession's global contributions to social justice and to the holistic health of individuals, families and communities
- Stewardship and accountability in the use of resources
- Innovative leadership modeled through effective shared governance principles.

Approved: CON Faculty Council 05/12/15, 08/18/17 Reaffirmed: CON Faculty Council 08/18/17

B.S.N. Program Purpose Statement

The Bachelor of Science in Nursing (BSN) degree is the foundation for professional practice. The BSN program prepares competent nurse generalists who demonstrate professional accountability while coordinating and delivering highest quality, compassionate nursing care. Professional nursing integrates nursing theory and research and synthesizes knowledge from the sciences and humanities in the provision of safe and effective care. As integral members of multidisciplinary healthcare teams, BSN-prepared nurses identify health needs and provide direct and indirect care for individuals and groups across diverse spectrums of life and human experience. Professional nurses promote and restore health, reduce risk, optimize health outcomes, and preserve human dignity through the skilled application of patient care and information system technologies. Guided by clinical judgment; evidence-based practice; and global perspectives; ethical principles of social justice and personal and professional integrity, BSN-prepared nurses are prepared to contribute leadership roles in healthcare. Professional nurses demonstrate altruistic values, critical thinking, social awareness, advocacy, communications excellence, interprofessional collaboration, and life- long learning. Evidence-based practice, ethical reasoning, and relationship-based care are used to direct culturally relevant practice across multiple settings at individual, group, and population levels.

Approved by Undergraduate Programs 08/15/12 Reviewed by Undergraduate Programs 01/17, 08/15/18

B.S.N. Program Outcomes

On completion of the B.S.N. degree program, the graduate will be able to:

1. Synthesize knowledge from humanities, arts, and sciences to provide competent and caring nursing practice in a global society.

2. Communicate effectively with health care consumers, colleagues, and other members of interprofessional teams at local, regional, national, and global levels.

3. Synthesize data to make and evaluate decisions related to best nursing practice.

4. Engage in safe health care practices with individuals, families, groups, and populations.

5. Practice nursing in compliance with current legal, ethical, and professional standards reflecting a commitment to lifelong learning.

6. Collaborate to promote health and prevent disease for individuals, families, groups, and populations.

7. Apply research and health quality data to provide evidence-based nursing practice and improve health outcomes.

8. Demonstrate leadership to positively influence healthcare policy, using quality, safety, and regulatory standards.

9. Use information systems and healthcare technology to deliver effective nursing care.

ADMISSION, PROGRESSION AND RETENTION POLICIES

Core Performance Standards for Undergraduate Students

The Core Performance standards assist students in determining whether accommodations or modifications are necessary. They provide an objective measure to determine whether students can meet program requirements. Students seeking specific accommodations or modifications to meet and achieve these standards will need to contact Disability Services and follow guidelines as noted at:
http://www.etsu.edu/students/disable/default.aspx

Standard	Definition	Some Examples of Necessary Activities (not all inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause/effect relationships in clinical situations, develop nursing care plans, ability to make safe judgments when planning and implementing nursing care, identify safety issues, and respond without delay to emergency situations.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with clients, colleagues, faculty and other health care personnel, interact with classmates and course instructors on course related subjects, and work in groups on course activities.
Communication	Communication abilities (hearing, speaking, reading, and writing) sufficient for interaction with others in verbal and written form.	Explain treatments, procedures, initiate health teaching to individual and groups of clients, document and interpret nursing actions and client responses. Communicate information accurately and effectively with other departments, colleagues, faculty and clients/families. Evaluate clinical documentation, care plans and treatment requests. Complete written assignments participate in classroom discussion/activities, complete group projects. Ability to focus on class without disruptive interruptions and communicate with faculty and other students via e-mail and electronic threaded discussions.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces, lift and position clients, and carry out nursing procedures.	Move around in client rooms, workspaces, and treatment areas, administer CPR, reposition, transfer and ambulate clients, and stamina to function over an 8-12-hour period in a hospital setting.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care, use a computer, and complete class assignments	Calibrate and use equipment (blood pressure cuffs, syringes), maintain sterility of equipment, position, lift, and transfer patients, ability to lift at least 20 pounds, administer CPR, access and use a computer, and complete written assignments and examinations by typing on the computer.
Hearing	Auditory abilities sufficient to monitor and assess client health needs, hear class presentations	Hear verbal exchanges among health care personnel and clients, monitor alarms and emergency signals, hear cries for help, perform

	and participate in classroom activities	auscultatory physical assessment, hear and participate in class lectures/discussions, and listen to online audiovisual presentations.
Visual	Visual ability sufficient for observation and assessment necessary in providing nursing care and to attend class and participate in classroom activities	Able to read written documents (paper and/or electronic medical record data), able to see small calibrations on syringes, sphygmomanometer, thermometers, observe client responses to interventions and/or health problems, ability to detect subtle color changes, able to see audio-visual aids used in class and lab, and complete reading assignments and watch audiovisual presentations.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions of physical assessment and/or those related to therapeutic interventions (e.g., insertion of catheters, administration of injections, etc.).

Approved: Undergraduate Academic Standards Committee 09/21/15; Undergraduate Programs Faculty (as amended) 10/09/15; reaffirmed 04.10.17; editorial revisions 08/15/17CON Academic Council 11/16/15

Admitting Undergraduate Students with Previous GPA below Minimum Requirement (UAS policy)

If a student submits a letter and appeals to the Undergraduate Academic Standards Committee requesting waiving of the minimum admission GPA *because their current GPA reflects poor grades earned at some earlier time in their academic career* the committee shall consider recommending a waiver of the GPA if:

1. The student earned the lower grades five or more years before the year of application to the College of Nursing.
2. The student has substantial credit hours (more than 23 credits) earned from five years before which will make it difficult to raise the overall GPA without taking more than a semester's worth of courses not required for graduation.
3. The student has earned sufficient credit hours in previous work that Academic "Fresh Start" will result in loss of a significant (more than 12 credits) worth of course credit toward graduation.
4. The student has earned a semester GPA of at least 12 credits which reflects the College of Nursing minimum within the last year.
5. The student has met all other requirements for admission to the College of Nursing.

Devised 01/05; Revised: Undergraduate Academic Standards Committee 11/13, 4/20; Approved: Undergraduate Programs Faculty 05/09/14; reaffirmed 10/09/17; 5/11/20 Approved: Faculty Council 05/13/14

Transfer from another Nursing Program (UAS policy)

Students wishing to transfer to the ETSU CON from another nursing program must request special consideration through the CON academic appeals process. Transfer students must be in good academic standing at their current (or most recent) nursing program.

The Undergraduate Academic Standards Committee will consider appeals that meet the following requirements:

• Documentation from a pre-nursing advisor verifying eligibility in terms of transfer credits and completion of admission requirements.
• Admission to ETSU in good academic standing
• Submission of required CON application materials including official transcripts from the current (or most recent) nursing program.
• Fulfillment of all ETSU CON minimum admission requirements
• Documentation of Good Academic Standing from the current (or most recent) nursing program which must include a copy of the official transcript from Dean or Director sent directly to the Chair of Academic Standards Committee.

Individuals wishing to be considered as transfer applicants from another nursing program are advised to contact the Office of Student Services for assistance.

Admission is not guaranteed and is only considered on a space-available basis.

Advisement and Registration

Academic advising for undergraduate students, including RN-BSN students, is coordinated through the Office of Student Services. All students within the College of Nursing should meet with their advisor prior to registration each semester. Students are encouraged to see advisors to develop a program plan and to help ensure enrollment in required courses. "Walk-in" appointments are seen as soon as possible; however, students who have a scheduled appointment have priority. Appointments with advisors may be scheduled by calling the Office of Student Services, (423) 439-4578 or 1-888- 37NURSE or by using NAVIGATE for existing ETSU students.

Adding a Course (University Policy)

https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#adding-a-course

Dropping A Course (University Policy)

https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#dropping-a-course

Late Drop a Course (University Policy)

https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#late-drop-a-course

Nursing students seeking permission for late drops must present a completed petition with instructor signature to the Assistant Dean of Student Services, College of Nursing, Nicks Hall, Room 230.

Incomplete Grades (University Policy)

https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#assigning-and-resolving-incomplete-grades

Nursing students requesting Incomplete Grades should work with their Academic Advisors and their individual faculty members to ensure that the appropriate procedures are followed. Faculty should initiate the appropriate University form, "Report on Assignment of Incomplete Grade" found here under the Faculty Forms tab: https://www.etsu.edu/reg/forms.php. After completion, faculty should retain a copy of the completed pdf and send a copy to the student and the student's advisor in the Office of Student Services via encrypted email.

Withdrawing from the University (University Policy)

https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#withdrawals-from-the-university

Undergraduate Academic Performance Agreement (UAS policy)

A student academically unsuccessful in two didactic and/or one clinical nursing course is automatically dismissed from the nursing program. They may appeal to the Undergraduate Academic Standards (UAS) Committee **one time** for readmission to the program. If the appeal is successful and the student is permitted to return to the program, the student is readmitted on probationary status and must sign an *Undergraduate Academic Performance Agreement (UAPA)* (Appendix A). The UAPA is individualized to the student and includes actions and activities designed to optimize student success while they are on probation. The Academic Advisor notifies the student of the appeal decision and will meet with the student to outline the conditions of the UAPA. If a student does not agree to and comply with the conditions of the UAPA,

the student will not be readmittedto the program.

- Documentation of required activities will be maintained using the *Undergraduate Academic Performance Agreement Flowsheets* (Appendices B - D).
- It is the student's responsibility to arrange, then attend, the meetings to satisfy the UAPArequirements.
- Faculty and/or advisors will maintain the Undergraduate Academic Performance Agreement Flowsheets documenting faculty/advisor meetings.
- Students will maintain the Undergraduate Academic Performance Agreement Flowsheets documenting tutoring sessions.
- All Undergraduate Academic Performance Agreement Flowsheets must be returned to the Chair of the Undergraduate Academic Standards Committee at the end of each semester.

College of Nursing Grading Scale (UAS policy)

Didactic Course Scale

A =	95 – 100%	
A- =	92 – 94%	
B+ =	89 – 91%	
B =	86 – 88%	
B- =	83 – 85%	
C+ =	79 – 82%	
C =	75 – 78%	
Grades below this level are not considered passing		
C- =	70 – 74%	
D+ =	65 – 69%	
D =	60 – 64%	
F =	Below 60%	

Clinical/Practicum Course Scale

A =	92-100%	
B =	83-91%	
C =	75-82%	
Grades below this level are not considered passing		
D =	65-74%	
F =	Below 65%	

Final Course Point Calculation

Final course **points**, *not percentages*, will be rounded to the whole number. Totals ending with 0.5 or higher will round up to the whole number. Totals ending with less than 0.5 will not be rounded.

Progression Guidelines for Undergraduates (UAS Policy)

All students admitted to the nursing major must earn a minimum grade of "C" (i.e., 75%) (GPA 2.0) in each required didactic and/or clinical nursing course. Grades of C- and below indicate nursing course failure. Students in the Accelerated BSN program who fail a course will be moved to the traditional program pending space availability.

1. Students must achieve an **overall average of 75%** on all **exams** (content and final) within a didactic course to

pass the course. Points for course assignments other than exams (e.g., quizzes, class assignments, group work) *are not calculated into the course grade until the 75% benchmark on exams is attained*. Once the 75% benchmark is reached, any additional points earned by the student will be applied to calculate the final course grade. If a student fails to achieve an overall exam average of 75%, the student will receive the letter grade equivalent to the average of the exam scores and be required to repeat the course.

2. If the student withdraws failing (WF) from a nursing didactic course or is unsuccessful in a nursing didactic course by earning a grade less than a "C" (2.0), the student will be placed on probationary status in the College of Nursing.

> *Progression in the nursing program will be suspended pending space availability as determined by the Associate Dean of Undergraduate Programs (or designee). Course availability is not guaranteed, and students may be required to submit documentation of circumstance for consideration.

3. Students earning less than a "C" (2.0) in two required didactic courses—whether in the same semester or over a period of semesters— are automatically dismissed from the College of Nursing. Students dismissed from the undergraduate nursing program for academic failure may appeal to the Undergraduate Academic Standards Committee one time for readmission to the program. Filing an Academic Appeal does not guarantee permission to repeat the course or reinstatement to the BSN program. All appeals are reviewed on an individual basis. This policy applies even if one of the failed courses has been repeated previously with the grade of "C" (2.0) or higher.

4. Students who withdraw failing (WF) or earn a grade of less than "C" (2.0) in any one clinical course atany time within the nursing major will be automatically dismissed from the College of Nursing. Students dismissed from the undergraduate nursing program for academic failure may appeal to the UAS Committee one time for readmission to the program. Filing an Academic Appeal does not guarantee permission to repeat the course or reinstatement to the BSN program. All appeals are reviewed on an individual basis.

5. If a student's appeal is granted and the student is permitted to return to the program, the following conditions apply:

   a) The student is on probationary status until the failed course is successfully completed. *
      - The student is required to sign an Undergraduate Academic PerformanceAgreement (UAPA).
      - Space within the class/clinical course is not guaranteed. The Associate Dean of Undergraduate Programs (or designee) will direct the placement process based onspace availability.
      - *Subsequent grades below the grade of "C" (2.0) will result in a second academic dismissal from the program with no option to appeal to the UAS Committee for readmission.*
      - Students will be removed from probationary status when the course is completedsuccessfully and the terms of the UAPA are fulfilled.

6. If a student drops a didactic course that has a co-requisite clinical course, the student must alsowithdraw from the corresponding clinical course.

7. Students who withdraw from the same nursing course more than once will be academically dismissed from the College of Nursing. Students dismissed from the undergraduate nursing program for repeated withdrawals may appeal to the UAS Committee one time for readmission to the program. Filing an Academic Appeal does not guarantee permission to repeat the course or reinstatement to the BSN program. All appeals are reviewed on an individual basis. If the student is re-instated based upon the outcome of the appeal, the student shall be on probationary status until the course is completed successfully.

   * Permission to retake the course is not guaranteed andwill be determined by the Associate Dean of Undergraduate Programs (or designee) pending spaceavailability.

**Students not enrolled in a clinical for one or more semesters will be required to take skills validation course pending availability (NRSE 4301, 4302, 4303, 4304)

Student Academic Appeals Process (UAS policy)

Students requesting readmission following suspension or dismissal from the program are required to follow the Academic Appeals Process. A Letter of Appeal must be submitted, detailing:

1. The circumstances surrounding the suspension or dismissal.
2. Actions taken to positively change the circumstances and the results of those actions; and
3. Supports in place to facilitate continued success (should the appeal be granted).

Additionally, if medical, health, or legal circumstances were involved in the suspension or dismissal, documentation demonstrating correction, resolution, or substantial improvement of those circumstances must be provided.

The Undergraduate Academic Standards Committee hears appeals in January, May, and/or August. The student must request an appeal using the *Academic Appeals Form* (Appendix E). The completed form must be submitted to the Office of Student Services via CONappeals@etsu.edu at least **TWO** business days before thecommittee meets. Specific meeting dates will be announced by the Office of Student Services via e-mail to all students during finals week. Traditionally the committee meets the Wednesday after final grades are due. If the student is appealing because of course failure(s), documentation will be requested from the faculty of the specified course(s). Faculty may submit written documentation to theOffice of Student Services and/or may appear before the committee. The student is urged to attend the appeal hearing in person or by video conference and may do so by indicating on the appeal form that it is sent to CONappeals@etsu.edu. Otherwise, a College of Nursing academic advisor will represent the student using the information from the appeal form.

The student should be prepared to discuss the following:

1. The reason for the appeal.
2. Extenuating circumstances related to the denied admission or course failure(s); and
3. New strategies for success (why should the appeal be granted).

The Undergraduate Academic Standards Committee makes a recommendation to the CON Dean or Dean's designee, who makes the final decision concerning the student's appeal. The committee's recommendation will be based on the student's information and plan and other information which may include faculty documentation regarding reason for course failure, number of withdrawals from nursing courses, prior academic record, prior clinical performance, adherence to core performance standards, adherence to the code of ethics, demonstration of practice standards and professional behavior, advising record, adherence to the policies and procedures in the College of NursingStudent Handbook, and the College of Nursing Progression Exam scores (if available).

If a student believes due process (i.e., the right to have your concerns reviewed by an impartial third party) has not been afforded, a written appeal may be made to the Provost & Senior Vice President for Academics or his/her designee only on the basis ofdue process; otherwise, the decision of the CON Dean or Dean's designee is final.

While the appeal is pending, the recommendation/decision may not be discussed with the student. Advisors in the College of Nursing will make every effort to notify the student of the CON Dean or Dean's designee's decision by phone. The student will be formally notified of the decision by a letter mailed to the student's ETSU email account. Readmission is not guaranteed and is only considered on a space-available basis.

Once the decision of appeal is made by the Dean/Dean's Designee, any subsequent appeal involving the same incident will not be reheard by the Committee. Instead, it will be referred to the Dean/Dean's Designee for consideration.

Final Course Grade Appeal (University Policy)

https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#grade-appeal-policy

Readmission Process (UAS policy)

1. Students who leave the major for any reason for two consecutive semesters will be required to appear before the Undergraduate Academic Standards Committee.
2. Students who are re-admitted to the program will be required to enroll in the skills validation course (NRSE 4301, 4302, 4303, 4304) pending availability* with assigned clinical course in the curriculum guidelines to refresh clinical skills.
3. Skills validation course* (NRSE 4301, 4302, 4303, 4304) is required for students who are out progression, who are taking courses out of curriculum sequence due to non- progression, or who are enrolled in a didactic component without being enrolled in a clinical component. Successful completion of skills validation course (NRSE 4301, 4302, 4303, 4304) is required for students to progress into the next clinical course as scheduled per curriculum guidelines.
   Availability is based on faculty teaching availability

Students with Military Orders

1. The student provides advisor and faculty a copy of military orders. Advisor shares orders with Assistant Dean of Student Services, Associate Dean of Undergraduate Programs, and appropriate Program Director.
2. The advisor will serve as the case manager to assist the student; however, the student should talk 1:1 with each faculty member to understand the work involved in completing the class for that term. If the student is not passing the class, then the student should complete paperwork for a withdrawal/late withdrawal before the deadline identified in the academic calendar.
3. Student meets with advisor to discuss options once meeting with each faculty members. Necessary paperwork will be completed (e.g., LOA, withdrawal) and plan is developed and shared with faculty involved. Example:
   a. Student plans to continue with NRSE XXXX and has developed a plan with instructor XXX
   b. Student will withdraw from NRSE XXXX before deadline.
   c. Student will take an "I" grade for NRSE XXXX as approved by instructor XXX and has developed a plan with instructor to complete.
4. Student will complete LOA paperwork to seek approval if planning to return within a year. If not, advisor will share how to return to the program, will depend on space, and follow the UAS Readmission Process and deadlines.
5. Student will be made aware they can request a late withdrawal to the Associate Dean before the deadline. Students can find additional information here: https://www.etsu.edu/provost/veteransaffairs/

Undergraduate Academic Leave of Absence (UAS policy)

Students who need to be absent from the CON for one or more semesters are required to submit a formal request for academic leave. Request for academic leave requires completion of the *Academic Leave Request Form* (Appendix F) and a letter detailing the reasons for the requested leave. Failure to obtain formal approval for academic leave is considered relinquishment of the student's position in the program

and requires application for readmission through the academic appeals process. Exceptions to this policy include leave for required military duty and unexpected severe illness or injury with medical documentation. A leave of absence may extend up to 1 year. Consideration for an extension greater than 1 year must be approved by the Associate Dean of Undergraduate Programs.

White Coat Ceremony

The White Coat Ceremony is conducted approximately halfway through the semester. The White Coat Ceremonymarks your entrance as a student into the nursing profession and emphasizes the importance of providing humanistic nursing care. This is a very poignant ceremony, and your family and friends are encouraged to attend.

Convocation and Commencement Ceremonies

Each semester, recognition is given the evening before commencement in honor of all students graduating from the B.S.N., M.S.N., Post-master's Certificate, DNP and Ph.D. programs. During the ceremony, students are presented with ETSU B.S.N. or M.S.N. nursing pins and other forms of recognition.The ceremony provides an opportunity for College of Nursing faculty, staff, students, families, and guests to celebrate the students' success on completion of their respective degree or certificate programs.

ACADEMIC POLICIES AND STUDENT CONDUCT

Estimated Expenses*

Textbooks	$1,700.00
ATI	$2,500.00
Incidental Fee ($50/credit hour) *	$3,750.00
Professional Nursing Student Malpractice Insurance	$105.00
Tennessee Nursing Professional Assistant Fee	$15.00
Uniforms & Shoes	$200.00
Supplies (Clinical)	$160.00
Physical Exam (estimated cost first semester only) **	$150.00
Hepatitis B (3 injections)	$300.00
Other Immunizations and/or Titers	$500.00
Background Checks	$100.00
Nursing Pin (Optional)	$75.00
CPR	$80.00
Program Estimated Expenses	**$9,635.00**
NCLEX-RN Costs:	
Pictures for NCLEX-RN Exam	$10.00
NCLEX-RN Application Fee for State Board of Nursing	$100.00
Pearson Vue NCLEX-RN fee	$200.00
Background Check for NCLEX-RN	$40.00
NCLEX-RN Estimated Expenses	**$350.00**

* This is **_an estimate_** for traditional, accelerated, and LPN to BSN students. RN to BSN students' expenses may be less. This estimate does not include University tuition and fees.

Students should refer to the *Verification of Clinical Health Requirements & Core Performance Standards* policy and the CHR Packet for information about the need for additional physical exams.

Please note that the above expenses are estimates for costs for the entire length of program and are subject to change.

Reviewed and updated summer 2020; Reviewed summer 2021; Edited summer 2023

Technology Requirements
Examplify requirements
- Exams given remotely with Examplify (BYOD secured exam application) will use Exam ID (AI identification verification) and Exam Monitor (AI digital proctor, and exam recording using webcam)
- Examplify minimum system requirements are found on the ExamSoft portal (https://ei.examsoft.com/GKWeb/login/etsunursing) at the top of the screen.
- Chromebooks, jailbroken iPads, some versions of Windows, all virtual machines, and all Linux distributions are currently incompatible with Examplify.
- Exam Monitor requires an active Internet connection to complete uploading of the exam recording.

- Computer devices must be compatible with all services for successful completion of this program.
- Exam ID requires an active Internet connection at the beginning of an exam.
- Exam Monitor is required to record exams in Examplify.
- ExamSoft maintains and updates this information.

D2L requirements
- D2L uses the Respondus Lockdown Browser with WebCam for remote exam proctoring. This is not compatible with Chromebooks.
- D2L minimum system requirements are found on this ETSU webpage: https://www.etsu.edu/d2l/students/d2lsystemreq.php
- Regardless the device type, it must have internet access, microphone, and camera or webcam.
- Check your system compatibility at: https://community.desire2learn.com/d2l/systemCheck
- A minimum of a 128Gb Solid State Hard Drive (SSD) – 256Gb is nice if possible.
- A minimum of 8gb of Ram – 16Gb is a nice upgrade but not essential.
- Intel i3 Processor – i5 is a nice upgrade but not essential.
- PC or Mac is recommended

  Approved 12.16.20 UP Faculty; Updated 06.01.23

Address/Name Change

Students who change their address or name must submit the change(s) to the University Registrar's Office. Additionally, for purposes of clarification, please let your advisor and your faculty know if you have had a recent name change.

Faculty Office Hours

Office hours are posted outside faculty offices, or online for faculty teaching online courses. Students are encouraged to make appointments to see a faculty member during these or other arranged times.

Undergraduate Employment of Students (UASpolicy)

Students are strongly advised not to exceed a total of 40 clock hours, including employment, class, and clinical experience. Students who fail to meet the established academic standards in the College of Nursing due to employment will not receive special consideration. Therefore, students who need to work should discuss their course load with their advisors before they risk academic jeopardy. In these situations, students may need to temporarily defer academic course work for a period of time, choose part-time academic status and/or take advantage of various loans and scholarships. Students employed as nursing assistants, Licensed Practical Nurses (LPNs), Registered Nurses (RNs), or as any other health care provider should be aware that neither the University nor the College of Nursing assume any responsibility for their activities as employees of an agency. **If a student has been dismissed from a clinical agency as an employee or as a student, this could negatively impact the student's ability to be placed in clinical and progression in the program.**

Devised 01/05; Revised: Undergraduate Academic Standards Committee 11/13, 2/17; Approved: Undergraduate Academic Standards Committee 2/17; Approved: Undergraduate Programs Faculty 05/09/14, 03/13/17; Approved: Faculty Council 05/13/14; Reaffirmed Undergraduate Academic Standards Committee 10/17; Reaffirmed Undergraduate Programs Faculty 11/13/17; Revised: Undergraduate Programs Faculty 11/16/20

Attendance Policy (UAS policy)

Punctuality, dependability, and commitment to life-long learning are essential character qualities of a professional nurse. With the goal of preparing students to assume the responsibilities of a professional nurse, attendance is expected for all didactic, clinical, and laboratory (skills and simulation) sessions.

Didactic

Attendance at all learning opportunities is essential to the academic success of the student. Although attendance is not mandatory in didactic courses, the student is responsible for all material which is presented during lecture. Attendance in didactic courses will augment student success and facilitate

maximum learning which will positively impact student performance.

__Clinical/Laboratory /Community/Simulation__
1. Clinical/ laboratory/community clock time is credited as a 1:1 ratio (i.e.,1 clock hour of activity equals 1 clock hour of time. Simulation clock time is credited as a 1:2 ratio (i.e., 1 clock hour spent in simulation is equivalent to 2 clock hours of time). Make-up assignments and/or penalties for missed simulation will be based on the 1:2 ratio.

2. In the event of a clinical absence or tardy, students are required to notify the clinical instructor one (1)hour PRIOR to the clinical/lab/community/simulation start time. Method of contact with the instructor will be at the discretion of the individual clinical/ lab instructor.

3. Missing clinical/lab/community/simulation for anything other than extraordinary circumstances will be considered an unexcused absence. Examples of extraordinary circumstances may include personal illness, hospitalization of an immediate family member, birth of a child, death in the immediate family, court appearance, military duty, ETSU/CON sponsored activities. Immediate family - shall be deemed to include 1) spouse; 2) child, stepchild; 3) parent, stepparent, foster parent, parent-in-law; 4) sibling(s); 5) grandparents and grandchildren and: 6) other members of the family who reside within the home.

4. If possible, time missed for extraordinary circumstances will be made up with additional clinical/lab/community/simulation experience. If another clinical/lab/community/simulation experience is not feasible, it is at the discretion of faculty to determine the time, location, and format of the make-up hours. During the make-up activity, the student will have the opportunity to earn the prep and participation points allotted for the missed experience. If the student chooses not to make up the hours, the allotted prep and participation points linked to the activity will be forfeited. Make-up assignments may not be completed in a way that conflicts with other scheduled courses/activities.

5. Time missed for an unexcused absence cannot be made up; prep and participation points linked to the activity will be forfeited and a percentage penalty will be applied to the student's final course grade. **The following situations are not considered extraordinary circumstances: work responsibilities, employment interviews, personal vacations, family or personal events other thanthose listed above**. In addition, students may earn unexcused clinical absences for
   a) failing to notify instructor of intent to be absent 1 hour prior to start time.
   b) arriving after the designated start time on 2 occasions (2 tardies = 1 unexcused absence).
   c) missing clinical for clinical health requirements.
   d) arriving unprepared as directed by course requirements or instructor.

6. Occurrences, tardies, or absences will be penalized based upon the overall percentage of clinical/lab time missed in relation to the total clinical/lab hours allotted to the course. The percentage of clinical/lab/simulation missed will be deducted from the final course grade.
   __Clinical/Lab Example__: Student misses 8 hours of clinical/lab/community in a 120-hour course
   a) Excused absence – an 8-hour make-up activity will be assigned.
   b) Failure to complete make-up assignment – forfeiture of prep and participation points linked to the missed experience.

c) Unexcused absence – EX: 8/120 = 0.066 = 6.6% reduction in final course grade

Simulation Example: Student misses 4 hours of simulation in a 120-hour course
a) Excused absence – an 8-hour make-up activity will be assigned.
b) Failure to complete make-up assignment – forfeiture of prep and participation points linked to the missed experience.
c) Unexcused absence – EX: 8/120 = 0.066 = 6.6% reduction in final course grade

7. Unexcused absences that equal or exceed 25% of the assigned clinical clock hours in a course may prevent the student from progressing forward in the program of study.

Facility Specific Training
Every student is required to complete computer training to obtain access and/or document in the facility electronic health record (EHR). Failure to attend the assigned computer training session for anything other than documented extraordinary circumstances as identified above will result in a one letter grade reduction in the student's course grade.

Formal Writing
The College of Nursing uses APA format for all written documents. To provide consistency, uniformity, clarity, and standardization for written documents in the College of Nursing, the PublicationManual of the American Psychological Association (latest edition) is the adopted style for all written documents in the College of Nursing. All students should use this format in writing papers as part of course requirements (unless otherwise specified).

Testing Procedures
Testing students is a method of documenting student progression and/or attainment of course objectives. The purpose of testing is to provide information about an individual's achievement of a course objective or mastery of nursing content.

Guidelines for Students
- Students will be informed at the beginning of the semester of all testing dates and times and notified of any subsequent changes to testing schedule.
- Students will be given clear criteria in the syllabus for the grading and the weight of eachtest on the final grade at the beginning of the course.
- Students must show a photo ID (e.g., ETSU Student ID, driver's license) to the faculty/proctor prior to exams.
- Students will place all personal belongings, notes, and electronic devices away fromthe testing area.
- Cell phones must be turned off during the exam.
  ***College of Nursing personnel are not responsible for student belongings.
- No hats, hoodies, earphones, headsets, or ear buds may be worn during the exam. Ear plugs may be allowed at the discretion and inspection of the exam proctor. Other personal belongings may beprohibited at the proctor's discretion.
- Students are not allowed to ask questions during the exam.
- Students are not allowed to read questions aloud during remote proctored exams unless an approved accommodation form is on file with the faculty member. Events of this nature will be reviewed for academic misconduct.

- Students may not use texts or references during exams unless otherwise specified by the faculty.
- Students must notify the exam/quiz proctor of testing issues prior to completion of the exam/quiz.
- If an exam interruption occurs, students will power down their device and faculty will provide a code when the exam is to be resumed.
- To ensure that the correct grade is being given to the correct student, all exam/quiz/assignment grades will be placed in D2L or given in person; no grades will be given to students by email or by telephone.

Make-up Exams
- Only one (1) make-up exam will be allowed per course with extraordinary circumstances as described above.
- Make-up exams should be completed within 48 hours (excluding weekends and holidays) of the original exam date and time. Extensions past 48 hours may be granted at the discretion of the faculty. Exams not made up within the 48 hours or designated time approved by faculty will result in a zero.

Exam Reviews
- Post-exam reviews will be conducted on all content exams authored by CON faculty prior to the next exam. Final exams are excluded from this policy due to time constraints related to recording for final grades.
- The faculty will review the top missed exam topics which will be defined by each individual faculty member.
- Students may also review their individual content exam by scheduling an appointment with the faculty member.

Testing in the Testing Center
- **Students who need to test in the Testing Center will:**
    - follow the Nursing Student Handbook testing policies;
    - arrive at the Testing Center 15 minutes prior to the start of the exam to get checked in and seated;
    - sign in and out of exam with name and time;
    - avoid distractive behavior;
    - complete exam in the space provided in the Testing Center;
    - close the exam once the exam has been completed or time expires; and
    - submit test materials (scratch paper, pencils, etc.) to the Test Administration prior to leaving the Testing Center.

Revised by UP Directors on 11.11.19; Approved UP Faculty 11.18.19; Editorial changes 05/19/22

ATI Testing & RN LIVE Review
ETSU College of Nursing requires undergraduate students to use the ATI program. Various ATI products are used throughout the nursing coursework to facilitate learning within all aspects of the curriculum and prepare students for the National Council Licensure Examination (NCLEX-RN). More information about expectations for ATI and its use is provided in the ATI Student Packet. While enrolled in *NRSE 4620: Leadership and Professional Practice* during the last semester, students will be required to complete the ATI Capstone and Virtual ATI (VATI) components. Students will work to achieve "green light" status. All University requirements for an incomplete must be met. Students also receive a 3-day live ATI NCLEX review course at the end of the program.
Policy revised per Vice Provost 06/10/22; Statement originated 06.16.22 (SCT); Editorial changes 05/23/23

Remediation Process

The remediation process is designed to promote the success of students at risk to fail a course because they have difficulty accomplishing course objectives and/or meeting course requirements. The process is not intended to replace course curriculum or course requirements but to supplement the student's learning. The remediation process is initiated to address the following situations:

- academic jeopardy (i.e., low quiz/exam scores),
- lack of clinical competency (i.e., failing a clinical competency or math exam, unsafe behavior in the clinical environment), and/or
- lapses in professional judgment (i.e., tardiness, absenteeism, unprofessional behavior).

If a student is struggling in multiple areas, separate remediation plans are established for each at-risk behavior.

The remediation process is initiated by faculty as soon as an at-risk student is identified. The faculty member is responsible for meeting with the student to discuss the identified concerns and develop an individualized remediation plan. The remediation plan must be documented on the *Nursing Student Remediation Agreement* (Appendix G) and meet the following guidelines:

- The Remediation Plan must clearly describe the area(s) of deficiency.
- Remediation outcomes must identify specific, measurable goals the student must attain or perform to demonstrate success.
- Remediation activities must be individualized to the student's area of weakness. They may include, but are not limited to, completion of suggested computer-based practice tests, written review materials, practice questions, instructor-developed materials, hands-on laboratory skill practice, or any other materials/methods suggested by the faculty.
- A time frame for completion must be agreed upon and documented in the remediation plan.
- The remediation form must be signed by faculty and student.

Once the remediation plan is signed, the student has until the established deadline for completion to meet the remediation outcomes. Faculty will be available to support the student during this time, but it is the student's responsibility to contact faculty to request additional assistance if/when it is needed.

When the deadline for completion has passed, the faculty member is responsible for meeting with the student to determine whether the remediation outcomes have been met. If evidence supports successful attainment of remediation outcomes, the remediation plan will be considered complete once it is signed by faculty and student. If evidence does not support successful attainment of remediation outcomes, the remediation will be considered unsuccessful. Unsuccessful remediation signifies the student is unable to master a critical course objective or requirement; therefore, the student will receive a failing grade and be required to repeat the course. If the failure is in a didactic course with a co-requisite clinical course, the student may be required to withdraw from the co-requisite clinical course. This decision will be made by the Associate Dean for Undergraduate Programs on a case-by-case basis.

Approved by UP Faculty 11/13/17

Remediation for Students Making Less Than 75% on an Exam

ETSU College of Nursing Undergraduate Programs recommends and encourages remediation for students who do not achieve at least 75% on any exam. The purpose of remediation is to assist the student in acquiring, retaining, and mastering content. Remediation activities are at the discretion of the instructor but will be tailored for the class and provide ways to support comprehension and retention of course concepts and material.

Approved UP Curriculum 08/20/19UP Faculty 08/21/19; Revised and approved UP Faculty 01/11/23

Clinical Competency Exams (CCEs)

To determine students' acquisition of knowledge for specific nursing interventions and skills, students may be required to perform Clinical Competency Exams (CCEs) at specified times. Clinical Competency Exams are also a method used to evaluate safe, competent, andproficient performance of fundamental nursing interventions, skills, and techniques.

Successful performance of the CCE does not indicate that the student is ready for independent performance in the clinical setting. Some skills performed require the presence of the clinical instructor. Each student should check with his or her clinical instructor prior to performing skills in the clinical setting.

Prior to completing CCEs, the student will have time to practice skills with and/or without assistance from the nursing faculty before the clinical competency exams. Independent practice requires students to sign in and sign out of the nursing skills labs. It would be in the student's best interest to call to ensure the lab is not in use by a group at the time of desired practice. Students may also refer to the "Open Lab" schedule posted in each lab.

The selected skills for CCEs are defined in each course syllabus. The student will perform a selected number of CCEs at a specific time as noted in the course syllabus and/or weekly calendar for the course. Each CCE has a set number of tasks that the student should perform. Each CCE will be completed within a specific amount of allotted time. (Please refer to table below.) If time expires without the skill being completed, this will be an unsuccessful CCE attempt.

CCE	Time Limit
Head to Toe	20 minutes
Vital Signs	10 minutes
IV insertion	15 minutes
Administration of non-parenteral medication	10 minutes
IV push medication administration	10 minutes
IM Injection	10 minutes
Urinary catheter insertion	20 minutes
Trach Care	15 minutes
Trach Suctioning	15 minutes
Central line dressing change	15 minutes
Nasogastric Tube insertion	10 minutes

Score	Rationale
100	Skill completed, no mistakes; performed all critical points
80	Skill completed, self-correction of mistakes; performed all critical points
0	Skill not completed; **missed one (1) or more critical points**.

Student ratings will be determined following the above grading rubric. The average of all earned points will be totaled for each skill. The percent of assigned value of the skill will be calculated based upon a pre-determined formula. A successful attempt for CCEs is defined as a performance with a total of 80% or above. Within each skill, certain tasks are identified as critical pointswith bolded wording. Critical points are tasks that are necessary for safe performance of the skill. The absence of performing a critical task or unsatisfactory performance of a critical task renders the act unsafe and/or ineffective. This will result in a zero score for the CCE. The competency exam is a testing situation and is not an appropriate time or place to discuss the grade. If the student wishes to discuss the grade, an appointment with the evaluator is required.

If the first attempt of the CCE is not successful,
- o The student should make an appointment with the faculty member to establish a Remediation Plan.
- o Students will be allowed to access the skills laboratory for remediation at a scheduled time.
- o Retakes will be scheduled at a specific time, as well.
- o <u>Ten percent (10%) will be deducted</u> from the maximum possible points for CCE.

If the second attempt of the CCE is not successful,
- o The student should make an appointment with the faculty member to establish a Remediation Plan.
- o Students will be allowed to access the skills laboratory for remediation at a scheduled time.
- o Retakes will be scheduled at a specific time, as well.
- o <u>Fifteen percent (15%) will be deducted</u> from the maximum possible points on the CCE.

During repeated attempts, the student will repeat the skill that was performed unsatisfactorily at the time of testing. **Failure to successfully complete a CCE by the third attempt will result in non-progression due to student's failure of a critical competency, and the student will be assigned an "F" for the course.**

All additional attempts will be assigned by each faculty member. If the student misses the assigned date and/or time for CCE's, this will be counted as an unsuccessfulattempt. The testing environment is defined as the area that has been identified where the CCE will be performed. The instructor has primary responsibility for ensuring academic integrity is maintained. Although each CCE may have a set time allotted for the skill to be performed, at any time a faculty has evidence that academic integrity has been compromised in the designated testing area, the faculty hasthe authority to not initiate or cease testing and assign a zero or an "F" for the CCE. All policies related to testing apply to CCE testing as well.

Revised UP Faculty Meeting 01.13.20, 02.17.20; Approved UP Faculty Meeting 02.12.18 for summer 2018 implementation; Editorial changes 05/23/23

Dosage & Calculation
1. Students must demonstrate competency in dosage and calculation skills in each semester they are enrolled in clinical course(s).
2. Competency must be established prior to administering medications.
3. Competency in dosage and calculation skills will be established by a score of 85% on dosage and calculation exams.
4. Each exam will consist of 20 problems. In accordance with NCLEX-RN Testing guidelines, students should be able to answer a question in 1.5 minutes. Due to the entire exam consisting of Dosage and Calculation questions, 3 minutes per question will be allotted. The complexity of the problems will be determined by the level of skills needed to administer medications safely in each clinical course.
5. The math exam will be linked with the following courses:
   NRSE 2351
   NRSE 3170
   NRSE 3501
   NRSE 3901
   NRSE 3541
   NRSE 4551
   NRSE 4611
   NRSE 4613
6. Initial Exam:
   a. Dosage & Calculation skills are introduced in the first and second semesters.
   b. After the second semester, initial testing should occur during the first two weeks of the

semester for all clinical courses.
   c. Students who do not establish competency on the initial exam will be required to complete a remediation plan and submit proof of remediation at the time of the retake exam.
   d. It is the student's responsibility to coordinate remediation.
7. Remediation Plan
   a. Students who do not pass the initial exam are required to complete additional practice problems.
   b. Students who do not pass the initial exam are required to meet with designated faculty for math remediation or an approved math tutor.
   c. Remediation sessions may include review of initial test, review of completed practice problems, and additional practice to address identified problem areas.
8. Retake Exam
   a. Students must submit proof of a completed remediation to be admitted to the retake exam.
   b. The retake exam should occur within two weeks of the initial exam.
   c. Students who are not successful on the retake exam are required to withdraw from clinical courses or receive a grade of F for the clinical course.
9. Students who do not attend a scheduled math exam will forfeit the testing opportunity, which will be assessed as an unsuccessful attempt. Extenuating circumstances will be assessed on an individual basis by the faculty member.
10. Students who fail to establish competency will not be permitted to administer medications in the clinical setting, thus not meeting clinical course requirements. Failure to meet clinical course requirements will result in clinical course failure.

Revised UP Faculty Meeting 08.17.20

Clinical Placement and Preceptors

Arrangements for clinical placement of undergraduate nursing students are made by the Undergraduate Programs leadership team in conjunction with the Clinical Placement Coordination team. Clinical placements include many hospitals and various other agencies throughout Tennessee, Southwest Virginia, and Western North Carolina.

Undergraduate students **should expect** to have clinical courses in several community agencies and in the College's nurse-managed clinics. Students should also expect some travel to clinical agencies. To promote a variety of learning opportunities, College of Nursing faculty strongly discourage clinical placements on the unit or at an agency where a student is employed. Students are responsible for all expenses incurred during clinical placements, including travel expenses to and from clinical sites.

Students are not to contact clinical agencies about clinical placements or clinical availability, including NRSE 4621 placements. Contact and communication will be facilitated by the Clinical Placement Coordination team. If there are questions, the student should contact the clinical faculty member. It is expected students will follow these procedures as this is considered an expectation of professionalism. For NRSE 4621, once assigned a preceptor, students are responsible for maintaining communication with the preceptor and the clinical faculty member. Preceptors and clinical placements are limited and are provided by the clinical agencies; therefore, requests for preceptor and/or clinical placement changes are not permitted.

Neither the university nor the clinical agencies are liable for injuries a student may sustain, or the diagnosis or treatment of any illness a student may contract while in an agency for clinical experience. Neither the university nor the clinical agencies are liable for the loss of personal property.
Editorial changes 05/23/23

Verification of Clinical Health Requirements & Core Performance Standards

All undergraduate nursing students are required to meet and maintain Clinical Health Requirements (CHRs) and Core Performance Standards for Undergraduate Students. All students must complete CHR and Core Performance Standards documentation as indicated in ETSU College of Nursing (CON) policy and to meet clinical agency requirements.

CHR requirements and documents are provided in the CHR Packet. In addition to program CHR and Core Performance Standards requirements, some clinical agencies may require additional documentation and/or orientation materials for student clearance. Completion of these materials may take place outside of scheduled class dates for any given semester based on the clinical agency.

Noncompliance with CHRs may delay start times for individual students and/or entire clinical groups. Students are required to maintain up to date CHRs even if not enrolled in a clinical course in any given semester. Students will not receive alternative clinical placements due to noncompliance with CHRs or failure to meet clinical agency requirements. Failure to complete all CHRs by the established deadline will result in an academic hold placed on the student account preventing registration for the subsequent semester. Students who are noncompliant with CHRs are not permitted to attend on- or off-site clinical, simulation, or laboratory experiences. Noncompliance with CHRs will result in unexcused clinical absences without the opportunity to make up missed hours.

Ultimately, clinical partners have authority to determine if students meet the clinical health requirements and performance standards for the facility. Students may be cleared or approved by the College of Nursing and be denied entry or placement by the health care facility. Students who are denied entry or placement by the health care facility will not be moved to other clinical groups or facilities nor will they be provided with alternative clinical experiences. Students who are denied entry by the clinical facility will not, under any circumstance, be permitted to displace another enrolled student. Students who are denied clinical entry may be required to withdraw from the program due to an inability to progress.

Students are required to submit their Clinical Passport printed from Project Concert showing current documentation of clinical health requirements to their faculty member for each clinical day. Students who do not present the Clinical Passport to the faculty member for each clinical day will be dismissed from the clinical environment to retrieve the Clinical Passport and will receive a clinical tardy for the day.

Students who present to clinical experiences while non-compliant with CHRs will be immediately dismissed from the clinical facility and receive an unexcused absence. Failure to meet the CHR standard(s) may result in the need for program withdrawal.

Students who submit altered, falsified, or otherwise suspicious CHR documents will be immediately dismissed from the nursing program and will not be considered for readmission.

There are three types of CHR verification: Initial, On-going, and Episodic.

Initial Verification
Newly admitted students to the College of Nursing must submit and receive initial verification of all Clinical Health Requirements and Core Performance Standards for Undergraduate Students. It is the student's responsibility to ensure that the documents used and submitted are current, accurate, and submitted by the deadline. CHR documents and the procedure for submission can be found in the CHR Packet.

On-going Verification

On-going verification is required for currently enrolled students for some CHRs (e.g., CPR, HIPAA, etc.). It is the student's responsibility to be aware of expiration dates and procedures for updating CHRs as indicated in the CHR Packet.

Episodic Verification

Episodic verification may be required for students who 1) experience disruption in enrollment due to health-related issues or other unforeseen circumstances or 2) enrolled students who experience health-related issues that impact their ability to maintain CHR or Core Performance Standards. Episodic verification may be requested at any time at the discretion of the program. Students must comply with episodic verification requests. Program continuance may be contingent upon the provided documentation.

Approved 12.16.20 UP Faculty Meeting; Editorial changes 06/02/22; Revised and approved UP Faculty Meeting 04.10.23

Transportation to Clinical Sites

Students are expected to provide their own transportation to clinical sites. Carpooling is encouraged.

Professional Dress Guidelines (UAS policy)

Students must dress professionally. Students must present a professional appearance during any clinical experience including visits to prepare for clinical experience in an agency, participation in observational experiences, or interviews and assessments in the community. Professional appearance includes considering jewelry, hair, cosmetics, nails, hygiene, and clothing. Students must display appropriate facility identification, uniform and/or lab coat with College of Nursing monogram on the upper left chest and have the required equipment needed for clinical experiences. The ETSU identification name badge and monogrammed uniform/lab coat must only be worn during clinical experiences, classes, and activities sponsored by the College of Nursing. (Exception: RN-BSN students are required to be in Professional Business Dress with lab coat or uniform.)

A. **General Guidelines**
   1. Only the ETSU College of Nursing or agency specific student name badge should be worn in all skills lab and clinical sessions. Multiple student or employee name badges cannot be worn during ETSU clinical or community rotations. Name badges must be worn at chest level where they can be seen at all times.
   2. White lab coats and scrub tops must have the CON logo monogrammed on the left chest.
   3. Good personal hygiene and grooming are essential. Proper precautions must be taken to avoid odors related to foods, perfume, smoking, and/or lack of deodorant.
   4. All clothing must be laundered, neat, and in good repair. Clothing must have appropriate fit and be opaque enough not to reveal undergarments.
   5. No bare feet, open toed shoes, sandals, or flip flops are permitted. Heel height must be less than 2 inches. Closed toe clogs with socks are acceptable. Non-skid soles are recommended.
   6. Hair and beards are expected to be clean, neat, and well groomed. Hair is to be secured away from the face and off the shoulders. Extreme hairstyles or coloration is not appropriate.
   The presence of COVID 19 patients, both known and unknown asymptomatic, has increased significantly in our facilities and widespread community spread of COVID 19 is present in the region. Ballad Health holds the students/faculty entering our acute care facilities to the policies and emergency operations procedures currently in effect for the COVID 19 response to ensure safety for our patients and health care team. As a result, the students and faculty are expected to comply with the expectation for facial hair recommendations as identified in clinical courses/clinical packets. PAPR supply if indicated will be utilized exclusively for our direct health care team and not for

students.

7. Nails must be well-manicured and kept short. **Acrylic nails are not permitted. They harbor bacteria and increase the risk for infection transmission.**
8. Tattoos must be covered.
9. Jewelry must be simple and unobtrusive. In the clinical setting, jewelry is limited to TWO pair of small earrings, simple flat rings, wedding or engagement rings, and fine neck chains.
10. Body piercings other than earrings are not to be visible.
11. Chewing gum is not permitted in clinical settings or when representing the College of Nursing at outside events.

B. Skills Lab Dress is worn for practice sessions held in the College of Nursing Skills Lab.

1. All clothing must be laundered, neat, and in good repair. Clothing must have appropriate fit and be opaque enough not to reveal undergarments. Sagging and/or tight-fitting clothing is not acceptable.
2. Tops are not to be low cut, backless or revealing. Tank tops are not appropriate. All tops should be of sufficient length not to expose skin on the lower abdomen/upper waist/lower back. Basic t-shirts or polo shirts work best.
3. Modest shorts (mid-thigh length), capris, pants, or jeans can be worn. Short shorts and/or skin-tight shorts are not acceptable.
4. Wear comfortable shoes. Closed toed shoes with hard soles are required in the skills lab.

C. Professional Dress is worn for the following types of activities:
1) when students are representing the College of Nursing in the community,
2) any time students are at the hospital but not providing direct patient care,
3) when going to a clinical area (e.g., operating room) where the student will change into scrubs provided by the hospital.

- Full length dress slacks or khakis with a collared shirt that is tucked in. Blue jeans or any other colored denim pants of any style are not acceptable. Clothes must be size appropriate as sagging or tight-fitting clothing is not acceptable.
1. Dresses with a modest neckline (no plunging necklines or spaghetti straps/sundresses) and length (minimum knee level). Skirt with modest length (minimum knee level) with a blouse. Full length dress slacks or khakis. Blue jeans or any other colored denim pants of any style are not acceptable. Clothes must be size appropriate as sagging or tight-fitting clothing is not acceptable.
2. Tops are not to be low cut, backless or revealing. The tops should be of sufficient length not to expose skin. Exposure of skin at the waist and above the knee is not acceptable.
3. Shoes should have closed toes and non-slippery soles to minimize the risk of exposure and injury. Heels higher than 2 inches are not permitted. Non-skid soles are recommended.
4. A white lab coat with the CON monogram should be worn over your street clothes with the College of Nursing Name Badge clearly visible.

D. Clinical Dress is worn when providing patient care in the hospital.

1. The scrub color of the College of Nursing uniform is **ceil blue**. All scrub tops must have the CON monogram. Scrubs must be clean and free of wrinkles and provide complete coverage from the shoulders to the feet. Each scrub set (top and pants) should be purchased from the same company (Landau, Cherokee, etc.) so the colors will match. The style of the scrubs is up to the student; however, the following types of scrubs are not permitted:
   a. Scrubs tops that expose the stomach and/or lower back. Tops must either cover the pants to the hips or be tucked inside the pants. Under no circumstances should your stomach or lower back show. Turn, squat, and bend when trying on scrubs to make sure they provide appropriate coverage with activity.

b. Scrub pants secured only by a drawstring. Pants must be secured at the waist level – not at the hips – and stay there. Pants which are secured with an elastic waistband in addition to the drawstring are more secure.

c. Scrub pants which end in cuffs at the ankles. Pants should have hemmed leg openings.

2. Non-porous and continuous surface (no holes) shoes are required in all clinical facilities. Acceptable shoe colors are solid white, black, navy, or ceil blue. Neon and fluorescent colors/symbols, designs, signs and stickers are not acceptable. Clogs are acceptable if they have a completely solid top and a strap which secures around the heel. Athletic shoes are acceptable if they are made of a fluid resistant material (no woven or webbed tops). Shoes must be kept clean. Socks and/or hose must be worn with shoes.

3. Underwear must be worn. Choose full white or flesh colored underwear with no emblems or decorations that show through.

4. Colognes, perfumes, and scented lotions/powders are not permitted in the clinical setting.

5. A long sleeve or short sleeve white or navy crew neck shirt can be worn underneath the scrub top for additional warmth. The under shirt should be of sufficient thickness to be opaque. If a long sleeve shirt is worn, the cuffs must be tight enough to allow the sleeves to be pushed up and out of the way if needed. T- shirts with logos or designs are not appropriate. Thermal or silk long underwear is not appropriate as an under shirt.

6. Lab jackets are to be worn over the scrubs for additional warmth except when providing direct patient care. Sweatshirts, hoodies, and sweaters may be worn to the clinical site but may not be worn in patient care areas.

Revised: Undergraduate Academic Standards Committee 2/28/17, 10/23/17; 02/25/19Undergraduate Academic Standards Committee 10/20/14, 2/28/17, 10/23/17 Undergraduate Programs Faculty 12/12/14, 3/13/17, 11/13/17; 05/08/19; 11/16/20 CON Faculty Council 01/26/15

Undergraduate Programs Clinical Incident Reporting

The academic programs of the College of Nursing shall have a procedure for the reporting by faculty and students of quality, safety, and health risk issues that may occur during clinical learning experiences. An incident may include, but is not limited to, acts of commission or omission that maycompromise quality, safe patient care, or present a safety or health risk to a nursing student.

This policy does not replace the reporting of incidents/accidents involving students and guests on ETSU owned or leased property.

This policy does not replace the reporting of faculty and staff employee injury at work.

This policy does not replace the reporting of incidents/accidents as required by affiliate clinical agencies. All required policies and procedures for reporting an incident/accident within an affiliate clinical agency must be followed by nursing faculty and students.

Purpose: To provide a mechanism for reporting and tracking incidents related to quality, safety and health risks occurring during clinical learning experiences and involving patients and nursing students, in an effort to identify and reduce risks and improve quality and safety.

Procedure:
1. Nursing faculty or student identifies the incident and takes appropriate immediate actions.
2. Nursing student involved in an incident must complete the *Clinical Incident Form* (Appendix H) in consultation withthe supervising nursing faculty member, within 48 hours of the incident.
3. Nursing student must complete all incident/accident forms required by the affiliate clinical agency. The attached form does not replace any incident/accident reporting form(s) required by an affiliate clinical agency.
4. The supervising nursing faculty member will advise the student if a Clinical Remediation Plan will be required related to the incident.

5. The supervising nursing faculty member and student will discuss the incident and the completed form in a conference where additional nursing faculty members may or may not be present.
6. The supervising nursing faculty member shall immediately notify their Associate Dean and shall forward the completed Incident Report to the Associate Dean.
7. The Associate Dean will maintain a file of all Incident Reports and, in collaboration with nursing faculty members, will conduct a review of all incidents at least annually to identify any patterns/trends, and opportunities for program improvement.

Approved: University Counsel 11/15/16 UP Faculty 11/28/16; AC Council 01/23/17; Reviewed by Undergraduate Programs 08/15/18

Skills Lab and Simulation Guidelines for Students

Each lab and simulation experience is designed to ensure students develop the necessary nursing skills and critical thinking needed to provide high quality patient care. Skills labs, simulation, and debriefing/reflection sessions are safe environments for students. Any studentnot complying with Simulation Lab and/or Skills Lab policies and procedures will be asked to leave the lab immediately, which will result in an unexcused absence. The faculty member will also be notified. Students are expected to know and follow the *Student Lab/Simulation Guidelines* (Appendix I).

Approved UP Faculty Meeting 12.16.19

Social Media Guidelines

This policy is to protect patients, students, as well as the nursing program and College. This policy represents a set of standards of conduct when students identify themselves with East Tennessee State University.

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

Social Media Platforms include technology tools and online spaces for integrating and sharing user generated content in order to engage constituencies in conversations and allow them to participate in content and community creation.

Guidelines for Online Professional or Personal Activity:
These guidelines apply to ETSU nursing students who identify themselves with ETSU and/or use their ETSU email address in social media venues for deliberate professional engagement or casual conversation.
1. Follow the same practices as outlined in the **Nursing Student Ethical and Professional Behavior** policy with respect to copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care or similar sensitive or private content inclusive of the posting of client pictures or information.
2. Protect confidential information. While a student is posting to friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what is published. Do not disclose or use confidential information or that of any other person or agency. Respect HIPAA regulations. ***Do not post any information about your clinical rotations or clients in any online forum, webpage, or social media platform (e.g., Snapchat, Instagram, etc.).***
3. If individual identifies themselves as an ETSU nursing student in any online forum and/or use their ETSU email address, students need to ensure that it is clear that they are not speaking for. ETSU, and what they say is representative of their individual personal views and opinions and not necessarily the views and opinions of ETSU. By virtue of self-identifying as part of ETSU in such a network, students connect themselves to, and reflect upon, ETSU faculty, staff and even patients and donors.

4. Be thoughtful about how you present yourself. ETSU nursing students are preparing for a career providing services to the public. ETSU and future employers hold you to a high standard of behavior. By identifying yourself as an ETSU student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals. If you identify yourself as an ETSU nursing student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared with everyone. This content instantly leaves the contributing individual students control forever.
5. Respect your audience and your coworkers. ETSU's students, faculty, and clients have a diverse set of customs, values, and points of view. Respect others and self. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, pornographic images etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory— such as politics and religion. Remember, what may be humorous to some, may be offensive to others. Civility is an important component of on-line communication as well.
6. If someone or some group offers to pay a student for participating in an online forum in their ETSU nursing student role or offers advertising for pay and/or for endorsement, this could constitute a conflict of interest and ETSU policies and guidelines apply.
7. If someone from the media or press contacts students about posts made in online forums that relates to ETSU nursing in any way, students should alert the dean of Nursing to seek assistance prior to responding.

National Council of State Boards of Nursing (2018) guidelines regarding social media also apply to ETSU nursing students. Nursing students shall follow all guidelines below in preparation for entering the professional workforce.
- Nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses must not transmit by way of any electronic media **any patient-related information or image**.
- Nurses must not share, post, or otherwise disseminate any information about a patient or information gained in the nurse-patient relationship with anyone.
- Nurses must not identify patient by name or post or publish information that may lead to the identification of a patient. Information that leads to inference of patient identify is prohibited.
- Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Nurses must not refer to patients in a disparaging manner, even if they are not identified.
- Nurses must not take photos or videos of patients on personal devices, including mobile phones.
- Nurses must maintain professional boundaries in the use of electronic media.
- Nurses must consult employer policies or an appropriate leader within the organization for guidance regarding work-related (or school related) postings.
- Nurses must promptly report any identified breach of confidentiality or privacy.
- Nurses must be aware of and comply with employer policies regarding the use of employer-owned computers, cameras, and other electronic devices and the use of personal devices in the workplace.
- Nurses must not make disparaging remarks about employers, co-workers, (peers, or faculty members).

Social Media Guidelines Specific to ETSU Nursing Students
All ETSU Nursing students shall refrain from posting any school, clinical or patient information. Any student violating this policy will receive an "F" for the clinical course.

Inclement Weather

Students are strongly encouraged to download the ETSU App as described in the University policy to receive notifications. https://www.etsu.edu/safety/etsu_safe.php

Clinical Students
Undergraduate students who are scheduled for clinical during inclement weather should consider safety first and act accordingly. If classes at ETSU are cancelled then clinical is also cancelled. If the student is already at the clinical site, he or she will give report to the nurse on any patients assigned to the student and leave the facility as soon as it is safe to do so after checking in with the clinical faculty. If class/clinical is not cancelled, but the student feels that he or she cannot get to campus or the clinical site safely, then they must notify their clinical faculty prior to the start of their clinical assignment. In the event that clinical/class is cancelled by ETSU an alternate assignment will be assigned.

Missed Academic or Clinical Work as a Result of Inclement Weather
Students are responsible for any academic or clinical work missed as a result of inclement weather. It is the individual student's responsibility to take the initiative in making up any missed work or clinical hours, and it is the faculty's responsibility to provide students a reasonable opportunity to make up work missed due to inclement weather.

When the academic calendar lists "university is closed" or "no day/evening classes", students are not allowed to be in clinical.

Approved Undergraduate Programs Faculty 11/13/17; Revised Undergraduate Programs Faculty 02/12/18, 12/18/18, 02/15/21

Undergraduate Code of Ethics (UAS policy)

A Code of Ethics is an essential part of a professional program of studies. Students and faculty of East Tennessee State University College of Nursing subscribe to the American Nurses Association (ANA) *Code of Ethics with Interpretive Statements* (2015) and the National Student Nurses Association (NSNA) *Code of Ethics* (2020). In addition, the CON expects all students and faculty to be honest and honorable in all academic and professional endeavors and to refrain from any activity, which might impair the image of the university, college, or the nursing profession.

Academic Conduct
The CON expects all students and faculty to refrain from acts of academic misconduct including, but not limited to, plagiarism, the giving or falsifying of any academic documents or materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned schoolwork.

Professional Conduct
The CON defines professional conduct for faculty and students as:
- Assuming responsibility for individual and professional judgments and actions.
- Seeking consultation and clarification on professional actions in which there is uncertainty.
- Maintaining the competency of their practice.
- Assuming responsibility and accountability for individual nursing judgments and actions at his/her level of knowledge of expertise.
- Exercising informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.

Faculty and students will respect and uphold the rights of all their clients by:
- Providing services with respect for human dignity and the uniqueness of the client that is unrestricted by considerations of social or economic status, personal attributes, or the nature of

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health problems; and safeguarding the client's right to privacy by judiciously protecting information of a confidential nature.

- Protecting the client against incompetent, unethical, or illegal practice by:
  - o Participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality nursing care.
  - o Participating in the profession's efforts to implement and improve standards of nursing.
  - o Participating in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
  - o Collaborating with members of the health profession and other citizens in promoting community and national efforts to meet the health needs of the public; and
  - o Assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.)

Faculty will respect and uphold the rights of students by:
- Maintaining confidentiality of student records.
- Obtaining or disseminating to the appropriate persons only, information strictly pertinent to the student's current academic performance.
- Treating the student as a person of worth and dignity

Students will respect and uphold the rights of faculty by:
- Treating the faculty member as a person of worth and dignity.

Students using College of Nursing resources or participating in College of Nursing academic classroom or clinical settings, while acting as a representative off campus, or other approved activities (e.g., Student Nurses on Capitol Hill) are expected to conduct themselves in a professional manner. Students are expected to be familiar with and follow university regulations on student conduct and computer use, the College of Nursing Code of Ethics, and other policies that may be specific to clinical practice sites.

Students who use the College of Nursing Office of Student Services, Testing Center, N.U.R.S.E. Center, practice labs, LRC classrooms or those who are in an online class and who violate professional conduct regulations will be subject to disciplinary sanctions by the College of Nursing and the university. Misconduct subject to disciplinary sanctions include, but are not limited to the following examples:

1. Use of abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, aggressive, disrespectful, discriminatory, unprofessional, sleeping, or other conduct that disrupts other groups orindividuals.
2. Inappropriate use of electronic devices.
3. Interference with or obstruction of college classroom or clinical activities or facilities.
4. Misuse of or damage to any property in the facilities, including computers.
5. Theft.
6. Misuse of documents or identification cards.
7. Unlawful use of alcoholic beverages or possession or use of unlawful drugs or controlled substances.
8. Gambling.
9. Failure to cooperate with college faculty, staff, graduate assistants, or student workers who are actingin the performance of assigned duties in the facilities.
10. Academic dishonesty.
11. Use of food or drinks in the facilities where prohibited.
12. Violation of ETSU behavioral guidelines.

National Student Nurses Association. (2020). *Code of ethics*. https://www.nsna.org/nsna-code-of-ethics.html

American Nurses Association. (2015, January). *The code of ethics with interpretive statements*.
https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/

General Policy on Student Conduct and Disciplinary Sanctions (University Policy)

https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#general-policy-on-student-conduct-and-disciplinary-sanctions

ETSU Honor Pledge

https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#honor-pledge

Academic Integrity and Misconduct (University Policy)

https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#academic-integrity-and-misconduct

Student Harassment or Discrimination

For any concerns related to harassment or sexual discrimination, the Division of Student Life and Enrollment should bedirectly contacted. The website is http://www.etsu.edu/students/ Phone: 423-439-4210. Students may also need to contact the Office of Compliance: https://www.etsu.edu/universitycounsel/compliance/

Health Insurance for Students

https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#medical-and-health

Students are responsible to provide personal medical insurance for themselves in the event of an illness or personal injury while attending the university. Students who do not have coverage under a family insurance policy or who want additional insurance information, please visit the ETSU Student Services Health Services website. https://www.etsu.edu/nursing/universityhealth/

College of Nursing clinical affiliates will provide emergency medical treatment to students as available and if needed for illness or injuries suffered during clinical experience. However, the cost of such treatment will be paid by the student. The Student Health Services is available to all registered ETSUstudents. For those students not having protection under a family insurance plan or for those who want additional coverage, ETSU has arranged for a special student insurance policy. Application forms and information pertaining to this insurance are available in Student Health Services, Nicks Hall, Room160.

Resolving Academic Concerns within the College of Nursing (UAS policy)

Students experiencing academic difficulty or concerns in a specific course should schedule an appointment with the classroom or clinical instructor for assistance. Students who are unable to resolve their academic concerns at the **course faculty level** are to follow the chain of command as identified in the BSN Student Handbook.

Student Complaints & Grievances (College of Nursing)

The College of Nursing strives to provide an environment of mutual respect, cooperation, fair treatment, stewardship of resources, integrity, and quality education and services. Even with this commitment, problems and concerns sometimes occur. Resources and procedures are available to students and other parties for appealing decisions or policies, addressing concerns, resolving grievances and complaints, and

dealing with retaliation. The objectives of these resources and procedures are to ensure that concerns are addressed fairly and resolved promptly.

Students, faculty, staff or other constituents who have a concern are expected to follow established policies and procedures for a concern or complaint. When these processes are not applicable or exhausted and the person believes he/she has been unfairly treated by or has concerns about College ofNursing students, faculty, staff, administration, or the college as a whole, the person may file a Formal Complaint.

Definition of Formal Complaint
A formal complaint may originate from any of the external or internal constituencies of the communityof interest. The College of Nursing (CON) considers the following guidelines when defining *formal complaints*:
- The complaint is related to the College's mission, goals, programs or accreditation standards.
- The complaint has not been resolved at the time and level of the complaint.
- The complaint is not appropriate for other processes in the College (i.e., Academic Appeals Process) or University (i.e., Grade Appeal, Sexual or Racial Harassment or other processes defined in East Tennessee State University policies, including those in the ETSU policies and procedures).
- The complaint is formally presented by the constituency, signed and in writing.
- The complaint involves one or more than one constituency in the community of interest.

Formal Complaints Process
To ensure that student complaints are addressed fairly and resolved promptly, students use the Complaint Policy and Procedure for Students in the ETSU Catalog, which can be accessed at https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#complaint-policy-and-procedures-for-students

All other complaints will be brought to the attention of the Dean of the College of Nursing who, in consultation with other administrators in the College and University, will assess the nature of the complaint and ensure that the appropriate review process is implemented.
- The CON Dean will gather information pertinent to the complaint unless the complaint directly involves an action of the Dean, in which case the Vice President of Health Affairs will gather data. Information related to the complaint will be solicited from all involved parties.
- The CON Dean will analyze all information related to the complaint, consulting as needed with Associate Deans, Chairs, Vice President for Health Affairs, Assistant to the President for Legal Affairs, Executive Assistant to the President for University Relations and others as appropriate.
- The CON Dean, in consultation with those persons listed above, will determine actions to be taken related to the complaint.
- The CON Dean will communicate in writing actions or resolution related to the complaint to the originator of the complaint and all others involved in the review process.
- The decision of the CON Dean may be appealed to the Vice President for Health Affairs. The decision of the Vice President for Health Affairs is final.

Review of Formal Complaints
- Specific information of a confidential nature will be communicated to only appropriate persons during the review process.

- The formal complaint and related information will be kept in a secure file in the CON Dean's Office for a period of 10 years.
- After each formal complaint process, and at least every three years, the CON Dean and Associate Deans will review all records of formal complaints and complaints handled through other processes (e.g., Sexual or Racial Harassment, Grade Appeal) for the past three years. The

purpose of this review is to identify any ongoing problems or trends; evaluate the review process; and determine if there are any correlations between formal complaints and on-going student satisfaction survey results.

Substance Abuse Policy

As health care providers, students who are registered nurses, and pre-licensure student nurses as future health care providers, are expected to adhere to a higher standard of behavior in their professional life, even when not specifically engaged in curricular activities. The unlawful use, manufacture, possession, distribution or dispensing of alcohol or illegal drugs, the misuse of legally prescribed or nonprescription drugs, or being under the influence of alcohol or drugs while engaged in any portion of the nursing curriculum is strictly prohibited. This includes any incident in which the student's judgment or motor coordination is impaired due to the presence or use of any chemical substance, including alcohol and prescription or nonprescription medication.

Purpose

The purpose of this policy is to provide a procedure to assist current student nurses with impairment due to substance abuse or addiction. The College endeavors to identify students with these problems and refer them to the Tennessee Professional Assistance Program (TNPAP) for intervention, assessment, and treatment by knowledgeable and experienced substance abuse professionals.

Testing for Cause

With the approval of the Dean of the College of Nursing (CON), or the dean's designee, student nurses may be requested to undergo a urine screening for drugs and alcohol at any stage of the curriculum if reasonable suspicion exists to indicate that the student is illegally using or is under the influence of drugs or alcohol while actively engaged in any portion of the nursing curriculum. A student so identified may be summarily removed from their nursing practice experience site or from the classroom and may not be allowed to return until approved to do so by the Dean or designee. Such a student who refuses to undergo testing will not be permitted to participate in nursing practice experiences. Urine drug screening will be conducted through a third-party vendor and the student will incur the cost of the testing.

A confirmed, positive test result may lead to disciplinary and academic penalties, up to and including suspension or expulsion. Refusal to submit to substance abuse screening may result in similar disciplinary and academic penalties. All consequential disciplinary action taken by the CON and University will comply with established student disciplinary procedures and will be pursuant to the advice of the Dean of the CON, the University Dean of Students, and the University General Counsel.

Impaired Students

Responsibilities and Assumptions

It is the responsibility of the nursing profession to protect the safety of patients as well as to promote the well-being of nurses. In this context, the CON extends this responsibility to pre-licensure and licensed student nurses. A student with a substance abuse or addiction problem may have impaired judgment and skills and be unable to provide safe and competent care of patients. Therefore, all members of the academic community must address abuse and addiction as it affects students in the CON. This policy is based on the following assumptions:

    a. Students impaired by substance abuse or addiction compromise their educational experience, the safety of patients, and the integrity of the profession.

    b. Students impaired by substance abuse or addiction compromise their health but can be successfully treated and can return to a productive level of functioning.

    c. The CON is committed to the identification of abuse, intervention, referral for treatment, and monitoring of recovering individuals.

d. Students impaired by substance abuse or addiction should receive an opportunity for treatment in lieu of, before, or in concert with disciplinary action.

Course of Action
Each case will be addressed on an individual basis and coordinated by the Office of Student Services in concert with the Associate Dean of Undergraduate Programs. In consultation with the University Dean of Students and University Counsel, a course of action will be recommended to the Dean of the CON. In addition, if a student is a registered nurse, the Board of Nursing in the state where the student is licensed will be consulted. If the registered nurse is licensed in the State of Tennessee, TNPAP will also be consulted. TNPAP will be consulted for all pre-licensure nursing students.

Upon assessment, depending on the degree of impairment and the impact on performance, a treatment plan will be developed which may impact the student's participation in the academic program. A student who is identified early and addresses the problem on an outpatient basis may have no interruption in his/her education while another student may need significant inpatient treatment requiring a period of time away from the academic setting. Time frames for completion of student academic programs may have to be adjusted depending on the treatment plan.

The administration and faculty of the CON will provide support for the recovering student by making a concerted effort to accommodate the recommendations made by the treatment provider. Every effort will be made to reduce stigma that the recovering person may experience due to any necessary restriction or actions that may be instituted. Standards of confidentiality will apply to all phases of the process consistent with state and federal law. If the student does not consent to participate, or once evaluated does not fully comply with the terms of the student treatment plan/contract, the student may be suspended or dismissed from the CON.

Due Process and Appeals
All disciplinary action taken by the CON and University will comply with student disciplinary procedures as outlined in ETSU Institutional Student Disciplinary Rules, including attention to students' rights to procedural due process and appeals. All action taken will be in consultation with the University Dean of Students and the University General Counsel.

Students at East Tennessee State University who have chosen to prepare for a career in nursing have placed themselves into a relationship where there is a special concern relative to the possession or useof drugs or controlled substances. The impairment of nurses as a result of alcohol and substance abuse has been recognized as a growing nationwide problem. Substance abuse is a disease process and treatment options are available. Of primary importance to the college is that a large percentage of impaired nurses are identified within thefirst five years of licensing. In an effort to help lessen this growing problem, the college will proceed in the following manner.

1. All students will be responsible for compliance with:
   a. Drug-Free Campus/Workplace Policy Statement https://www.etsu.edu/human-resources/drugfree.php
   b. Rules of the Tennessee Board of Nursing, Chapter 1000-1-.13 Unprofessional Conduct and Negligence https://publications.tnsosfiles.com/rules/1000/1000.htm
   c. Institution Policy Statement/Student Disciplinary Policies https://catalog.etsu.edu/content.php?catoid=50&navoid=2318#general-policy-on-student-conduct-and-disciplinary-sanctions
2. If a student appears to be under the influence of alcohol or drugs, functioning in any impaired manner, exhibiting inappropriate behavior in the classroom or clinical setting, or demonstrating any unprofessional conduct or negligence, the faculty or clinical affiliate personnel responsible for

that student will use professional judgment and document the unprofessional conduct of the student. Such written communication shall convey the specific nature of alleged involvement with drugs or controlled substances by the student, including any supportive facts or documentation: time, places,circumstances, witnesses, or other persons who possess knowledge of the alleged student involvement. A determination of functioning in an unprofessional manner will be established by the opinion of the professional responsible for the student. The student will sign that he/she has read the documentation regarding his/her behavior.

3. The student will be dismissed from clinical experience that day or removed from the classroom. The student may not return to class or clinical until reviewed by the college dean or designee.
4. The documentation of unprofessional conduct will be forwarded to the dean or designee for review.The documentation will become part of the student's record in the dean's office.
5. The dean or designee will evaluate the substance of the documentation presented within one weekand shall:
    a. Arrange a conference with the student.
    b. Inform the student of the alleged charges and shall provide the student with an opportunity to respond verbally and/or in writing to such charges.
    c. Based upon the conference proceedings, review the charges with the Vice President for Student Affairs.
6. Any student charged with misconduct may be required to appear before the Vice President for Student Affairs or a university committee. Such action may be in lieu of or in addition to action taken bythe nursing program. Sanctions and disciplinary actions are described in the above linked policy "Institution Policy Statement/Student Disciplinary Policies".
7. Violation of these policies can result in disciplinary action up to and including dismissal from the program of study, even for a first offense.
8. A specific plan for rehabilitation will be developed on an individual basis, and where appropriate, counseling and assistance services for students who are identified as needing help will be recommended. The plan for rehabilitation may include referral to and completion of Tennessee Professional Assistance Program (TNPAP) services or peer/professional assistance programs in other states, mandatory counseling, periodic drug/alcohol screening and/or periodic reporting.
9. Should a student be dismissed from a program of study for violation of these policies and before a student could be considered for readmission into the nursing program, the student must assume the responsibility for compliance with this plan.
10. Students have a right to, and may request, a formal hearing through due process as described in the above linked policy "Institution Policy Statement/Student Disciplinary Policies".
11. Failure of the student to comply with the decision as outlined will be considered grounds for dismissal from the program.
12. An affiliate used for student clinical experience can require drug screening without cause if such screenings are the policy for employees of that affiliate.
13. Licensed personnel and students in violation of professional conduct will be reported to TNPAP. Students who are licensed nurses through the Nurse Licensure Compact with privileges to practice in Tennessee will be reported to the professional/peer assistance program in their state of residence. Full reinstatement to the college and eligibility for readmission into the nursing program will be considered upon completion of a TNPAP approved rehabilitation program or the recommendation of the TNPAP, completion of a program approved by the professional/peer assistance program in the state of residence for students licensed through the Nurse Licensure Compact or the recommendation of that program, the recommendation of the Vice President for Student Affairs, the Undergraduate Faculty Committee, and the Dean.

Student Drug Screening Policy
Criminal background checks and drug testing for students in clinical/practicum environments are standard requirements for many health care and community agencies prior to clinical placement. Students must meet the requirements of the clinical agency to which they are assigned as outlined in

the clinical affiliation agreement contract. In order to comply with clinical agency contractual requirements, the College of Nursing requires all admitted students to consent to a mandatory drug screen. As student clinical rotations are incorporated into the curriculum over time, some hospitals or other clinical facilities require current drug screens (within 30 days) so the drug screen may need to be repeated at different intervals during the nursing degree program. The Office of Student Services communicates this requirement to students.

The required drug screen will be performed by a Truescreen provider of this service. All expenses for the drug screen will be covered directly by the student.

Drug test panels will include Amphetamines, Cocaine Metabolites, Marijuana, Metabolites, Opiates (Extended Panel), Codeine, Hydrocodone, Hydromorphone, Morphine, Oxycodone, Phencyclidine, Barbiturates, Benzodiazepines, Methadone.

The particular drug screen tests required, and related costs, are subject to change and are beyond the control of the University or the College of Nursing.

The College of Nursing does not accept responsibility for any student being ineligible for coursework, continued enrollment in the college, or subsequent licensure for reasons associated with drug testing.

The student's failure to consent to the drug screen will prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the admitted student unable to progress or to complete the nursing degree program.

In the case of multiple negative-dilute drug screenings, the College may require the student submit to a blood-based drug screening.

Adverse results of the drug screen may prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the admitted student unable to complete the nursing degree program.

The Office of Student Services will convey the status of the drug screen to the health care or community agency per contractual obligations.

Students who provide any false information regarding drug use in any documents relating to their attendance at the College of Nursing are subject to immediate dismissal from the College.

Approved by Undergraduate Academic Standards Committee 10/19/15; Approved by Undergraduate Faculty 12/14/15; Approved by Graduate Faculty 04/16; Approved by Academic Council 04/18/16; Approved by University Legal Counsel with revisions 04/20/16; Approved by Undergraduate Academic Standards Committee on 05/12/16; Approved by Undergraduate Programs Faculty on 08/18/16; Approved by Academic Council on 09/19/16; Reviewed by Undergraduate Programs 08/15/18; Editorial changes for clarity 6/14/22

Drug Testing Investigations of Students

I authorize the College of Nursing to conduct a Drug Screen for the purpose of complying with contractual requirements of clinical agencies seeking to identify and evaluate care provider's failure to pass a drug test as detailed in that policy. I understand and agree to the following:

1. The student will be responsible for the ordering of and payment for the initial student drug test. Clinical sites may have additional requirements or other required vendors; the student will be responsible for these additional expenses.
2. Results of previous drug tests will not be accepted by the College of Nursing; Drug test panels will include: Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Fentanyl, Marijuana, Meperidine, Methadone, Opiates, Oxycodone, Pentazocine, Phencyclidine, 6-AM, MDMA and Buprenorphine;
3. The student's failure to consent to the drug screen may prevent the College of Nursing from

securing suitable clinical placement for the student, thus rendering the admitted student unable to progress or to complete the nursing degree program;

4. The staff of Student Services will convey the status of the drug screen to the healthcare or community agency;

5. Adverse results of the drug screen may prevent the College of Nursing from securing suitable clinical placement for the student, thus rendering the student unable to progress or to complete the nursing degree program;

6. Students who provide any false information regarding drug use in any documents relating to their attendance at the College of Nursing are subject to immediate dismissal from the College.

I understand the above requirements and will follow and participate fully per ETSU College of Nursing's Drug Testing Investigation of Students Policy.
Signature line is in the Clinical Health Requirement (CHR) Packet

COLLEGE AND UNIVERSITY RESOURCES AND SERVICES

Campus Security Report

East Tennessee State University makes available to students the ETSU Campus Security Information Report. This annual report includes information on campus emergency services and warning systems, security on campus, campus crime statistics for the four most recent calendar years, and various campus policies concerning law enforcement, the reporting of criminal activity, and crime prevention programs. The ETSU Security Information Report is available upon request from the Department of Public Safety, Box 70646, ETSU, Johnson City, TN 37614 or accessed on the university website https://www.etsu.edu/dps/securitysafety/

University Career Services

University Career Services, Carrier Center, Room 222-A, 412 J.L. Seehorn Dr. P.O. Box 70718, Johnson City, TN 37614 provides students with support from finding a major or internship to applying for a job. In-person, Zoom, phone, or email appointments can be made online at https://etsu.joinhandshake.com/. More information can be found at https://www.etsu.edu/students/careers/student/

Center for Academic Achievement (CFAA)

Located on the first floor of the Sherrod Library, the Center for Academic Achievement (CFAA) is the home of Tutoring, Supplemental Instruction, and Academic Coaching.
The CFAA is the place for students to go for help with:

- writing and speaking
- mathematics
- natural sciences
- general education courses
- and many other subjects and strategies

Information about the operating hours and services provided by the CFAA can be found at https://www.etsu.edu/students/learning/ or 423-439-7111.

Class Officers and Representatives

Each B.S.N. class will elect officers or representatives according to the By-laws of the College of Nursing Student Advisory Council. Their functions are to provide pathways of information exchange between their respective classes and to facilitate appropriate representation of student opinions and information to College of Nursing faculty and administrators. Class officers and representatives are encouraged to contribute to the development of College of Nursing policy, programming, and instruction in a professional manner. All B.S.N. class officers and representatives are members of the Student Advisory Council (SAC). Student concerns should be presented using the *Areas of Concerns/Recommendations Form* (Appendix J).

Committee representatives should observe the following guidelines:

1. Attend each meeting, and if unable to attend, make arrangements for the elected alternate to attend.

2. Inform the committee chairperson if unable to attend and who is to substitute.
3. Review the specific functions of the committee, as provided by the committee chairperson.
4. Represent the concerns of the student body related to the role of the committee in an unbiased, objective manner.
5. Communicate information to and from students in an objective, professional manner; and
6. Maintain confidentiality when appropriate.

Student Lounges
Lounges for undergraduate students are in Nicks Hall, Rooms 276 and 277. The NURSE Center on 3rd floor, Nicks Hall, is also a place for students to congregate.

ETSU Counseling Center Services
ETSU Counseling Center Services offers free and confidential mental health services and resources to all ETSU students. Information about these services can be found at https://www.etsu.edu/students/counseling/. ETSU Counseling Center Services is in the D.P. Culp University Center, 3rd Floor, P.O. Box 70724. Call (423) 439-3333 for more information or to make an appointment.

Disability Services (University)
Services and accommodation(s) are provided for students with documented disabilities. Any student who has a special need because of a disability must contact Disability Services. Disability Services is in the D.P. Culp Center, Suite 390. More information can be found at https://www.etsu.edu/students/ds/ or by phone at 423-439-8346.

Students who require accommodation(s) are required to obtain documentation each semester and are encouraged to file the documentation in the Testing Center in the College of Nursing.

The following process must be followed.
1. Students must self-identify they have a disability and present documentation to Disability Services.
2. Disability Services reviews the documentation and its impact on the student at ETSU. Disability Services then uses the Reasonable Accommodation form to outline reasonable accommodation for the student. The student is then given enough copies for each faculty member. ***It is the student's responsibility to share the information/form with faculty.***
3. The student must meet with faculty at the *beginning* of the term, or as soon as diagnosis is made. Reasonable accommodations are not retroactive. Therefore, if a student has been diagnosed, has the form and chooses not to share the information with faculty, the student cannot present the form at the end of the semester and repeat tests with the accommodations. A*ccommodation(s) start at the time* the *form is presented.*
4. Disability Services can administer tests if faculty is unable to administer tests under the reasonable accommodations. The faculty member is responsible for contacting Disability Services.
5. Academic Programs & Student Services may have a copy of the accommodation form in the student's file IF the student gives permission. Student should note on the file copy that permission was given.
6. If an advisor or faculty member suspects a student may have a disability, the student should be referred to Disability Services. The student will have to pay for the assessment. (The assessment is not a service provided by the university.)

Faculty Practice Network (College of Nursing)
In response to its mission to facilitate the health of the community, the College of Nursing has established a network of nationally recognized clinics to serve several population groups, including homeless, indigent, school-age, rural, and college student clients. All students are strongly encouraged to participate in service and learning opportunities in at least one of these community-based clinics. A current listing of clinics staffed and

managed by faculty in the College of Nursing follow.

- ETSU Student/University Health
- Hancock County High School and Elementary School-Based Health Centers*
- Johnson City Community Health Center
- Johnson City Downtown Day Clinic*
- Johnson City Downtown Day Center
- Mountain City Extended Hours Health Center (Federally Designated Rural Health Clinic)

* Hancock County School-based Health Centers and the Johnson City Downtown Clinic are designated as a Federally Qualified Health Center.

Financial Aid and Scholarships (University and College of Nursing)

The Office of Financial Aid and Scholarships, Room 105, Burgin E. Dossett Hall, provides assistance with grants, scholarships, loans, and part-time employment. More information can be found here https://www.etsu.edu/financial-aid-and-scholarships/.

Additionally, the College of Nursing offers specific scholarships to support students. Information about CON scholarships can be found here https://www.etsu.edu/nursing/scholarships.php.

Honors-in-Discipline Program for B.S.N. Students

Eligible B.S.N. students may apply for the College of Nursing Honors-in-Discipline Program during the first or second semester in the nursing major. Students admitted to the program select a faculty mentor who guides the student through the research process culminating in an Honor's Thesis in the final semester of the nursing curriculum. The admissions process and criteria can be found here https://www.etsu.edu/nursing/undergrad/hid.php.

Learning Resource Center (College of Nursing)

The Learning Resource Center (LRC) is located in Nicks Hall, Room 346 and is open Monday through Friday 8:00 a.m. to 4:30 p.m. (Evening/weekend hours vary by semester. Please contact the LRC for current hours at 439- 4546). Some scheduled classes are held in the LRC, and students may utilize the computer lab for class assignments. Students may also take advantage of the computer resources of the LRC for independent practice and small group work.

Libraries (University and Hospital)

Many area libraries are available to ETSU students. The on-campus Charles C. Sherrod Library contains resources to support the university's programs and research. The Quillen College of Medicine Library, located on the grounds of the Veterans Administration Medical Center, is an excellent resource. Area hospitals also house libraries and have multiple resources available to nursing students. It is very important that students respect the guidelines for each off-campus library in order for all students to be able to continue to use these resources.

Sigma Theta Tau International Honor Society of Nursing

The Epsilon Sigma-at-Large Chapter of Sigma Theta Tau International Honor Society of Nursing was established at the College of Nursing in Spring 1982. The purposes of the organization are to recognize the achievement of scholarship of superior quality, recognize the development of leadership qualities, foster high professional standards, encourage and support research and other creative work in nursing, and strengthen commitment on the part of individuals to the ideals and purposes of the profession of nursing.

Membership in Sigma Theta Tau is an honor conferred upon students in baccalaureate and graduate programs

who have demonstrated excellence in their nursing programs. Graduates of baccalaureate programs demonstrating excellence in leadership positions in nursing are also eligible for membership consideration. Membership is available by invitation through active chapters and assumes acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with the professional and scholastic character of Sigma Theta Tau.

Eligibility for student membership includes:
1. Evidence of professional leadership ability or potential ability.
2. College level G.P.A. of 3.3 on a 4.0 scale (The number of students from any one class shall not exceed one-third of the total number expected to graduate from that class and shall rank not lower than the highest 35 percent of their class in scholarship.).
3. Invitation to membership during a fall semester ceremony.
4. Presence at the induction ceremony to be inducted; and
5. Payment of all fees before admission to membership.

Skills/Sim Practice Lab (College of Nursing)
A skills lab, available for students to practice nursing skills, is located in Room 326 of Nicks Hall. Students will spend assigned time in these labs as a part of clinical courses. In addition, the lab may be available for independent practice time and some lab supplies may be checked out by students for community teaching projects. To schedule independent practice time or check out models or supplies, contact the Skills Lab Coordinator at 423-439-4065.

The ETSU College of Nursing merges technology with high-touch to create a safe, no-risk learning environment, that is conducive to developing a student's technical skills and ability to apply their knowledge to real-life patient scenarios in our Simulation (Sim) Labs. Some of our labs include hi-fidelity manikins, iSimulate Patient Monitors, and AV debriefing capabilities. We have Sim Labs in Nicks Hall, Holston Valley Medical Center in Kingsport, Building 60 on the VA Campus, and at our Sevierville campus. Dedicated time in simulation allows students opportunity to develop sound clinical reasoning skills and participate in real time intervention and evaluation. Dynamic and group feedback complement the exercise with student reflection.

Food and drinks are not allowed in the labs. Once a skills practice session is completed, tables, chairs, and beds should be straightened and supplies, and equipment returned to their designated places.
Approved UP Faculty Meeting 01.11.21; Editorial changes 06.01.23

University Health Center
Health care services are available to all registered ETSU students at University Health Center. A valid current ETSU ID card is required to access services. The clinic is part of the Faculty Practice Network of the College of Nursing and most care is provided by nurse practitioners and registered nurses. The clinic is open Monday – Friday from 8:00 a.m. - 4:30 p.m. Students are advised to call early in the day to schedule same-day appointments with the nurse practitioners. Immunizations are available from 8:00 a.m. -11:30 a.m. and from 1:30 p.m. - 3:30 p.m. Information about services provided, clinic hours, fees & insurance, and other can be found at https://www.etsu.edu/nursing/universityhealth/. The clinic is located in Nicks Hall, Room 160. For additional information, call 423-439-4225.

Student Nurses Association (S.N.A.)

The ETSU Student Nurses Association (S.N.A.) enhances the student's undergraduate educational experience at East Tennessee State University and facilitates the student's transition into the professional nursing organization, the American Nurses Association (A.N.A.). The ETSU S.N.A. is a local chapter of the National Student Nurses Association (N.S.N.A.). The N.S.N.A. is the only national organization for nursing students and the largest independent student organization in the United States. Membership to S.N.A. and N.S.N.A. is open to all students in programs leading to initial licensure as a registered nurse. There are national, state, and local dues.

The purpose of the National Student Nurses Association is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns; and to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. Benefits of National Student Nurses Association membership include scholarships, a year's subscription to *Imprint* (the only magazine expressly designed for nursing students), malpractice insurance, the N.S.N.A. annual convention, uniform discounts, and a voice in Washington.

The ETSU S.N.A. meets regularly for business and program meetings. Members are offered opportunities to broaden their nursing education by being exposed to guest speakers, special seminars, and the state convention of nursing students. Money-making projects are planned to provide scholarships to attend conventions and seminars and to provide a budget for recruitment of new members to N.S.N.A. Offices to be filled for ETSU. S.N.A. are president, vice-president, secretary, and treasurer. A College of Nursing faculty member serves as the organization's advisor to assist members of the organization. The ETSU S.N.A. office is located in Nicks Hall, Room 279.

S.N.A. Officer/Committee Roles

> 1. President: The president of S.N.A. will serve as the chairperson of the organization. This person will be responsible for ensuring that the ETSU S.N.A. complies with state and national S.N.A. bylaws, goals, and functions. The president will serve as a liaison with the Dean of the College of Nursing in providing information related to activities of S.N.A. This person will serve on the Undergraduate Student Advisory Council for the College of Nursing.
> 2. Vice-President: The S.N.A. vice-president will act in lieu of the president in his/her absence. The vice-president will also maintain contact with appropriate College of Nursing faculty committees.
> 3. Secretary: The S.N.A. secretary will keep timely minutes of each meeting. This officer will also be responsible for maintaining correspondence on behalf of S.N.A. A copy of meeting minutes will be submitted to the dean's secretary to be filed with additional College of Nursing Committee minutes.
> 4. Treasurer: The S.N.A. treasurer will be responsible for maintaining records and receipts, as well as the disbursement of S.N.A. funds.

Special Project Committees

Fund-raising: This committee will be responsible for activities designed to maintain financial resources deemed necessary for organization activities. All fund-raising activities are to be approved by the Dean of the College of Nursing and the Director of the Student Activities Center (D.P. Culp Center) to ensure compliance with Tennessee state laws governing fund-raising events.

Membership: This person(s) will implement recruitment activities among ETSU College of Nursing students and maintain records of member standing in relation to local, state or national membership. All proposed activities and/or correspondence related to S.N.A. must have prior approval from either the dean or a designee from the College of Nursing. The e-mail address is SNA@etsu.edu.

COLLEGE of NURSING

EAST TENNESSEE STATE UNIVERSITY

APPENDICES

Appendix A
Undergraduate Academic Performance Agreement

Name:_____   E#_____
Course(s) Failed: NRSE_____
Semester/Year of Probation: _____
Requirements of the agreement:

1. Successfully complete failed course(s): NRSE _____
2. Successfully complete appropriate skills validation course (NRSE 4301,
    4302, 4303, 4304) (if not enrolled in clinical during probationary
    semester)
3. Meet with course instructors of all repeated courses within 2 weeks of the start of the
    semester, after each major exam, and after ATI testing (if applicable).
4. Meet with the Academic Advisor within 2 weeks of the start of the semester, after the
    Early Semester Grade Report is posted, and after exam 2 in the repeated course(s).
5. Additional suggested referrals based on individual need:

☐ Disability Services   ☐ Test Taking Strategies/Studying Tips   ☐ Counseling Services

_____

_____

_____

_____

Date: _____

Student Signature: _____

Advisor Signature: _____

Appendix B
Undergraduate Academic Performance Agreement Flowsheet
MEETINGS WITH ACADEMIC ADVISOR

Name:_____ E#_____

Semester/Year of Probation:_____ Course(s) Failed: NRSE_____

I acknowledge it is my responsibility to meet with my academic advisor within 2 weeks of the start of the semester, after the Early Semester Grade Reports is posted (or mid-semester), and after exam 2 in the repeated course(s).

Student Signature:_____ Date:_____

Date		Signatures	Comments
First two weeks Date:_____	o Attended o No Show		
After ESGR Date:_____	o Attended o No Show		
After Exam 2 Date:_____	o Attended o No Show		

Appendix C
Undergraduate Academic Performance Agreement Flowsheet
MEETINGS WITH FACULTY

Name: _____ E# _____

Semester/Year of Probation: _____   Course(s) Failed: NRSE_____

I acknowledge it is my responsibility to meet with my course faculty within 2 weeks of the start ofthe semester, after each major exam, and after ATI testing (if applicable).

Student Signature: _____   Date: _____

Date		Signatures	Comments
First two weeks Date: _____	o Attended o No Show		
Exam 1 Date: _____ Score _____	o Attended o No Show		
Exam 2 Date: _____ Score _____	o Attended o No Show		
Exam 3 Date: _____ Score _____	o Attended o No Show		
ATI Testing Date: _____ Level _____	o Attended o No Show		

Appendix D
Undergraduate Academic Performance Agreement Flowsheet
MEETINGS WITH TUTORS

Name: _____ E#_____

Semester/Year of Probation:_____   Course(s) Failed: NRSE_____

Date	Signatures	Date	Signatures
Date: _____ Subject: _____		Date: ____ Subject: ____	
Date: _____ Subject: _____		Date: ____ Subject: ____	
Date: _____ Subject: _____		Date: ____ Subject: ____	
Date: _____ Subject: _____		Date: ____ Subject: ____	
Date: _____ Subject: _____		Date: ____ Subject: ____	
Date: _____ Subject: _____		Date: ____ Subject: _____	

Appendix E
Academic Appeals Form*

Name: _____ E-Number: _____

Address: _____

Phone: _____ ETSU E-mail: _____

Program: o HPNU-Health Professions-Nursing Interest   o Traditional BSN
                          o LPN-BSN   o RN-BSN   o Accelerated BSN

I am appealing: o to be reinstated in the BSN major
                    o to be considered in the candidate pool for admission into the BSN major
                    o to transfer to ETSU's BSN major from another nursing program.
                    o other – specify

I was dismissed: o because of course failures/poor academic performance.
                    Specify course(s):

                    _____

                    o because of non-academic reasons
                    Specify reason(s):

                    _____

1. Attach a one-page business-style professional letter addressed to the Members of the Undergraduate Academic Standards Committee. This letter must address the following issues:
   a. Key factors or circumstances surrounding the suspension/dismissal and/or that contributed to this appeal (i.e., illness/injury, other extenuating circumstances, reason(s) for low grades/transfer/lapses in professionalism).
   b. Actions taken to positively change the circumstances and the results of those actions.
   c. Supports in place to facilitate continued success (i.e., strategies for improvement(s) the student plans to implement) if the appeal is granted.
      Optional: Student may request letters of support from College of Nursing faculty. These letters should be included with the appeal documents.
2. Please adhere to the College of Nursing (CON) professional dress code for the meeting.
 o I request a video conferencing link to attend the meeting remotely.

Office Use Only

Date Appeal Form Submitted: _____ Time of Appointment: _____

Committee Recommendation[+]:   o Grant Appeal   o Deny Appeal Date: _____

[+]For a detailed summary of committee discussion, see the Faculty Recorder Documentation of Student Appeal Meeting

Dean or Dean's designee Response: o Grant Appeal   o Deny Appeal

Comments: _____

Signature: _____   Date: _____

Student Notification of Appeal Outcome

oPhone Call   Date: _____   Time: _____   o Letter Sent   Date: _____

Comments:

_____

o Follow-up Email: Date: _____   Time: _____

Advisor Signature:

_____

This form is not applicable if the student believes the wrong grade was assigned, and the student should refer to the University Final Course Grade Appeal. Neither the Office of Student Services nor the Undergraduate Academic Standards Committee is responsible for the grade appeal process.

Approved to add to Handbook: 05/11/20 UP Faculty Meeting ; Policy approved UAS 1/28/2020, UGP 2/17/2020

Appendix F

Undergraduate Academic Leave of Absence Form ^(UAS policy)

Students who need to be absent from the CON for one or more semesters are required to submit a formal request for academic leave. Request for academic leave requires completion this Academic LeaveRequest form and a letter detailing the reasons for the requested leave. Failure to obtain formal approval for academic leave is considered relinquishment of the student's position in the program and requires application for readmission through the academic appeals process. Exceptions to this policy include leave for required military duty and unexpected severe illness or injury with medical documentation.

Name: _____ E #: E00_____

Current Phone number: _ _ _-_ _ _-_ _ _ _

Current/last completed semester in nursing (circle one) 1st 2nd 3rd 4th 5$^{th.}$
Courses Completing this semester: _____

Program (circle one): Traditional BSN   Accelerated BSN   LPN-BSN   RN-BSN

Location: _____
Dates/term leave to start?   20 _ _ (Year) and Semester: *Fall Spring Summer* Expected return date/term? 20 _ _ (Year) and Semester**:** *Fall Spring Summer* Readmission Process _(UAS policy)

> 1. Students who leave the major for two consecutive semesters for any reason will be requiredto appear before the Undergraduate Academic Standards Committee.
> 2. Students who are re-admitted after 2nd semester level courses will be required to enroll inNRSE4300 Skills Validation to refresh clinical skills. Individualized learning contracts will be developed based on needed skills.
> 3. NRSE 4300 is required for students who are out of progression, who are taking courses out ofcurriculum sequence due to non-progression, or who are enrolled in a didactic component without being enrolled in a clinical component. Successful completion of NRSE 4300 is required for students to progress into the next clinical course as scheduled per curriculumguidelines.

I have read and understand the above policies. When I am ready to return, I will contact my advisor at least 4 weeks before my start date. I understand that I will only be able to take classes as space allows.

Student Name (printed) _____

Signature_____ Date _____

Approval: Name/signature of Associate Dean_____/_____Date: _____

Please attach to this form a letter detailing the reasons for the requested leave.Drop off material: Nicks Hall room 230, fax to 423-4394522 or mail to
ETSU PO Box 70664 Johnson City, TN 37614 or email to your advisor.
Student should receive an approved copy and a copy must go to the Assist Dean of Student Services

Appendix G
Nursing Student Remediation Agreement

Student Name: _____Faculty Member: _____

Remediation #1 - Specify Area of Remediation:
☐Academic jeopardy   ☐ Lack of Clinical Competence   ☐ Lapse in Professional Judgment

Describe Area(s) of Concern:

Date Implemented	Remediation Outcome(s)	Remediation Plan	Deadline for Completion	Confirmation of Agreement
	The student will:			Faculty Signature: Student Signature:

Evaluation Date	Review of Remediation Outcome(s)	Evaluation of Remediation Plan	
		Successful	**Unsuccessful**
		Faculty Signature: Student Signature:	Faculty Signature: Student Signature:

Remediation #2 - Specify Area of Remediation:
☐Academic jeopardy   ☐ Lack of Clinical Competence   ☐ Lapse in Professional Judgment

Describe Area(s) of Concern:

Date Implemented	Remediation Outcome(s)	Remediation Plan	Deadline for Completion	Confirmation of Agreement
	The student will:			Faculty Signature: Student Signature:

Evaluation Date	Review of Remediation Outcomes	Evaluation of Remediation Plan	
		Successful	**Unsuccessful**
		Faculty Signature: Student Signature:	Faculty Signature: Student Signature:

Appendix H
ETSU College of Nursing
Undergraduate Programs Clinical Incident Report

Recipient of Unsafe Event
Who received error or injury?
- o   Patient
- o   Student
- o   Other: _____
Gender
- o   Male
- o   Female
- o   Not reported
English is predominant language.
- o   Yes
- o   No
- o   Unknown
Status of recipient
- o   Harm
- o   No harm
- o   Death
- o   Other

Event Demographics
Date of incident: _____
Time of incident: _____
Category of Event
- o   Error
- o   Near Miss

Type of Incident
- o   Medication error
- o   Needle stick
- o   Blood/pathogen exposure
- o   Fall event.
- o   Outside scope of practice
- o   Injury to body
- o   Change in patient condition.
- o   Deviation in protocols
- o   Equipment or medical device malfunction
- o   Environmental safety - for self, patient, or others
- o   Inappropriate or Inadequate communication by: Faculty, preceptor, other student, health care team, patient, or visitor
- o   Other (describe):

Location of event
_____

Who is completing the report?
- o   Student
- o   Faculty
- o   Student/faculty dyad

Follow-up Action
Who is alerted?
- o   Faculty
- o   Program Director
- o   Patient/family
- o   Other _____
- o   Unknown
Inform clinical agency.
- o   Yes
- o   No
- o   Unknown
- o   N/A
Agency incident report completed.
- o   Yes
- o   No
- o   Unknown
- o   N/A
Changes occurring as a result of incident.
- o   System changes
- o   Policy changes
- o   Practice changes
- o   Curriculum changes
- o   No action required.
Student Referred for Medical Care.
- o   No
- o   Yes
- o   Yes, but Student Refused

Information about Student
Current semester number _____
Total number of
semesters in program   _____
Program
- o   BSN
- o   BSN/RN

Event Description
Document all details relevant to the event. If the event involved a patient, do not include patient name or identifiers.

Final Remarks/Additional Comments
Do you wish to share anything else relevant to this report?

This form provides a mechanism for reporting and tracking incidents related to quality, safety and health risks occurring during clinical learning experiences and involving patients and nursing students, in an effort to identify and reduce risks and improve quality and safety. This form is intended for internal quality improvement purposes only.

Student Name: (print) _____   Course Number: _____

Supervising Faculty Name (print): _____

Student Signature: _____   Date: _____

Faculty Signature: _____   Date: _____

Program Director Signature: _____   Date: _____

Appendix I
Student Lab/Simulation Guidelines

Students are expected to know and follow the guidelines listed below:

1. Maintain professionalism while in the skills and/or simulated learning experience.
2. Maintain respectfulness (including attentiveness and sensitivity to noise level)throughout learning experience.
3. Promote a positive learning environment through active participation and engagementthroughout the simulation/lab experience.
4. Maintain confidentiality of the learning environment, specifically simulation. Discussion of simulation and/or lab experiences involving participant names, outcomes, or scenarioinformation is prohibited.
5. **ALL** drinks (including water) must remain in the designated area for all laboratorysettings (skills lab, simulation lab, debriefing room).
6. **NO FOOD** is allowed in any laboratory setting (skills lab, simulation lab, debriefingroom).
7. Dress according to the guidelines outlined in the BSN Student Handbook for clinicalattire for the appropriate course.
8. Arrive on time for each lab/simulation. If breaks are given, students are to be back at the appropriate time. Guidelines for tardies/absences will be addressed according to theBSN Student Handbook.
9. Arrive to the lab/simulation prepared having read the objectives and completed anyrequired assignments prior to the start of the lab and/or simulation experience.
10. Utilize lab equipment and/or simulator ONLY while supervised by faculty/SIM labpersonnel.
11. Respect all equipment. If items are used, it is the responsibility of the student to placeequipment back in the appropriate location.
12. Treat all manikins with respect: wash hands before touching manikins, log roll manikins,no ink or printed materials around manikins, beds, and/or exam tables.
13. Return beds to low position and sheets straightened at the end of the lab/simulationexperience.
14. Leave area clean and neat (trash put in trash can, supplies returned, manikin and bedneat). No student will be allowed to leave lab/simulation area until faculty indicates lab/simulation area is clean.

I have read and agree to follow the guidelines listed above each time I participate in a laband/or simulation experience at East Tennessee State University.

_____

Signature   Date

_____

Print Name

Appendix J
Student Advisory Committee Areas of Concern/Suggested Recommendations

The purpose of this form is to ensure communication related to concerns while providing student recommendations for each concern. This form is to be completed by the SAC President and sent out at the same time as the agenda. After the SAC meeting, the Director will follow up and complete the last column. The completed form will be provided with the SAC meeting agenda to "close the loop" for students.

Completed by the SAC President			
Date:	Semester Presenting Concern (check one) 1 2 3 4 5	Track Presenting Concern (check one): JC Traditional JC Acc KGPT SEV LPN to BSN RN to BSN Dual Degree	Topic of Concern (check one) Curriculum Students Policy Clinical Lab Lecture Facilities Other: (please explain)

Completed by the SAC President						Completed by the Program Director
Concern #	SAC identified Concern – specific information	List the people in the Chain of Command with whom this issue has been discussed.	Identify Supporting Data Information	SAC Recommendation #1	SAC Recommendation #2	Action Taken
1						
2						
3						

COLLEGE *of* NURSING

EAST TENNESSEE STATE UNIVERSITY

MISCELLANEOUS FORMS*

*The following forms may be used by faculty at their discretion. Students should check with faculty to determine if these forms are used in class.

Course Assignment Extension Request

Student name: Student E#:
Date: Faculty name:
Course name: Course/section number:
Assignment name:
Original assignment due date/time:
Amount of time requested for extension:
Explanation for request:

For faculty – date/time request received:

This is the student's＿＿＿＿＿＿＿＿request for an extension.

Approved: yes   no

Course late policy will be followed for all assignments submitted after the due date and time. Course late policy will be followed for all assignments submitted after an extension's due date and time have passed. Please review the assignment directions and grading rubric carefully. No assignment extensions will be granted unless a completed request form is received prior to the assignment's due date/time.

Permission to Text

We are happy to provide our students with the option to participate in communication via online methods. We use this information strictly for the purposes of communicating with you more efficiently.

If you agree to receiving text messages from your faculty, please provide the following

information:

Name (printed): _____

Student E#: _____

Cell Phone Number: (to which texting will be utilized) _____

By signing this form, I authorize faculty to send text messages to my cell phone. I understand that text messaging rates will apply to any messages received. I also understand that I may revoke this permission in writing at any time. I agree not to hold ETSU College of Nursing faculty liable for any electronic messaging charges or fees generated by this service. I further agree that in the event my contact/cell phone number changes that I will inform faculty.

This authorization form will remain in effect until revoked in writing by me.

Signature_____

Date_____