

**THE UNIVERSITY OF LOUISIANA  
AT  
MONROE**

**SCHOOL OF NURSING**

**STUDENT HANDBOOK**



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## **STUDENT RIGHTS AND RESPONSIBILITIES**

The *University of Louisiana at Monroe School of Nursing Student Handbook* (hereafter referred to as *Student Handbook*) is published to acquaint the students with the School of Nursing and its policies. Students are expected to become familiar with the policies stated in the *Student Handbook* as well as those University policies in the *University of Louisiana - Monroe Undergraduate Catalog* and the *Student Policy Manual and Organizational Handbook*. Students will be held responsible for information in these publications.

Students will be notified of any changes and/or amendments to the *Student Handbook*. Dissemination of revisions will be via class announcements, on-line announcements, and/or typed notices on designated School of Nursing bulletin boards.

The School of Nursing supports the University's position of non-discrimination as stated in the *University of Louisiana - Monroe Undergraduate Catalog*.

The School of Nursing faculty, along with the Louisiana Association of Student Nurses (LASN), adopted and now supports the ANA Code for Professional Nurses. ( Adopted May 5, 1997)

**CODE FOR NURSES: LASN supports the ANA Code for professional nurses, which is the frame of reference for conduct as a professional nurse. The Code indicates that a professional nurse “does not lend professional status to advertising, promotion or sales” of commercial products. LASN believes that students should emulate the profession in discouraging inappropriate wearing of the uniform. LASN urges individual members to combat the unprofessional image of nursing by refraining from purchasing, wearing or displaying articles or slogans demeaning to professional nurses and student nurses.**

LASN Bylaws, Oct 1994

## CODE OF ETHICS FOR NURSES-PROVISIONS

1.	The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2.	The nurse's primary commitment is to the patient, whether an individual, family, group or community.
3.	The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4.	The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5.	The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6.	The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7.	The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8.	The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9.	The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

**Source:** American Nurse's Association *Code of Ethics* for Nurses- Provisions (2001)

## **PATIENT SAFETY POLICY**

Students enrolled in the professional program of the School of Nursing are responsible and accountable for their actions related to patient care. The faculty will determine whether a student's conduct in the clinical area has been observed to be or has the potential to be detrimental to patient welfare. Faculty, Coordinators, and the Director have the right and responsibility to impose sanctions on a student whose conduct in the clinical setting is detrimental or has the potential to be detrimental to patient welfare. Sanctions can include suspension from the course with a grade of "F" and may result in permanent suspension (dismissal) from the School of Nursing. Students who violate a client's confidentiality in **any manner** will be severely reprimanded with possible suspension from the School of Nursing.

The School of Nursing will comply with regulations of the Health Insurance Portability and Accountability Act (HIPAA). School of Nursing Students will not use or disclose any patient or agency information except as permitted by the clinical agency policy and/or as permitted by law or regulation. Any student who violates this policy will be severely reprimanded. In addition, the student may receive a grade of "F" in the clinical course in which they are enrolled, and may be suspended from the School of Nursing.

## **HISTORY OF THE SCHOOL OF NURSING**

In response to the community needs for increased health services, the Louisiana State Board of Education authorized Northeast Louisiana State College to establish a Nursing Program in February, 1960. The program was inaugurated in the Fall of 1960. The Department of Nursing, as it was known, offered the only professional nursing program in the northeastern section of Louisiana. The program received initial State approval from the Louisiana Board of Nurse Examiners in October, 1960. Full State approval status was granted in April, 1965. The first class of generic nursing students was graduated in June, 1964. The School of Nursing was initially granted accreditation by the National League for Nursing in 1966.

## **ACCREDITATION STATUS**

The University of Louisiana at Monroe School of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE) and the Louisiana State Board of Nursing has granted the program "Full Approval."

## CURRICULUM

Students are expected to be familiar with the requirements for the degree of Bachelor of Science with a major in Nursing and confer with advisors when selecting courses. In keeping with University policy, the total educational program consists of general education studies, prerequisites to nursing, professional nursing, and electives. (See degree sheet)

Since the health needs of our country are constantly changing, an effective curriculum requires continuous review and evaluation which may necessitate frequent revision of courses and requirements. Thus, there can be no guarantee that the curriculum or course content will be identical in each subsequent academic year. (See *University of Louisiana-Monroe Undergraduate Catalog*)

## FIRE EMERGENCY PLAN – SCHOOL OF NURSING BUILDING

The following outline identifies how nursing students and faculty need to respond in case of a fire in the School of Nursing Building. We will use the acronym "**RACE**" as our guide; the parking lot on the south side of the Construction Building is our reassembly point. A roll will be taken after fire drills and actual room evacuations.

**Rescue:** Our first responsibility is to ensure that all persons exit the classroom/labs safely and as quickly as possible. If you are in one of the following rooms and an alarm sounds:

1. AUDITORIUM: leave via the **closest** exit. Doors are located in the front and back of the Auditorium. Meet at the reassembly point.
2. ROOMS 215, 218, 242, 243, and 321: Exit via the SOUTH stairway. The NORTH and EAST stairways are alternate exit routes. Meet at the reassembly point.
3. ROOMS 221, LRC, and Faculty Lounge: Exit via the NORTH stairway. The SOUTH and EAST stairways are alternate exit routes. Meet at the reassembly point.
4. ROOM 322, 338, and 340: Exit via the EAST stairway. The NORTH and SOUTH stairways are alternate exit routes. Meet at the reassembly point.
5. ROOMS 327, 328, and 325: Exit via the NORTH stairway. The EAST and SOUTH stairways are alternate exit routes. Meet at the reassembly point.
6. MAIN OFFICE SUITE: Use closest exit, either the EAST exit or one of the two NORTH exits.
7. FACULTY OFFICES: Use the closest exit.
8. DO NOT ATTEMPT TO USE THE ELEVATOR.
9. Each semester, specific persons will be assigned to assist those with special needs.
10. EVERYONE IS REQUIRED to evacuate the building until the "ALL CLEAR" is given and all persons duly accounted for.
11. A diagram of evacuation routes is in each classroom, lab, and office.

**Alarm:** First, report the fire directly to the ULM Police Department by dialing 1-911 and giving all pertinent information to the operator. Alarm pulls are located at each stairway; however, your first responsibility is to ensure that no one is jeopardized by getting into harm's way to sound an alarm.

**Contain** the fire: Isolate it as much as possible by turning off electrical appliances, lights, fans, etc. Push aside nearby flammable items like linens, paper rolls, etc. Exit the room and shut the door tightly. Your first responsibility is your safety and that of your classmates.

**Extinguish** the fire: Fire extinguishers are located in the front and back of the Nursing Auditorium, in the Student Lounge, Nursing Office workroom and hallway, both Nursing labs, LRC, Faculty Lounge, Clinical Science Lab, Secretarial Office, next to each stairway door, and in each EAST wing of second and third floors. No one should attempt to put out a fire unless that person feels that the fire can be contained. In all other cases, professional firefighters must take the responsibility for extinguishing the fire.

Remember, **call University Police at 1-911.**

**All fires must be reported to University Police and the University Safety Officer.**

## OTHER BUILDINGS – FOLLOW THE FIRE EMERGENCY PLANS FOR THE ALTERNATE BUILDINGS

<p>THE UNIVERSITY OF LOUISIANA AT MONROE SCHOOL OF NURSING</p>	
<p><b>MISSION STATEMENT</b></p>	
<p>The University of Louisiana at Monroe School of Nursing shares the University's commitment to instruction, research, and service. The primary mission of the School of Nursing is to offer a specialized program of study in nursing science which will prepare its graduates for effective service as beginning professional nurses who will practice in a variety of health care delivery settings as clinicians, leaders, and agents of change, provide its graduates with the background necessary for further professional education and growth, and provide an environment in which its graduates can develop a desire for life-long learning and a passion for the practice of nursing as a discipline of science, caring and compassion.</p> <p>Further, it is the mission of the School of Nursing to provide continuing education to meet the needs of the nursing community of Northeast Louisiana, provide professional service to the community, and promote the development of the nursing profession through scholarly activity.</p>	
<p><b>GOALS</b></p>	
<p><u>Instruction</u></p> <ul style="list-style-type: none"> <li>A. To educate qualified students for careers in nursing practice.</li> <li>B. To provide continuing education for registered nurses in northeast Louisiana.</li> <li>C. To provide client education relating to individual health care needs.</li> <li>D. To educate other health professionals concerning the practice of nursing and its interrelationships with the other health care disciplines.</li> </ul>	
<p><u>Service</u></p> <ul style="list-style-type: none"> <li>A. To provide professional service to the community through a variety of community service projects.</li> <li>B. To provide consultation services to health care agencies related to the specialized practice of nursing.</li> <li>C. To serve as a resource center for nursing practice information.</li> <li>D. To enhance the profession through the support of, and participation in, the programs and activities of professional nursing organizations.</li> </ul>	
<p><u>Research</u></p> <ul style="list-style-type: none"> <li>A. To contribute to the advancement of nursing practice through the application of nursing research findings.</li> <li>B. To contribute to the advancement of nursing education through the application of nursing research findings.</li> <li>C. To contribute to the advancement of nursing science through research and other scholarly activities.</li> </ul>	
<p>ACCEPTED BY FACULTY: NOVEMBER 1999</p>	
<p>Editorial Changes: 01/03/00; Reviewed 6/2008,7/09</p>	

THE UNIVERSITY OF LOUISIANA AT MONROE  
SCHOOL OF NURSING

**PHILOSOPHY**

The philosophy of the School of Nursing at the University of Louisiana at Monroe is derived from and in harmony with the philosophy of the University. The faculty believes that the purpose of the School of Nursing is to prepare its graduates for safe and effective practice as beginning baccalaureate prepared nurses. This program aims to prepare nurses who will create new roles to meet the emerging needs of society. The philosophy incorporates the beliefs of the faculty regarding the major concepts of nursing, person, environment, health, and learning.

Professional nursing is an art and a science. It is a dynamic, interpersonal discipline which exists to assist persons to maintain or move toward optimal function. The baccalaureate nurse utilizes the nursing process and critical thinking to perform the various caring roles of the nurse: advocate, leader, teacher, care provider, and researcher. As a member of the multidisciplinary team, the professional nurse provides culturally sensitive and competent care to persons of all ages in a variety of settings. Professional nursing requires specialized intellectual study, highly developed skills, and knowledge of and adherence to high ethical standards. These ethical, caring components include accountability and trustworthiness for one's self and for others.

Person refers to individuals, families, and communities. Each person is a unique, holistic being of inherent worth. Through dynamic processes of coping, each person strives to maintain equilibrium within the environment.

Environment consists of internal and external contexts and processes that have an impact on the person. The environment is shaped by historical, political, and economic influences.

Health is the optimal state of well-being along a continuum of wellness to illness from conception to death. It is a perception that varies according to cultural differences and values. Health can be viewed from an individual, community, and global perspective.

Learning is a process of discovery that culminates in acquisition of competencies. It is a dynamic, continuous process which occurs through active participation by diverse learners and is facilitated by the teacher through a variety of instructional techniques and technologies. The faculty believes in and practices the use of sound educational principles and demonstrates concern for the personal and professional development of the student. The student is accountable to and responsible for responding to the faculty as facilitators of learning. The student is accountable for his/her own personal and professional growth throughout the program.

Revised May 9, 2007;  
Reviewed 6/2008

THE UNIVERSITY OF LOUISIANA AT MONROE  
SCHOOL OF NURSING

**CONCEPTUAL FRAMEWORK**

The faculty of the School of Nursing at The University of Louisiana at Monroe believes that the conceptual framework provides a base for planning curriculum content, course sequences, and curriculum evaluation. The conceptual framework is derived from the philosophy and is composed of three major components: (1) a hierarchy of human needs; (2) the nursing process; and (3) levels of health intervention; and (4) Theories.

The first component, a hierarchy of human needs, is divided into major categories-- physiological, environmental, psychological, and sociological. This provides a logical approach for assessing and prioritizing the needs of clients. In addition, it helps the nurse to understand the commonality of people in general, as well as the uniqueness of each individual person.

The second component, the nursing process, provides a widely-recognized, scientific approach to assist people to achieve health through therapeutic nursing interventions. The nursing process, which facilitates holistic care, consists of five steps: assessment, analysis, planning, implementation and evaluation.

The third component consists of four levels of health intervention .

- 1) Health promotion: “activities designed to improve or maintain health status.”
- 2) Disease prevention: “specific measures aimed at the prevention of disease or disability.”
- 3) Health restoration: “early recognition of and therapy for existing health problems.”
- 4) Rehabilitation: “actions that attempt to limit the incapacitation caused by health problems and to prevent recurrences.”

The fourth component consists of nursing and interdisciplinary theories that provide the learner with a framework for providing holistic care.

There are seven sub-concepts, which permeate the curriculum. These include: (1) critical thinking; (2) growth and development; (3) communication; (4) interpersonal relationships; (5) legal-ethical issues; (6) personal-professional values; and (7) human diversity. Sub-concepts which will increase in emphasis as a student progresses, include: (1) roles of the nurse; (2) health experiences; and (3) focus of care (individual, family, group and/or community).

Clark, M.J. (2003). *Nursing in the community*. (4th ed.). Stanford, Ct: Appleton & Lange.

Updated May 2005  
Reviewed 6/2008

THE UNIVERSITY OF LOUISIANA AT MONROE  
SCHOOL OF NURSING

**CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION**

**\*\*\* PLEASE READ CAREFULLY \*\*\***

BELOW ARE LISTED THE PERFORMANCE STANDARDS OF THE PROFESSIONAL NURSING PROGRAM. YOU SHOULD READ THESE STANDARDS CAREFULLY AND BE SURE YOU CAN COMPLY WITH THEM. THE ULM SCHOOL OF NURSING EXPECTS ALL APPLICANTS FOR ADMISSION TO POSSESS AND BE ABLE TO DEMONSTRATE THE SKILLS, ATTRIBUTES AND QUALITIES SET FORTH BELOW, WITHOUT UNREASONABLE DEPENDENCE ON TECHNOLOGY OR INTERMEDIARIES.

<u>ISSUE</u>	<u>STANDARD</u>	<u>SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)</u>
<b>CRITICAL THINKING</b>	Critical thinking ability sufficient for clinical judgment; sufficient powers of intellect to acquire, assimilate, integrate, apply information and solve problems.	Identify cause-effect relationships in clinical situations, develop and implement nursing care plans according to nursing process; respond instantly to emergency situations.
<b>INTERPERSONAL</b>	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients/clients and colleagues.
<b>COMMUNICATION</b>	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment, procedures, initiate health teaching, document and interpret nursing actions and patient/client responses. Communicate information effectively with other departments. Evaluate written orders, care plans, and treatment requests.
<b>MOBILITY</b>	Physical abilities sufficient to move from room-to-room, maneuver in small spaces, and physical health and stamina needed to carry out nursing procedures.	Move around in patient's room, work spaces, and treatment areas; administer cardiopulmonary procedures. Lift, move, position and transport patients without causing harm, undue pain, and discomfort to the patient or one's self. Transport mobile equipment in a timely and precautionous manner.
<b>MOTOR SKILLS</b>	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate, use, and manipulate equipment; position patients/clients.
<b>SENSORY</b>	Sufficient use of the senses of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (both close at hand and at a distance) in the classroom, laboratory, and clinical setting	Hear monitor alarms, emergency signal, auscultator sounds, cries for help.  Observe patient/client responses.
<b>TACTILE</b>	Tactile abilities sufficient for physical assessment and intervention.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of catheters for therapy.
<b>BEHAVIORAL</b>	Sufficient motivation and flexibility to function in new and stressful environments.	Accept assignment change of patient clinical/lab area.
Revised: 3/05 Reviewed 6/2008, 7/09		

THE UNIVERSITY OF LOUISIANA AT MONROE  
SCHOOL OF NURSING

**SCHOOL OF NURSING'S STATEMENTS OF COMPETENCIES  
OF NEW GRADUATES**

Upon completion of this program, the new graduate is expected to:

1. Use critical thinking in nursing practice by synthesizing theoretical and empirical knowledge from the physical, biological, and behavioral sciences, humanities, and nursing theory.
2. Utilize theory as the basis for making and evaluating nursing practice decisions.
3. Utilize nursing practice as a means of gathering data for retaining and extending the science of nursing.
4. Assess and analyze health status and health potential for planning, implementing, and evaluating nursing care with individuals, families, groups and communities in a variety of settings.
5. Manage resources to improve service for individuals, families, groups, and communities.
6. Accept individual responsibility and accountability for professional action and growth.
7. Evaluate research for applicability of its findings to nursing actions.
8. Use a variety of communication techniques with members of the health care team and others in order to facilitate optimal health care delivery to individuals, families, groups, and communities.
9. Participate in effecting needed change in order to improve delivery within specific health care systems.
10. Participate in identifying health needs in a multi-cultural society and employ therapeutic nursing interventions to meet those needs.

Revised August 2000  
Reviewed 3/05;6/08

THE UNIVERSITY OF LOUISIANA AT MONROE  
SCHOOL OF NURSING

**RETENTION IN PROFESSIONAL NURSING PROGRAM**

Failure of a student to earn a “C” or better in each professional nursing course will result in automatic suspension from the professional nursing program. Students who desire readmission after being suspended, resigning, or withdrawing from the professional nursing program must submit an application for readmission through the School of Nursing Admissions and Academic Standards Committee. Students who have earned a non-progressive grade in a required nursing course may be readmitted to repeat that course only one time and, in addition, may be readmitted to repeat courses in only two semesters. A failure in either component of a combined theory/clinical course will require that both components be repeated. Readmission is not automatic, and must be considered on an individual basis.

Students enrolled in the professional program of the School of Nursing are responsible and accountable for their actions related to patient care. The faculty will determine whether a student’s conduct in the clinical area has been observed to be detrimental to patient welfare.

Students will be required to take nationally normed tests throughout the curriculum, make a satisfactory score on such tests, and follow the remediation policy of the School of Nursing. In the last semester of the curriculum, students will be required to take a comprehensive exam and to make a satisfactory score on the exam prior to graduation and taking the licensing exam.

Retention policies are subject to change. See current *Student Handbook* and the *University of Louisiana at Monroe Undergraduate Catalog*.

**Academic Dismissal**

**Readmission Policy:** Subject to approval by the Admissions and Academic Standards Committee and the Director, after three academic years students who have been academically dismissed from the School of Nursing professional program will be allowed to reapply for admission to the first semester of the School of Nursing. These students must meet the current admission requirements. (Adopted 1/7/08)

## UNIVERSITY OF LOUISIANA at MONROE SCHOOL OF NURSING

### HESI EXIT EXAM AND PROGRESSION POLICY

The student will be offered four (4) opportunities to be successful on the HESI Exit Examination. Payments for all HESI Exit Exams are the responsibility of the student. The HESI Exit Exam will be given the first week of Semester Five.

This Exam consists of 150 items and is a comprehensive exam covering all areas of nursing. Items are similar to those seen on the NCLEX-RN, and therefore this exam is a useful tool for assessing a student's readiness to take the NCLEX-RN. The passing benchmark score is 850. Earning a benchmark score or above on the HESI Exit Exam is a requirement for passing N465, Nursing Management Practicum.

If a student scores below the 850 benchmark, he/she will work with Semester Five faculty members to develop a remediation plan. If the student scores below the 850 benchmark for the fourth time, the student will receive a nonprogressive grade in N465. Students unsuccessful in N465 the second time should refer to the ULM School of Nursing retention policy.

#### Acknowledgement of Policy

By signing below, I acknowledge that I \_\_\_\_\_ (1) have read and understand this document on the HESI Exit Exam, (2) have four opportunities in Semester 5 to obtain the benchmark score or better on the HESI Exit Exam, and (3) understand a benchmark score on the HESI Exit Exam is required for successful completion of N465.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Adopted 12/9/04  
Policy Revision Adopted: 3/5/07; 5/4/09  
Reviewed: 6/05; 6/08

## **STANDARDS FOR WRITTEN WORK**

1. All written work must be typed or legibly written in blue or black ink on standard-sized paper (8 ½ X 11) unless otherwise directed by instructor. Student is required to use whatever form is assigned.
2. For purposes of orderliness, folders or covers are desirable. Papers should be stapled or fastened with a paper clip if unbound.
3. All written work should follow the format as set forth in current APA manual. The format used must be used consistently throughout the assignment and documented in the reference list.
4. Only one side of the paper should be used in any written work, excluding bibliography and drug cards unless otherwise stipulated by instructor. Margins must be maintained on right and left side of all papers.
5. Corrections should be retyped or made in ink before the paper is submitted. Papers which are defaced by corrections are to be avoided and may not be accepted at the discretion of the faculty.
6. Special emphasis should be placed on neatness. Crumpled papers, blots, words scratched through, torn paper and other violations of neat composition are to be avoided and may not be accepted at the discretion of the faculty.
7. All material, such as references, quotations, and quoted statistics, should be carefully checked for accuracy.
8. All written work must be handed in no later than the date assigned. No student should expect credit for material completed after this date unless a request for delay, together with the reason for it, has been made and granted by the instructor.
9. Grading of written work will be done according to the following School of Nursing guidelines:

### **APA FORMAT:**

No more than ½ percentage point penalty may be deducted per error in documentation format other than plagiarism. The same error will be counted only once. Specific content that will be graded:

- (1) Title page;
- (2) "In text" citation agreement with reference list citation including correct in-text format;
- (3) Reference list in proper APA format;
- (4) Correct pagination in APA format;
- (5) Margins;
- (6) Third person usage;
- (7) Non-sexist language.

**5 PERCENTAGE POINTS MAXIMUM**

**SPELLING, PUNCTUATION, GRAMMAR:**

No more than ½ percentage point penalty may be deducted per error. The same error will be counted only once. Typographic errors are considered spelling errors. Other examples are:

- (1) Noun-verb non-agreement;
- (2) Tense error;
- (3) Word form error (to, too, two);
- (4) Punctuation errors.

**7 PERCENTAGE POINTS MAXIMUM**

Papers will be graded for content first. After a grade for content is determined, the above guidelines will be applied to the paper.

10. Students should strive for quality written work, worthy of publication.
11. A grade of "0"/"F" will be assigned to any paper that evidences signs of plagiarism for a first offense. Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered for credit. See *Student Policy Manual and Organizational Handbook* for a full discussion.
12. When a journal article is required for a written paper, a copy of the entire article should be attached. If the article does not include the name of the journal and/or the volume and issue numbers, the student should include the information by writing it legibly on the first page of the article. Ten (10) points will be deducted for failure to include a copy of the article.

Revised: 8/99; Reviewed 6/2008; 7/09

THE UNIVERSITY OF LOUISIANA AT MONROE  
College of Health Sciences  
Cheating and Plagiarism Policy

## INTRODUCTION

Academic dishonesty is unacceptable in any institution. However, when students in health professions programs engage in such activity its practical consequence may result in the credentialing of individuals having knowledge deficiencies that endanger public health. For this reason, the College of Health Sciences views acts of academic dishonesty as not only shamefully unethical but also unconscionable. Clearly, as participants in an educational process whose ultimate mission is to promote public health, both students and faculty alike share an obligation to rigorously guard the academic integrity of this process.

The purpose of this policy is to inform you concerning the various definitions of cheating and plagiarism, the penalties that can result, and ways in which you can help.

Take a moment to read this policy paper, then help us as we seek to graduate truly knowledgeable students who serve the public with honesty and integrity. Remember, the responsibility to prevent cheating rests with all of us- the faculty, administration, and students.

## DEFINITION OF ACADEMIC CHEATING AND PLAGIARISM

The current official definition of cheating and plagiarism is found in the *ULM Student Policy Manual and Organizational Handbook*:

### Academic Cheating and Plagiarism

1. Academic cheating includes the accomplishment or attempted accomplishment of the following:
  - a. Copying or obtaining information from another student's paper.\*
  - b. Using, during a test, materials not authorized by the person given the test.\*\*
  - c. Collaborating, conspiring, or cooperating during a test with any other person by giving or receiving information without authority.
  - d. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
  - e. Selling or giving away all or part of an unadministered test or any information concerning specific questions and items on an unadministered test.
  - f. Requesting, bribing, blackmailing, or in any other way causing any other person to obtain an unadministered test or information about an unadministered test or a test in the process of being administered.
  - g. Substituting for another student, or permitting any other person to substitute for oneself, to take a test.
  - h. Submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work, painting, drawing, sculpture, musical composition, or other art work prepared totally or in part by another.
  - i. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, essay, other written work, painting, drawing, sculpture, or other art work.
  - j. Submitting artificially produced data or information in the place of descriptive, experimental or survey results.
  - k. Any other devious means of securing an unearned grade in a course offered for credit.

\* A student looking on another student's paper is considered cheating.

\*\*the presence on one's person (or close proximity there to) of a condensation of test information which could be regarded as a "cheat sheet" will be considered adequate evidence to establish cheating.

2. Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered for credit. (source: ULM Faculty Handbook)

#### CENSURES (Penalties)

Penalties for cheating and plagiarism will generally be more severe in instances in which the student has had previous violations of University standards of student conduct\* (academic or non-academic), and can vary with the nature of the offense and the circumstances. At the very least, a student must be assigned a value of zero for the work involved. However, if determined appropriate, a student can be assigned the grade of "F" for the course, or, by action of the student's academic dean, can be placed on academic suspension or dismissed from a major or professional degree program following a first offense.

\* A file of such incidents will be maintained in the Office of Student Services and Judicial Affairs.

A complete listing of sanctions can be found in the *ULM Student Policy Manual and Organizational Handbook*.

#### WAYS YOU CAN HELP

Although the faculty and administration must carry the major burden of responsibility in prevention of cheating, it is important to acknowledge the potential role of students in this process.

1. **Speak Up!!** When visiting with others in the hallways or over a cup of coffee, in the SUB, let them know how you feel about cheating. If someone admits to it, don't laugh it off and accept it – tell them it is wrong!
2. **Help your teachers.** If you know that someone is cheating, let your teacher know about it so he/she can take adequate precautions or pay special attention to that person during exams. You don't have to risk exposure as a tattletale to do so, nor should you feel guilty about betraying someone who cheats, but you do have a responsibility to maintain and uphold professional ethics.
3. **Be careful of your own behavior.** You may look suspicious without realizing it. Keep your eyes on your own paper, don't visit with your friends immediately before or during an exam, and don't make unusual noises such as tapping your foot or clicking your pen.

<b><u>SUMMARY OF ACADEMIC CHEATING/PLAGIARISM INCIDENT</u></b>		
I.	Course Name and Number:	
II.	Date of Incident:	
III.	Name of Student:	
IV.	Campus Wide ID Number:	
V.	Time of Incident:	
VI.	Class Witnesses (if any):	_____ _____ _____
VI.	Brief Summary:	_____ _____ _____ _____ _____ _____
SIGNATURE OF FACULTY MEMBER:		DATE:

(This form is to be submitted to your appropriate University administrator.)

## GENERAL GRIEVANCE PROCEDURES

Student questions related to grading, other matters of an academic nature, or other concerns should be presented to the student's instructor within one week of the incident or concern. Failing satisfactory resolution at this level, student questions should be referred in order, to the Coordinator, the Associate Director, the Director, the Associate Dean, and then to the Dean. For further information related to due process, refer to the current *University of Louisiana-Monroe Undergraduate Catalog* and the *Student Policy Manual and Organizational Handbook*.

## GENERAL COURSE REQUIREMENTS

Faculty and students of the School of Nursing are responsible and accountable for their actions related to patient care. The faculty has the responsibility and right to determine if a student's conduct in the clinical area is conducive to patient welfare. Further, the SCHOOL reserves the right to refuse a student admission to clinical experiences should their action be judged to be detrimental to patient welfare.

The quality and success of your education is dependent upon many factors, including meeting certain requirements. Specific objectives and requirements including those for progression for each course will be clearly related to you. The following is provided to assist you in understanding those requirements that apply to ALL professional nursing courses. Please read carefully. If there are not questions regarding these statements, it is assumed that you understand and agree to comply with same.

The maintenance and development of appropriate attitudes and values are a requirement of students enrolled in all nursing courses. Trustworthiness and loyalty are included in the behaviors expected. These characteristics are inherent to professional nursing and are REQUISITE to successful completion of nursing courses.

Students are expected to attend all scheduled course meetings (See University Policy) Many experiences in this curriculum are impossible to duplicate; consequently, absences may prevent the learning/evaluation process to take place. Students with accumulated absences in any course will be counseled and may be subject to failure.

Failure to take exams on the day administered in class, failure to submit written work on time, and unexcused absences may result in the receipt of a zero grade for that assignment. Excused absences, make-up exams, permission to submit written work late, and other privileges can be granted at the individual instructor's discretion, as valid excuses shall be considered.

If it is necessary to be late or absent from any clinical assignment, students are required to notify the unit/agency by 7:00 a.m. (unless otherwise instructed) and the faculty is to be notified per instructions of the faculty (see "Attendance"). Should a student fail to demonstrate evidence of preparation for clinical assignment, he/she may be dismissed. A dismissal results in an "F" for the day.

Student questions related to grading, other matters of an academic nature, or other concerns should be presented to the student's instructor; failing satisfactory resolution at this level, the questions should be referred in order, to the Coordinator, the Associate Director, the Director, the Associate Dean, and then to the Dean. For further information related to due process, see the *University of Louisiana Monroe Undergraduate Catalog* and the *Student Policy Manual* and *Organizational Handbook*.

## GENERAL TESTING POLICIES

Instructions regarding testing policies and procedures will be announced prior to distribution of each exam or quiz. Specifics related to the following are left to the discretion of each semester faculty.

1. time allotment.
2. general directions.
3. procedures for returning exams.
4. make-up examinations.

Reviewed 6/08;Ed. Revisions 7/09

UNIVERSITY OF LOUISIANA AT MONROE SCHOOL OF NURSING
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### TESTING POLICY

The following policy applies to all testing environments.

1. Students will leave all personal possessions (books, papers, bags, purses, and electronic equipment, including cell phones, IPODs, etc.) in the front of the room. **Cell phones are to be turned off.**
2. Bring only a #2 pencil and a scantron (if applicable) to your seat. If calculators are to be used, they will be provided.
3. No hats or caps of any kind are to be worn.
4. No food or drink is allowed in the testing environment.
5. If a student must leave the testing environment for any reason, they will be accompanied by a faculty member.
6. Students violating this policy will receive a zero on the exam.
7. It is not the responsibility of the faculty to remind students of this policy; it is the responsibility of the student to adhere to this policy.

UNIVERSITY OF LOUISIANA AT MONROE  
SCHOOL OF NURSING

GRADING SCALE

93-100 %	=	A
85-92 %	=	B
78-84 %	=	C
70-77 %	=	D
00-69 %	=	F

## LEARNING RESOURCE CENTER AND SKILLS LABS

The Learning Resource Center and Skills Labs are normally located on the 2nd floor of the Nursing Building; however, they are temporarily located in Sugar Hall 2-51 and Sandel Hall 2<sup>nd</sup> Floor, respectively. These centers house many items to assist the student in review, research, resourcefulness, and developing skills.

1. The student is responsible for checking out and returning equipment in a pre-specified time frame and in comparable condition.
2. If all equipment is not returned according to these conditions, then the student is charged the price of repair or replacement. Pending satisfactory replacement of the equipment, the student will be given an incomplete in the clinical nursing course.

## ATTENDANCE

Lecture - Students are responsible for information presented and assignments made in relation to lecture periods. Regular attendance of lectures is the most effective means for maximum learning and use of student time and effort. Attendance is taken at each class period and recorded. Students receiving scholarships or other financial aid are responsible for adherence to regulations regarding class attendance.

Clinical and Lab - Students are held accountable for thorough, safe practice and are expected to be prepared for clinical and lab practice in relation to given assignments. It is the student's responsibility to notify the clinical area of absence or tardiness prior to the scheduled clinical or lab period. **THE STUDENT MUST:**

1. **Notify the clinical area of absence/tardiness by at least 15 minutes prior to the beginning of the clinical day.**
2. **Call the office of her/his clinical faculty and leave a message regarding the absence/tardiness.**

Clinical Signature - There are several schools of nursing utilizing the same clinical facilities as ULM; therefore, it is the student's responsibility to document properly, name, status, and university. The acceptable example is: J. Doe, SN/ULM

## CONDITIONS OF CLINICAL EDUCATION NOTICE

1. Learning experiences in clinical practice settings are a necessary feature of most health profession programs. Nursing clinical practicum's are composed of periods of instruction in laboratory and "real world" settings within health care agencies. Each course requires students to complete a prescribed number of hours with supervision by nursing faculty. Due to constraints imposed by the availability of suitable clinical sites and faculty members, enrollment can be limited.
2. Students who satisfactorily complete the required course work and progress in a regular curricular pattern will be given preference for enrollment in the nursing clinical courses. Students who elect to pursue an irregular enrollment pattern or who fail to progress due to academic deficiencies or through dropping courses will be enrolled on a space-available basis.
3. Prior to beginning clinical practice in Semesters I through V of the professional nursing program, each student will successfully complete an American Heart Association Basic Life Support/Health Care Provider Course (Adult/Child/Infant CPR). Each student will be responsible for being sure his/her certification/re-certification is current and will not expire prior to the end of the clinical experience for that semester. Cards must be recorded in the School of Nursing. If a student's re-certification expires prior to the end of their clinical rotation, she/he WILL NOT be allowed to continue in the practical rotation and will take a ZERO (O) for each clinical day thereafter until compliance is met.
4. Immunization and/or titer requirements are to be followed according to the School of Nursing Immunization Policy.
5. A drug calculation competency exam will be given at the beginning of the semester, and the student must achieve a grade of 80 or above in order to pass satisfactorily. The student will have 3 opportunities to pass the exam with a grade of 80 or above. This exam will include a section of high-alert medications which must be passed with 100%. This section will contain 4-5 questions which may include drug safety and/or calculation of medications. The student will also be given 3 opportunities to pass this section with 100%. If the student is successful on one section of the exam but unsuccessful on the other section, only that portion which was not passed will be retaken. If the student is unsuccessful on the third exam, he/she will be dropped from the semester.
6. Each year, students in the professional program are required to view the mandatory OSHA, TB, and HIPAA information and pass the designated exam.
7. Nursing students will not be allowed in clinical practicum in the same area they are currently or previously employed.
8. Students are expected to rotate clinical sites for the five semesters of professional clinical practicum to encourage diverse learning opportunities. (For example, a student cannot enroll for all of his/her clinical experience at St. Frances Medical Center.)
9. Going into the clinical setting for assignments requires confidentiality. Only students enrolled in that clinical section will be permitted in the clinical area.
10. The faculty in the semester involved, the Coordinator and the Director have the right and responsibility to impose sanctions on a student whose conduct in the clinical setting is detrimental to patient welfare. Sanctions can include suspension from the course with a grade of "F" and may result in permanent suspension (dismissal) from the School of Nursing. Students who violate a client's/family's confidentiality in any manner may be severely reprimanded with possible suspension from the School of Nursing. (See Patient Safety Policy)

11. In the event of an accident, drug error, treatment error, or any incident involving a patient, student, or faculty member during the clinical experience of the student and/or faculty member, a written incident report shall be completed within the policy guidelines of the appropriate institution. A copy of said incident report shall be submitted to the Lead Teacher, the Coordinator, and Director of the School of Nursing, ULM.
12. In the event of an accident and when deemed necessary, the student or faculty member will be required to report to the ULM Student Health Service for treatment or lab testing. Any fees incurred for treatment or testing are at the individual's expense.
13. Criminal background checks are required for all students in the School of Nursing. At any time that a student is enrolled in nursing or makes application to the professional program, the Louisiana State Board of Nursing (LSBN) requires knowledge of: (a) information regarding whether a student has ever been arrested, charged with, convicted of, pled guilty or no contest to, or been sentenced for any criminal offense in any state; and/or (b) information regarding any actual or pending disciplinary action against them by any licensing board. These facts must be reported to the Director of the School of Nursing who will forward the information to the LSBN. After admission to the professional program, any subsequent legal disciplinary actions must also be reported to the Director of the School of Nursing. Failure to report this information may result in licensure denial. Entrance into or continuation in the program will be dependent upon the LSBN's action.
14. Nursing students enrolled in clinical courses are also required to have drug testing to meet the requirements of clinical agencies
15. Nursing students are required to purchase health insurance.

## **SCHOOL OF NURSING COMMUNITY SERVICE**

Each semester that a student is enrolled in any course in the professional nursing program, he or she must complete a community/professional service activity as specified in the "Guidelines for Community/Professional Service." Completion of this activity is required before grades will be posed. Failure to complete this requirement will result in a grade of "Incomplete" ("I").

### **GUIDELINES FOR COMMUNITY/PROFESSIONAL SERVICE**

1. Each semester that students are in the professional program, they will perform community or professional service based on the courses that have been completed.
2. Part-time students are considered students in the professional program.
3. Opportunities for service which may be received by the School of Nursing Office will be shared with faculty and students; they will be announced electronically as appropriate.
4. It is the student's responsibility to seek out appropriate service opportunities. Examples of appropriate activities will be given each semester.
5. Community/professional service provided during semester breaks can be applied to the requirement for the following semester only.
6. Documentation is to be submitted to Clinical Professor every semester on the "Report of Professional/Community Service Activity" form.
7. Completion of this activity is required before grades will be posted. Failure to complete this requirement will result in an Incomplete ("I") grade being submitted.

Reviewed: 6/2008; 7/09

THE UNIVERSITY OF LOUISIANA AT MONROE  
SCHOOL OF NURSING

**REPORT OF PROFESSIONAL/COMMUNITY SERVICE ACTIVITY**

Students enrolled professional nursing courses: 2 hours of Community Service per semester.

STUDENT	SEMESTER AND YEAR	ROLL #
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DATE	TIME	from	to	# OF HRS SERVED
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EVENT

LOCATION

DESCRIPTION OF PROFESSIONAL/COMMUNITY SERVICE

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**SIGNATURES**

STUDENT	EVENT REPRESENTATIVE
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<b><u>STUDENT ACTIVITIES</u></b>	
<u>University</u>	<p>The University of Louisiana at Monroe offers a wide variety of activities for students. Campus life is made more meaningful through participation in scholastic, social, religious, and service activities. The School of Nursing encourages all students to participate in activities for which they are eligible.</p>
<u>Student Nurses' Association (SNA)</u>	<p>The faculty of the School of Nursing is very proud of the achievements of ULM-SNA. All pre-nursing and nursing students are encouraged to join and participate in their organization. Participation affects the opportunity to develop leadership abilities, creativity, and self-expression.</p> <p>Meetings are held once a month with a program of featured subjects of professional interest. In addition to monthly meetings, they may elect members each year as delegates to the Louisiana State Student Nurses' Association Convention and the National Student Nurses' Association Annual Convention.</p>
<u>Sigma Theta Tau, Lambda Mu Chapter</u>	<p>Sigma Theta Tau International, Honor Society of Nursing, exists to promote the development, dissemination and utilization of nursing knowledge. Sigma Theta Tau International is committed to improving the health of people worldwide through increasing the scientific base of nursing practice. In support of this mission, the society advances nursing leadership and scholarship, and furthers the utilization of nursing research in health care delivery as well as in public policy.</p> <p>Those students with a 3.0 GPA who are in the top 35% of their class are eligible for consideration by the members. Membership is by invitation.</p>
Revised 6/2008	

## **HONOR AND ACCOUNTABILITY**

Students are expected to conform to the standards set forth in the *Student Handbook*, Standards of Conduct for Students as stated in *The University of Louisiana Monroe Undergraduate Catalog*, *Student Policy Manual and Organizational Handbook*, and *the Cheating and Plagiarism Policy*.

## **FACULTY ADVISING**

Advising is viewed by the School of Nursing as an integral part of each student's education. While students are not individually assigned a faculty member as their advisor, faculty members, as well as the Director, Associate Director and Coordinators are available for student advisement. Office hours and phone numbers are posted on the door of each faculty office. Students requiring advisement from faculty should contact the individual and set up an appointment that is agreeable to each one's schedule. Students desiring advisement from the Director, Associate Director, or Coordinators should report to the main School of Nursing Office and request an appointment.

## **COURSE REPRESENTATIVES**

The faculty desire and encourage the interchange of ideas with students. Students from each professional nursing lecture course will be elected at the beginning of each semester by their peers to serve on the course committee. The number of course representatives elected will be based on the number enrolled in the course. These students must attend all course meetings for the purpose of bringing forth ideas, comments, and constructive criticism. They also keep their peers informed of all decisions and serve as a liaison between course faculty and students.

Ed. Revision 7/07, 6/08, 7/09

## STUDENT-FACULTY COMMITTEES

The faculty believes in student representation and participation on all matters concerning the School of Nursing. Representatives from nursing courses serve on various committees and are selected by their peers at the beginning of each semester.

At the present time, the following committees are functioning:

- I. General Faculty Meeting-representatives from the Professional Program may attend all open faculty meetings for the purpose of interchanging ideas.
- II. Assessment and Evaluation Committee-students will assist in the development of evaluation criteria and tools for faculty, students, and courses.
- III. Ethics, By-Laws and Policies Committee-students will provide input in regard to student policies, rights and responsibilities.
- IV. Curriculum Committee-students will provide input into the development and evaluation of curriculum.
- V. Resource/Technology/ Distance Education Committee-students will have input into the availability of library and media selections.
- VII. Advisory Council - students will exchange ideas and concerns with health professionals and other community members to foster good relationships between the SCHOOL and the community.

## REGISTERED NURSE AND LICENSED PRACTICAL NURSE ARTICULATION EDUCATION PLAN

The University Of Louisiana at Monroe School of Nursing provides an opportunity for RNs and LPNs to be admitted into the baccalaureate pre-nursing program. RNs with a degree from NLNAC accredited and state-approved diploma and associate degree programs, and who have an unencumbered license to practice, may be admitted into the professional program (see RN to BS Curriculum Plan). LPNS who currently hold an unencumbered license to practice in Louisiana may be admitted for part-time or full-time study (see LPN Curriculum Plan).

Provision is made for these students to demonstrate their achievement through an individual review of their transcripts for course enrollment or credit by examination. Students must complete all prerequisites before admission into the Professional Program.

Reviewed 6/08;Revised 7/09

## HEALTH POLICIES

The School of Nursing complies with the policies set forth by the University regarding health care. (See the *University of Louisiana - Monroe Undergraduate Catalog* and the *Student Policy Manual and Organizational Handbook*) All students must comply with University policies relating to health. These policies are devoted to preventive medical care and promotion and maintenance of high health standards for students. It is required that nursing students carry health insurance while enrolled in the School of Nursing. Documentation of compliance will be required.

Pre-Nursing students follow guidelines set forth by the University. After being admitted to the Professional Program, nursing students are required to submit to the School of Nursing, a satisfactory physical examination report and meet immunization and/or titer requirements according to the School of Nursing policy.

The Mantoux (TB skin test) or PPD must be performed annually prior to the beginning of the semester for continuation in the Professional Program. If the Mantoux is reactive, x-ray and/or chemotherapy reports must be submitted to Student Health Services according to the Tuberculosis Testing protocol guidelines.

Poor health may be reflected in performance. It is recommended that students maintain optimum sleeping and eating habits. Maintenance of standard weight for height is desirable. Frequent absenteeism in clinical courses due to illness or injury can result in failure. A doctor's statement or statement from the infirmary should be filed with the School of Nursing regarding illness or injury and ability to return to clinical and class. When absent from clinical and/or lab, students must call their nursing instructor and clinical facility (see Attendance).

All pregnant students shall notify her clinical instructor and the Coordinator of the division that she is pregnant and the due date of delivery. She will be advised by the Coordinator of the possible health risks to both mother and fetus in clinical practice. If the student elects to remain in School, after each visit to the physician she must submit a written statement from her physician indicating she is physically able to remain in School.

**UNIVERSITY OF LOUISIANA MONROE  
SCHOOL OF NURSING  
IMMUNIZATION/TITER POLICY**

**Part I: Immunizations/Screening**

Evidence of the following is required:

- |   |   |
|---|---|
| 1. MMR (Measles, Mumps, and Rubella Vaccine)  | Two doses or positive titer   |
| 2. Varicella (chickenpox)                     | Two doses or positive titer   |
| 3. TD ( Adult Tetanus Diphtheria Vaccine)     | Td booster within last 10 years   |
| 4. HB vaccine (Hepatitis B vaccine)           | Three part series   |
| 5. TB (Tuberculosis screening–Mantoux Method) | One annually at beginning of the semester -- 2 if > 1 yr. since last received |

**Part II: Blood Titers**

Blood titers are required to prove that you have immunity to certain diseases. The requirement is:

HBV surface AB must be completed 4 -8 weeks after completion of the HEP B Vaccination Series

If titer is negative, the *CDC Guidelines for Healthcare Workers* will be followed.

**Part III: Tuberculosis Testing**

The Mantoux (PPD) must be performed annually prior to the beginning of the semester for continuation in the Professional Program. If the Mantoux is reactive, x-ray and/or chemotherapy reports must be submitted to the Student Health Services according to the Tuberculosis Testing protocol guidelines.

Tuberculosis testing protocol guidelines are according to the *Tuberculosis Control Manual: Department of Health and Hospitals, Office of Public Health* (latest edition).

**Part IV: Waivers**

Immunization/screening requirement waivers may be acceptable for general university students based on university policy; however, waivers for professional nursing students are unacceptable. Students wishing to discuss this policy may see one of the ULM School of Nursing Coordinators, the Associate Director, or the Director.

**THE UNIVERSITY OF LOUISIANA AT MONROE  
SCHOOL OF NURSING**

**BLOODBORNE PATHOGEN EXPOSURE  
CONTROL PLAN**

**PURPOSE:**

The exposure control plan is used to reduce worker risk in our student laboratory by minimizing or eliminating faculty, staff, and student exposure incidents to bloodborne pathogens such as HBV and HIV. The School of Nursing complies with OSHA standards.

**WHO IS POTENTIALLY EXPOSED TO BLOODBORNE PATHOGENS?**

Persons who have potential occupational exposure to blood and other potentially infectious materials are:

All faculty members  
All students enrolled in professional nursing  
Maintenance and custodial personnel

Reviewed 6/08;7/09

## METHODS USED TO PREVENT INCIDENTS:

**Education - Annually, students in the professional program are required to view the mandatory OSHA films and pass the designated exam.**

**Universal Precautions** - Universal precautions is OSHA's accepted method of control to protect employees from exposure to human blood and other potentially infectious materials. The term universal precautions refers to a concept of bloodborne disease control that requires that all human blood and certain body fluids be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens regardless of the perceived "low risk" of a patient or patient population. In circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

**Engineering and Work Practice Controls** - Engineering and work practice controls shall be used to eliminate or minimize exposure. Where occupational exposure remains after the institution of these controls, personal protective equipment shall also be used.

Engineering control is the use of available technology and devices to isolate or remove hazards from the work setting. Personal Protective Equipment (PPE) consists of eye shields, particulate masks, gloves, and gowns. Controls will be used in an effective manner.

Work practice controls are alterations in the manner in which a task is performed in an effort to reduce the likelihoods of a worker's exposure to blood or other potentially infectious materials. The following work practice controls will be in effect in all clinical student laboratories at ULM:

1. During any laboratory session, there will be **NO** smoking, eating or drinking, application of cosmetics or lip balm, or handling of contact lenses in the laboratory. Every ULM facility is a **NO SMOKING** environment. Additionally, food and drink shall not be kept in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present.
2. No procedures involving blood or other potentially infectious material shall be performed in laboratories. This includes injections, IV starts, venipunctures, and finger sticks. Wear protective eye and face shields where designated by the Director or instructor to reduce exposure from splashing.
3. Sharps disposal containers are provided for disposal of all sharps generated in the laboratory. Sharps include needles, scalpels, broken glass, or anything that can pierce, puncture, or cut your skin. These containers shall be puncture resistant, labeled, or color-coded in accordance with the OSHA standard, leakproof on the sides and bottom and will be disposed of when three-fourths full. Dust pans, brooms, and forceps are used to pick up sharp objects.
4. Needles are not to be bent, sheared, or broken in these laboratories.
5. All students are to wash their hands prior to beginning any laboratory exercise.
6. Gloves are provided for all individuals working in areas where they may be exposed to bloodborne hazards. All faculty, students, and assistants will wear gloves when working in these areas. There will be no exceptions.

7. All persons are to wash their hands immediately or as soon as possible after removal of gloves or other personal protective wear. Latex or vinyl gloves are not completely impermeable; therefore, handwashing after glove removal is always necessary.
8. All persons shall wash their hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as possible following contact of such body areas with blood or other potentially infectious materials.
9. All gloves and other possibly contaminated materials are to be placed in clearly marked **BIOHAZARD CONTAINERS** which are stored appropriately and transported offsite for incineration.
10. Equipment which may become contaminated with blood or other potentially infectious materials must be decontaminated using a 10% sodium hypochlorite solution or other appropriate disinfectant at the end of the laboratory session or as necessary.
11. All work surfaces shall be decontaminated with a 10% sodium hypochlorite solution or other appropriate disinfectant after completion of procedures, immediately or as soon as possible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious material, and at the end of the workshift if the surface may have been contaminated since the last cleaning.
12. All spills shall be decontaminated and cleaned up immediately. The following procedure should be followed in the event of a spill:
  - A. Gloves must be worn during the entire process.
  - B. Control the spread by covering with paper towels.
  - C. Pour full strength bleach or other appropriate disinfectant over the paper towels beginning at the outside and pouring inward.
  - D. Allow the bleach to remain in contact with the spill for the appropriate time to insure destruction of infectious agents (See directions on disinfectant container).
  - E. Discard all materials used in the cleanup into marked biohazard containers.
  - F. Decontaminate spill area with 10% bleach solution or other appropriate disinfectant.
  - G. Rinse spill area with paper towels and water.
  - H. Remove and dispose of contaminated protective equipment.
  - I. Wash thoroughly all exposed skin.

**Personal Protective Equipment** - The School of Nursing keeps personal protective equipment in stock for use by faculty, students, and support staff.

## **HEPATITIS B VACCINATION AND POST-EXPOSURE EVALUATION AND FOLLOW-UP:**

Students are provided with the opportunity to take the Hepatitis B vaccination series at a nominal cost through the Student Health Services. The Hepatitis B series must be completed according to accepted protocol or an appropriate declination signed.

## **GUIDELINES TO FOLLOW IN THE EVENT OF A LABORATORY ACCIDENT:**

1. The victim of a laboratory accident will be given immediate attention at the time of the accident, University Police will be notified, and the student will be transported to the University Student Health Services for further evaluation and treatment if needed or to a local emergency room. The student will be responsible for any charges incurred.
2. An incident report will be completed by the course instructor and sent to the Coordinator and the lead teacher.
3. The student should follow further treatment recommendations from the Student Health Services, if any, to complete the process. Verification of follow-up should be submitted to the appropriate Coordinator.

## **BLOODBORNE PATHOGEN SCREEN POST EXPOSURE PROCEDURE:**

THE EXPOSED STUDENT WILL BE GIVEN IMMEDIATE ATTENTION AT THE TIME OF THE INCIDENT. AN INCIDENT REPORT WILL BE COMPLETED BY THE STUDENT AND COURSE INSTRUCTOR. THE INCIDENT REPORT WILL BE FORWARDED TO THE LEAD TEACHER AND THE COORDINATOR.

AFTER EXPOSURE, THE EXPOSED STUDENT SHOULD RECEIVE A BASE LINE SCREEN FOR HEPATITIS AND HIV. THE OTHER PERSON INVOLVED, PATIENT OR STAFF, SHOULD HAVE A BASE LINE SCREEN FOR HEPATITIS AND HIV IF AT ALL POSSIBLE. STUDENTS ARE RESPONSIBLE FOR THEIR OWN TESTING.

POST-EXPOSURE FOLLOW-UP SHOULD BE DONE ACCORDING TO THE SCHOOL OF NURSING PROTOCOL AS RECOMMENDED BY THE CENTER FOR DISEASE CONTROL (CDC) GUIDELINES.

Revised 4/10/01; Ed. Rev. 7/07;  
Reviewed: 6/08;7/09

## **RECORDS**

Documentation of Hepatitis B injections will be retained in the Student Health Services for 30 years post graduation or post employment or post possible exposure incident, whichever is longer. Documentation of possible exposure incidents is kept separate from other vaccination records in the Student Health Services.

## **HOUSEKEEPING**

All persons working the Nursing laboratories have a responsibility to ensure that the labs are kept clean and exposure to blood-borne pathogens and Other Potentially Infectious Materials (OPIM) is reduced or eliminated. See the lab sign-in books for specific details.

## **PROCEDURES FOR EVALUATING CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT**

The Director of the School of Nursing will review all circumstances surrounding exposure incidents, seeking input from nursing faculty, the ULM Student Health Services, and the ULM Safety Officer. In the event changes need to be made, the Director of the School of Nursing will ensure that appropriate changes are made to the Exposure control Plan.

Updated 4/10/01  
Ed. Rev. 7/07;7/09 Reviewed: 6/08

## POSSIBLE BLOOD BORNE PATHOGEN EXPOSURE

Using OSHA guidelines for identifying sources of possible blood borne pathogens, students and faculty who have a possible exposure should use the following form to report the incident.

Please follow these guidelines:

1. Take care of your emergent needs first.
2. Report the incident to your faculty and the agency supervisor.
3. Seek immediate medical attention. This should include, but not be limited to an examination of the exposure site, discussion of the incident with a physician and Infection control officer at the agency, and may include blood titring.
4. Complete the generic incident form in this handbook and the "Possible Blood Borne Pathogen Exposure Form" also in this handbook. Be certain to attach agency reports of the incident, if available.
5. Give a copy of all forms to your immediate faculty/supervisor and a copy to the Immunization Program Nurse in Student Health Center at ULM within 24 hours of the event. If titers are drawn, include a copy of your results and the source results, identified only as SOURCE-no names, ages, or identifying numbers, to the Immunization Program Nurse as is possible. If treatment is recommended, please submit a copy of this as well. Please be assured that incident reports involving possible blood borne pathogen exposure are securely housed in a file separate from any other student forms. Records will be held for 30 years post exposure.
6. A Nurse Practitioner in the Student Health Center will counsel with you regarding the incident.

If you have questions, please feel free to counsel with the Immunization Program nurse at any time (342-1651).

Revised 10/05  
Ed. Revisions 7/07; 6/08  
Reviewed: 7/09

## POSSIBLE BLOOD-BORNE PATHOGEN EXPOSURE FORM

NAME \_\_\_\_\_ CWID# \_\_\_\_\_

DATE/TIME OF INCIDENT: \_\_\_\_\_

**AGENCY COPY OF INCIDENT ATTACHED YES/NO**

DESCRIBE IN DETAIL the incident which may have resulted in an exposure to blood-borne pathogens. Note, effective 01-18-01, Federal law requires clear documentation of the brand and type of device involved in the incident, the department/work area and an explanation of the event in any site under the jurisdiction of OSHA requirements.

WHAT ACTION WAS TAKEN IMMEDIATELY? Include names and positions of persons to whom the incident was reported, ER visits, lab tests performed (be specific), counseling and any medications prescribed and/or taken. ALSO, INCLUDE DECLINATIONS OF ANY OF THE ABOVE.

WAS THERE LAB DATA FOR BBP ON THE SOURCE OF THE EXPOSURE AVAILABLE AT THE TIME OF THE INCIDENT? Mark all that apply. Include lab reports.

HIV	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> refused	<input type="checkbox"/> pending
HBV	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> refused	<input type="checkbox"/> pending
HCV	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> refused	<input type="checkbox"/> pending

STDs: Use the same format as above and include those for which you have lab data.

Name, address and phone number of two other persons who witnessed the incident:

- 1.
- 2.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FACULTY/SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

REVISED 01-18-01  
Ed. Revisions 7/07; 6/08  
Reviewed: 7/09

## INCIDENT REPORT FORM

The incident report form which follows is to be used for any unusual student, faculty, patient injury or event, ex: fall, splinter, medication error, skin pinch by equipment, puncture wound, cut, fainting, seizure activity, etc. that occurs while in a nursing class, during laboratory practice, or at any clinical site. It should also be used if a student or faculty member experiences the possibility of injury from another party during the aforementioned times and places. If an incident occurs within an agency and that agency will immediately supply you with a copy of your incident, reported on their form, you should attach that form to the ULM form, being sure that all information is included and accurate. You should give your immediate faculty/ supervisor a copy of this incident report within 24 hours of the event.

Revised 3/04/01  
Ed. Rev. 6/08  
Reviewed: 7/09

### GENERIC INCIDENT FORM

NAME \_\_\_\_\_ CWID# \_\_\_\_\_ M/F

DATE/TIME/ OF INCIDENT \_\_\_\_\_

LOCATION OF INCIDENT \_\_\_\_\_

DESCRIBE IN DETAIL THE INCIDENT. USE BACK IF NEEDED. INCLUDE what you were doing just before the incident; what happened; what was the injury, if any.

WHAT ACTION WAS TAKEN IMMEDIATELY AFTER THE INCIDENT? INCLUDE treatment site, names of physicians or other health care providers, if possible.

IF THE INCIDENT OCCURRED IN ANOTHER AGENCY, WAS AN INCIDENT REPORT MADE ON THEIR FORM?

\_\_\_\_\_ YES. If yes, **please attach a copy to this form.**

\_\_\_\_\_ NO

NAME, ADDRESS, AND PHONE NUMBER OF TWO PEOPLE WHO WITNESSED THIS

INCIDENT:

1.

2.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FACULTY/SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

## **TUBERCULOSIS (TB) POLICY**

Students in the ULM School of Nursing will not be allowed to care for active TB patients. Should an unintentional exposure occur in an assigned practicum experience, traditional and LPN students must notify their instructor and the Coordinator of the division; the student will then report to the Student Health Services office for evaluation. Tuberculosis exposure protocol will be followed according to the *Tuberculosis Control Manual: Department of Health and Hospitals, Office of Public Health* (latest edition).

Fall 2009

UNIVERSITY OF LOUISIANA AT MONROE  
SCHOOL OF NURSING  
**APPROXIMATE EXPENSES FOR BEGINNING NURSING STUDENTS**

<u>ITEM</u>	<u>COST</u>
<b>Approximate Cost</b> (2) Dresses @ \$30.00 or (2) Tunics @ \$30.00, Pants @ \$24.00	\$120.00
(1) Lab Coat (Approximate) (Long, may be purchased anywhere)	\$54.00
(3) Patches @ \$5.00 each	\$15.00
(1) Pair, White Nursing Shoes	\$50.00
(1) Watch with Second Hand	\$32.00
(1) Diagnostic Kit (Stethoscope - - \$20; <b><i>Bandage Scissors - - \$4.95; Penlight \$1.90;</i></b> Metric Tape \$4; Hemostat; Goggles)	\$50.00
(1) Badge @ \$6.00 each; to be purchased at La Capitol Federal Credit Union	\$6.00
Physical Exam (Approximate)	\$70.00
CPR Certification (Approximate) (American Heart Association)	\$35-60
Tuition (Per semester) * <b>APPROXIMATE</b>	\$2000.00
Nursing Professional Fee (Per semester) *	\$250.00
Books - Purchased for Semester I and used throughout the entire curriculum (Approximate)	\$500-600
Lab Fee *	\$75.00
Hepatitis B Vaccine at ULM (Approximate) (Privately – obtained costs range from \$200 - \$300)	\$160.00
Mantoux TB Skin Test	\$20.00
Titers	\$100.00
Testing Fee *	\$60.00
Criminal background check and drug testing	\$150.00
<b>SUB-TOTAL</b>	<b>\$3747.00</b>
Student Nurses' Association (Not Mandatory) (National SNA fee: \$30; Local SNA fee: \$5/year)	\$35.00
	<b>\$3782.00</b>

Students need not buy more than 2 white uniforms. Costs for large dress and pantsuit sizes are slightly higher. Student uniforms must be purchased from the local retailer. Student patches may be purchased from the ULM Bookstore.

Nursing students enrolled in clinical courses are required to have drug testing and criminal background checks to meet the requirements of clinical agencies (estimated cost of these expenses may exceed \$150.00)

Nursing students are required to purchase health insurance. Health testing fees and assessments related to clinical experiences are the student's financial responsibility.

\*Denotes fees billed by the University.

Rev. 7/07; 6/08; 7/09

## Uniforms

Allow 2 weeks for delivery after the order is placed.

- # 8051 Landau female student tunic
  - # 8052 Landau student dress
  - # 8320 Landau female elastic waist pants
  - # 7667 Landau female drawstring pants
  - # 8550 Landau men's elastic waist pants
  - # 7602 Landau unisex drawstring pants
  - # 6125 White Swan/Meta male student tunic
- 

### Uniform Suppliers

Uniforms for You  
 1611 North 7<sup>th</sup> Street  
 West Monroe, LA 71291  
 318-388-4646  
 318-388-4764

Contact Person: Amy Dailey, Store Manager

LA Scrubs  
 1117 Forsythe Avenue  
 Monroe, LA 71201  
 318-325-8867

Southern Medical Equipment  
 3828 Front St.  
 Winnsboro, LA  
 318-435-0500  
 800-960-5760

Long lab coats and shoes are also available at:

Marie Medical  
 3212 Cypress St.  
 West Monroe, LA 71291  
 318-325-8505  
 (also carries Meta uniforms)

KMS School Uniforms  
 1325 Louisville Avenue  
 Monroe, LA 71203  
 318-323-7944

Adopted: Fall 2002  
 Revised: 10/07; 6/08; 7/09

## UNIFORM POLICY

Professional behavior and the following dress code are required whenever the student is in uniform. These will be supported by the faculty and students will be denied entry into the clinical area when their appearance and/or behavior does not conform.

### **I. CLEANLINESS OF THE INDIVIDUAL AND UNIFORM IS OF UTMOST IMPORTANCE**

- A. Proper body hygiene is essential. Tattoos are not to be visible. In addition, there shall be no malodorous smell from smoke apparent on the uniform. Smoking in uniform must be done in designated areas only, but smoking is strongly discouraged. (Smoking Policy adopted 5/1/06)
- B. Fingernails in clinical will not exceed the fingertips, will be clean, trimmed, and polish-free. No artificial nails, tips, or overlays will be allowed.
- C. All students must keep hair neat, clean, in a simple, controlled hairstyle that prevents contamination of the work field. (These rules apply at all times when in the clinical area.)
- D. Uniforms must be clean and pressed. Hem-lengths on dress uniforms must be no shorter than mid-knee, and on female pants suits, tunics must come to bottom of hips. Male tunics should be worn over white T-shirts. Males must wear white slacks--no jeans.
- E. The community uniform shall be the same white uniform as worn in the acute care clinical site. (Change adopted 5/7/07).
- F. White hose must be worn by women except when in pants, then white crew socks are appropriate. Men must wear white crew socks.
- G. White nursing shoes are preferred. However, leather tennis shoes may be worn as a part of the student uniform. They must be completely leather, plain, white, without colors or designs, and must be totally closed. Shoes worn with the uniform should be worn only in the clinical area. They must be kept cleaned and polished at all times and shoestrings must be clean and white. (Clogs and sandals are not allowed.) (Shoe Change adopted 5/7/07)

## UNIFORM POLICY (Continued)

### II. SCHOOL OF NURSING EMBLEM

The School of Nursing emblem must be attached to the uniforms/tunics and lab coats. The emblem must be sewn to the left sleeve, two inches (5 cm.) below the sleeve seam.

### III. NAME TAGS

The name badge can be purchased at least two weeks before clinical experience begins. Badges are to be paid for at LA. Capital Federal Credit Union and then the pictures are made at the SACS office. Name badges are worn on the left front of the uniform.

### IV. JEWELRY

The only jewelry allowed includes: a watch with a second hand, a band ring without stones, and a single set of post earrings in the lobes

### V. OTHER REQUIRED MATERIAL

Goggles, bandage scissors, hemostats, watch with second hand, pencil, black pen, and small writing pad are required of all students. It is also required that students have a stethoscope, a pen-light, and a small ruler measuring centimeters.

### VI. SPECIAL ROTATION

Special rotations (such as day care and mental health) may require special exceptions to the uniform code. Students will be notified of the exceptions prior to the planned experience.

### VII. DRESS CODE IN CLINICAL AREA WHEN NOT IN UNIFORM

- A. Faculty will discuss with their clinical groups if a modification of the written policy is appropriate for their particular setting.
- B. The clinical instructor will determine if students are appropriately dressed.
- C. When a student is in the clinical areas **FOR ANY REASON** related to nursing assignments, neat, professional attire must be worn underneath the lab coat.

Revised  
7/07;6/08;7/09

## **ULM School of Nursing Classroom Dress Code**

- No wind pants, sweatpants, scrubs, or pajamas
- No shorts are allowed.
- Jeans may be worn as long as there are no holes, frays, or tears.
- Dress capri pants are acceptable as long as they have no holes, frays, or tears.
- Skirts can be worn as long as they are knee length or longer.
- Sweatshirts and T-shirts that are ULM affiliated can be worn, including those that advertise nursing class, an organization, or an event. No crude messages, such as alcohol, sexual innuendo, or inappropriate logos.
- No spaghetti straps, halter tops, tube tops, or showing of the mid-drift. No low cut tops (i.e., no cleavage)
- Polo or collared shirts are acceptable. Tasteful, sleeveless shirts are acceptable.
- Fleece jackets are acceptable.
- Undergarments should not be visible at all. This includes wearing an undershirt if the undergarment can be seen through the shirt.
- Tennis shoes can be worn as long as they are clean. No beach thongs. Dress sandals are acceptable.
- No hats or head scarves, no excessive jewelry, no visible tattoos. No visible body piercing other than ear lobes.
- Keep hair and facial hair properly groomed.

### **Enforcement:**

If any of the dress code items are broken, faculty have the option of sending a student home from class, to give a warning for the first offense, or to ask the student to see the Director of the program.

**STUDENTS ARE RESPONSIBLE FOR THE INFORMATION CONTAINED IN THE  
FOLLOWING LOUISIANA STATE BOARD OF NURSING DOCUMENTS:**

- 1. DECLARATORY STATEMENT ON EMPLOYMENT OF NURSING STUDENTS  
AND UNSUCCESSFUL CANDIDATES ON NCLEX-RN**

May be retrieved from <http://www.lsbns.state.la.us>

- 2. PROFESSIONAL AND OCCUPATIONAL STANDARDS  
Chapter 43. Employment of Unlicensed Persons**

May be retrieved from <http://www.lsbns.state.la.us/documents/rules/fullrules.pdf>

## **CRITERIA FOR GRADUATION**

To be eligible for graduation, students must meet University and School of Nursing requirements for graduation. The student must have a minimum of 125 semester credit hours and achieve an overall average of 2.0 in all work to be credited toward the degree. Application for the degree must be filed with the Director of the School of Nursing at registration of that semester in which graduation is anticipated.

## **SENIOR CONVOCATION**

Students are required to attend convocation upon completion of all School of Nursing requirements. Upon the graduation of each nursing class, the faculty honors and recognizes all nursing graduates. The School of Nursing pin is presented by the Director of the School of Nursing to each graduate.

## **GRADUATION CEREMONY**

Candidates for graduation must follow guidelines as set forth by the University. Nothing shall be added to the graduation attire. Students wishing to graduate in absentia must present written documentation to the Director of the School of Nursing and to the Dean of the College of Health Sciences.

## **STATE BOARD EXAMINATIONS**

In order to become a registered nurse, graduates from the School of Nursing are required to pass the NCLEX-RN Exam.

Revised: 7/07; 7/09

Reviewed: 6/08

**SCHOOL OF NURSING RECOGNITION OF  
STUDENT ACHIEVEMENT**

**President's List and Dean's List:**

Students who carry 12 credit hours or more each semester and attain a semester grade point average of 3.2-3.49 or higher are placed on the Dean's List and students who earn at least a 3.50-4.0 average are placed on the President's List.

**Who's Who in American Schools and Universities:**

Full-time students are selected by a university committee upon recommendation of the faculty of the College of Health Sciences and awarded this honor on the basis of scholarship, leadership, character, and promise of future citizenship development.

**Outstanding Senior Nursing Student Award:**

Outstanding Senior Nursing Student award may be presented to an outstanding senior in the graduating class. This student is chosen by the faculty based on scholarship (3.0 average), leadership, character, and contributions to the School and S.N.A.

**Sigma Theta Tau, Lambda Mu Chapter:**

Students who demonstrate outstanding scholastic achievement (according to Sigma Theta Tau standards), leadership qualities, and professional standards, and have completed the junior year of the program are eligible to be inducted into Sigma Theta Tau. Induction is by invitation only. All members are presented with a purple honor cord to be worn at graduation.

**SENIOR COMPOSITE PICTURES**

1. All graduating senior students are required to have their picture made for the class composite picture.
2. Appropriate clothing for the picture will be designated by the Director of the School of Nursing.

Revised: 7/09

Ed. Rev. 7/07; Reviewed 6/08

### GIFT GIVING/RECEIVING POLICY

Social activities are not under the provision of the State Ethics Commission. At no time are students to give gifts to faculty or faculty to give gifts to students. When faculty or students go to social or private establishments for meals or other activities each individual must pay for his/her own expenses.

### TRANSPORTATION

Students are responsible for providing their own transportation for field experiences. Students are not allowed to transport patients in their personal vehicles.

### CLINICAL FACILITIES

As the needs of the community and students change, utilization of clinical facilities may be altered. Some of the clinical facilities that may be used are listed below:

LSUHSC-Monroe	330-7000
Glenwood Regional Medical Center	329-4200
Ouachita Parish Health Unit	361-7281
St. Francis Medical Center	327-4000 or 966-4000
St. Francis North Hospital	966-1946

**Rev. 7/07, 6/08, 7/09**

**MISCELLANEOUS****CHANGE OF NAME OR ADDRESS:**

It is your responsibility to keep the Registrar and the School of Nursing informed of your current name and address. Important information is frequently mailed to students and it is to your advantage that this information reaches its destination. Your permanent address, University address, and phone number where you can be reached should be on file in the Registrar's Office and the School of Nursing Office.

### **NON-DISCRIMINATION POLICY**

The University of Louisiana at Monroe recognizes that members of the University community represent different groups according to sex, color, creed, national origin, and physical or mental disability. The University further recognizes that, in a pluralistic society such as ours, these differences must be recognized and respected by all who intend to be a part of the University community.

It is not the intent of the University to dictate feelings or to mandate how individuals should personally interact with others. It is, however, the intent of the University that awareness of individual and group rights according to sex, race, color, creed, national origin, and physical or mental disability be regarded as important to the education of its students. Our ability to work in a pluralistic society demands no less.

It is with this in mind that the University does not permit any actions, including verbal or written statements, that discriminates against an individual or group on the basis of sex, race, color, creed, national origin, or physical or mental disability. Any action is a violation of the Student Code of Conduct. Complaints of discrimination should be made orally and in writing to the appropriate University Administrator. (University of Louisiana Monroe 2009-2010 Undergraduate Catalog, p. 14)

Reviewed 6/08; 7/09

**UNIVERSITY OF LOUISIANA AT MONROE**

**SCHOOL OF NURSING**

**RN to BS in Nursing**

**Policies**

## **RN to BS in Nursing Policies**

### **GENERAL REQUIREMENTS**

Faculty and students of the School of Nursing (SON) are responsible and accountable for their actions related to patient care. The faculty has the responsibility and right to determine if a student's conduct in the clinical area is conducive to patient welfare. Further, the SON reserves the right to refuse a student admission to clinical experiences should their action be judged to be detrimental to patient welfare.

The quality and success of education is dependent upon many factors, including meeting certain requirements. *See School of Nursing Student Handbook*. Specific objectives and requirements including those for progression for each course are clearly outlined. The following is provided to assist in understanding those requirements that apply to all professional nursing courses. Please read carefully. If no questions are asked regarding these statements, it is assumed that you understand and agree to comply with same.

The maintenance and development of appropriate attitudes and values are a requirement of students enrolled in all nursing courses. Professional characteristics are inherent to nursing and are requisite to successful completion of nursing courses. These characteristics are inherent to professional nursing and are requisite to successful completion of nursing courses.

#### *Registered Nurse Articulation Education Plan*

The University of Louisiana at Monroe (ULM) School of Nursing (SON) provides an opportunity for RNs to be admitted into the baccalaureate pre-nursing program. Graduates in nursing from state-approved diploma and associate degree programs that currently hold an unencumbered license to practice in any state may be admitted for part-time or full-time study. See curriculum for licensed registered nurse students.

#### *Health Policies*

The School of Nursing complies with the policies set forth by the University in providing health care. (See the *University of Louisiana - Monroe Undergraduate Catalog* and the *Student Policy Manual and Organizational Handbook*). All students must comply with University policies related to health. These policies are devoted to preventive medical care and promotion and maintenance of high health standards for students. Nursing students are required to carry health insurance while enrolled in the School of Nursing. Documentation of compliance is required. RN to BS in Nursing students must provide a copy of verification by faxing to the SON (318)342-1567 or mailing a copy of verification to the School of Nursing, 700 University Avenue, Monroe, LA 71209.

#### *Clinical Practice*

RN to BS students must have a valid, unencumbered license to practice in the state of which they are going to fulfill clinical requirements. This will be verified by the SON checking the state(s) licensing site. Prior to beginning clinical practice in Semester V of the professional nursing program, each student will provide to the Student Health Services (SHS) the necessary documents to support their having met the employing agencies requirements for CPR, immunizations, titers, and TB screening. Each student will be responsible for being sure his/her certification/re-certification for health care provider CPR is current and will not expire prior to the end of the clinical experience for that semester. Verification should be submitted prior to the

semester beginning by sending to the SON office by fax (318)342-1567 or mailing to the SON: 700 University Avenue, Monroe, LA 71209.

Information for CPR, unencumbered license, and clearance from SHS regarding immunizations and titers must be on file in the SON in the student's records prior to beginning the clinical requirements of the course they are enrolled. Students who do not submit the information before the semester begins will not be allowed to submit the required course work.

*Tuberculosis (TB) Policy.* Student enrolled in courses of the RN to BS in Nursing are to follow their employment agency guidelines in regard to caring for patients diagnosed or suspected to have TB.

*Uniform Policy.* RN students will wear designated agency uniform. Professional dress guidelines are expected.

*Patient Safety Policy.* Students enrolled in the professional program of the School of Nursing are responsible and accountable for their actions related to patient care. The faculty will determine whether a student's conduct in the clinical area has been observed to be or has the potential to be detrimental to patient welfare. Faculty, Coordinators, and the Director have the right and responsibility to impose sanctions on a student whose conduct in the clinical setting is detrimental or has the potential to be detrimental to patient welfare. Sanctions can include suspension from the course with a grade of "F" and may result in permanent suspension (dismissal) from the School of Nursing. Students who violate a patient's confidentiality will be reprimanded with suspension from the School of Nursing.

The School of Nursing will comply with regulations of the Health Insurance Portability and Accountability Act (HIPAA). School of Nursing Students will not use or disclose patient or agency information except as permitted by the clinical agency policy and/or as permitted by law or regulation. Actions and behaviors are reported by the agency to the licensing agency and to the SON. The student may receive a grade of "F" in the clinical course in which they are enrolled, and will be suspended from the School of Nursing. Students in the RN to BS in Nursing Program will be utilizing their employment to fulfill specific clinical requirements. During clinical activities, the SON reserves the right to contact the employment agencies in regard to the student's performance on the unit.

### *Attendance*

Students are expected to attend and participate in all scheduled course activities (See University Policy) The online experiences are important to meeting course requirements and for students learning; consequently, non-participation or tardiness in activities may prevent the learning/evaluation process. Students with repeated non-participations in any course will be counseled and may be subject to failure.

Students are responsible for information presented and assignments made in relation to module periods of the course. Regular participation is the most effective means for maximum learning and use of student time and effort. Participation by the student in the various course activities is included in the requirements of the courses as stated in the course syllabus. Students receiving scholarships or other financial aid are responsible for adherence to regulations regarding class attendance/participation.

### *Examinations*

Failure to take exams on the day scheduled to be given, failure to submit written work on time, and unexcused attendance/participations may result in the receipt of a zero grade for that assignment. Students should notify the course faculty of expected late submissions of

assignments. This information has to be substantiated from other sources of information the student submits to verify the occurrence. Excused absences, make-up exams, permission to submit written work late, and other privileges can be granted at the individual instructor's discretion.

*Testing Policy.* The following policy applies to the online testing environment:

1. Students will leave all personal possessions (books, papers, bags, purses, and electronic equipment, including cell phones, IPODs, etc.) outside of the immediate area in which the computer testing is to be done. Specific instructions will be provided if resources are to be utilized during the examination.
2. Students will be provided the time-frame that the exam will be available and the password for accessing the exam will be provided a minimum of the day before the exam.
3. Students should be prepared to begin the test and not leave the computer unattended at any time.
4. In case of technological difficulties, the student is responsible for contacting the instructor as soon as possible. Contact information will be provided by each instructor for each course.

#### *Academic Concerns*

Student questions related to grading and other matters of an academic nature should be presented to the student's instructor; failing satisfactory resolution at this level, the questions should be referred in order, to the Coordinator, the Associate Director, the Director, the Associate Dean, and then to the Dean. For further information related to due process, see the *University of Louisiana Monroe Undergraduate Catalog* and the *Student Policy Manual* and *Organizational Handbook*.

#### *Honor and Accountability*

Students are expected to conform to the standards set forth in the *Student Handbook*, *Standards of Conduct for Students* as stated in *The University of Louisiana Monroe Undergraduate Catalog*, *Student Policy Manual* and *Organizational Handbook*, and the *Cheating and Plagiarism Policy*.

#### *Faculty Advising*

Advising is viewed by the School of Nursing as an integral part of each student's education. While students are not individually assigned a faculty member as their advisor, faculty members, as well as the Director, Associate Director and Coordinators are available for student advisement. Advising is conducted via e-mail and ULM FlightPath by the Coordinator of the RN to BS in Nursing Program. To be advised see the SON Web page for addresses of the above listed individuals.

#### *Course and Committee Representatives*

Faculty encourage the interchange of ideas with students. Students from each professional nursing lecture course will be eligible to volunteer for the responsibility of course representative as well as SON committees: General Faculty, Assessment and Evaluation, Ethics, By-laws, and Policies, Curriculum, Resource/Technology/Distance Education, and Advisory Council Committees. Please let your course faculty member know of your request to participate as a volunteer. Volunteers are sought to participate on SON committee each semester. Upon receiving

a volunteer request, the specific committee chair will contact the individual, provide meeting agendas, and send committee minutes. Students are encouraged to actively follow-up and provide in-pu-t to the committee chair person(s). Student representatives can bring forth ideas, comments, and constructive criticism from fellow classmates. Student representatives can also keep their peers informed of all decisions and serve as a liaison between course faculty and students.

At the present time, the following committees are functioning:

- I. General Faculty Meeting: representatives from the Professional Program may attend all open faculty meetings for the purpose of interchanging ideas.
- II. Assessment and Evaluation Committee: students will assist in the development of evaluation criteria and tools for faculty, students, and courses.
- III. Ethics, By-Laws and Policies Committee: students will provide input in regard to student policies, rights and responsibilities.
- IV. Curriculum Committee: students will provide input into the development and evaluation of curriculum.
- V. Resource/Technology/ Distance Education Committee: students will have input into the availability of library and media selections.
- VI. Advisory Council: students will exchange ideas and concerns with health professionals and other community members to foster good relationships between the School of Nursing and the community.

### **RETENTION IN PROFESSIONAL NURSING PROGRAM**

Failure of a student to earn a “C” or better in each NURS course will result in automatic suspension from the professional nursing program. Students who desire readmission after being suspended, resigning, or withdrawing from the professional nursing program must submit an application for readmission through the School of Nursing Admissions and Academic Standards Committee. Students who have earned a non-progressive grade in a required nursing course may be readmitted to repeat that course only one time and, in addition, may be readmitted to repeat courses in only two semesters. A failure in either component of a combined theory/clinical course will require that both components be repeated. Readmission is not automatic, and must be considered on an individual basis.

Students enrolled in the professional program of the School of Nursing are responsible and accountable for their actions related to patient care. The faculty will determine whether a student’s conduct in the clinical area has been observed to be detrimental to patient welfare.

Retention policies are subject to change. See current *School of Nursing Student Handbook* and the *University of Louisiana at Monroe Undergraduate Catalog*.

### **GENERAL GRIEVANCE PROCEDURES**

Student questions related to grading, other matters of an academic nature, or other concerns should be presented to the student’s instructor within one week of the incident or concern. Students in the RN to BS Nursing Program should contact their faculty via e-mail as the course syllabus states. Information exchange should be completed electronically for verification and recording purposes. Students may also contact the faculty per telephone as an additional

avenue to resolve issues. Failing satisfactory resolution at this level, student questions should be referred in order, to the Coordinator, the Associate Director, the Director, the Associate Dean, and then to the Dean. For further information related to due process, refer to the current *University of Louisiana-Monroe Undergraduate Catalog* and the *Student Policy Manual and Organizational Handbook*.

### Sigma Theta Tau, Lambda Mu Chapter

Sigma Theta Tau International, Honor Society of Nursing, exists to promote the development, dissemination and utilization of nursing knowledge. Sigma Theta Tau International is committed to improving the health of people worldwide through increasing the scientific base of nursing practice. In support of this mission, the society advances nursing leadership and scholarship, and furthers the utilization of nursing research in health care delivery as well as in public policy.

Those students with a 3.0 GPA who are in the top 35% of their class are eligible for consideration by the members. Membership is by invitation.

### Criteria for Graduation

To be eligible for graduation, students must meet University and SON requirements for graduation. The student must have a minimum of 125 semester credit hours and achieve an overall average of 2.0 in all work to be credited toward the degree. Application for the degree must be filed with the Director of the SON by the second week of the semester in which graduation is anticipated. Applications are to be submitted to SON office by fax (318)342-1567 or mailing to the SON: 700 University Avenue, Monroe, LA 71209.

### Senior Convocation

The SON faculty members honor and recognize all nursing graduates at Convocation at the end of the fall and spring semesters. The distinct nursing pin for ULM SON can be purchased by contacting Coordinator of the RN to BS in Nursing Program for information. Graduating students may choose to attend the ceremony. Attire for Convocation is professional dress, black, with a clean, ironed, lab coat that can be buttoned.

A class picture composite of the graduating class will be created. Those who wish to contact the photographer and set up a photo opportunity, please contact Coordinator of the RN to BS in Nursing Program. Appropriate attire for the photos is established by the SON and is black and white attire. Those unable to be photographed will have their names included on the bottom of the composite.

### Graduation Ceremony

Candidates for graduation must follow guidelines as set forth by the University. Nothing shall be added to the graduation attire. Students choosing not to attend the Commencement Ceremony must follow the rules for graduating in absentia:

1. Submit an electronic letter to the Coordinator of the RN to BS in Nursing Program by the seventh week of the semester.

2. The letter should include information regarding non-attendance, citing specific as possible reasons.
3. The letter should include where the diploma is to be sent post graduation.

9/24/09

Rev. 2/13/10