Auburn Montgomery

College of Nursing and Health Sciences

School of Nursing

**Nursing Student Handbook
2017-2018**

TABLE OF CONTENTS

ACADEMIC PROGRAM(S)

SCHOOL OF NURSING POLICIES AND GUIDELINES

SCHOOL OF NURSING SERVICES

MISCELLANEOUS INFORMATION

STUDENT LIFE

FORMS

PLANS OF STUDY

Dear Nursing Student:

Welcome to the College of Nursing and Health Sciences (CONHS) at Auburn University Montgomery (AUM). We are delighted that you have chosen to pursue your degree at AUM! Our nursing program has a rich history of excellence in nursing education. Over the years, we have developed new program options to increase access to education, and we are committed to helping you achieve your educational goals. The university core values of a student centered experience, citizenship and community, standard of excellence, commitment to constant improvement, diversity of people and perspective with a culture of inclusiveness, promotion of lifelong learning and an environment of collaboration are embraced by the faculty and guide our efforts in working with you in your educational endeavors.

This handbook will serve as a useful guide and resource during your nursing education at AUM. It is important that you review the policies and procedures included as they relate to many aspects of your educational experiences at AUM on a regular basis. Policies and procedures that are altered during the year will be communicated to you electronically. A copy of the Student Handbook with up-to-date information is always available on the CONHS website.

On behalf of the college, its faculty and staff, please accept our best wishes for a successful year. Sincerely,

Jean D'Meza Leuner, PhD, RN, CNE, FAAN Professor and Dean
AUM College of Nursing and Health Science

AUBURN UNIVERSITY AT MONTGOMERY SCHOOL OF NURSING

MISSION

The School of Nursing supports the mission of Auburn University at Montgomery to provide quality and diverse educational opportunities at the undergraduate and graduate levels. Faculty are committed to providing a scientifically, evidenced-based nursing education in an interprofessional environment. Graduates will be prepared to provide excellent nursing practice through life-long learning, leadership, service, scholarship, and outreach for a global society.

VISION

To have national recognition for providing excellence in nursing education, scholarship, and practice through innovative programs that are responsive to current and emerging healthcare needs.

VALUES

1. A Student Centered experience
2. Citizenship and Community
3. A Standard of Excellence
4. Commitment to Constant Improvement
5. Diversity of People and Perspective with a Culture of Inclusiveness
6. Promotion of Lifelong Learning
7. An Environment of Collaboration

HISTORY OF AUBURN UNIVERSITY AT MONTGOMERY

Auburn University at Montgomery (AUM) is the metropolitan campus for Auburn University and was established by an act of the Alabama Legislature in 1967. AUM began its operation in 1968 at a downtown facility, moving in 1971 to its current 500-acre campus seven miles east of downtown Montgomery. AUM is a state assisted, coeducational institution, granting baccalaureate and master's degrees with a student enrollment of over 5000. In 1973 the Southern Association of Colleges and Schools accredited AUM with subsequent reaffirmation in 1978, 1988, 1998, and most recently in 2008. AUM will be up for reaffirmation in 2018.

AUM offers highly respected, accredited academic programs in a challenging environment that blends the traditional views of the University as a community of scholars with the contemporary view of the University as an integral part of the surrounding community, state, and region. AUM provides academic programs that are characteristic of the finest traditions of scholarship and consistent with the responsibility to provide support for the functions of government, regional economic growth, and cultural enrichment through the arts. Rural counties in central Alabama are greatly impacted by the educational opportunities offered at AUM.

ACCREDITATION

The School of Nursing Undergraduate Baccalaureate and Master's Programs are accredited by:
Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle N.W.
Suite 530
Washington, DC 20036-1120
Telephone: 202-887-6791
Internet: www.aacn.nche.edu/accreditation

The Baccalaureate Program is also approved by the:
Alabama Board of Nursing (ABN)
RSA Plaza, Suite 250
770 Washington Avenue
Montgomery, AL 36104
Telephone: 334-293-5201
Internet: www.abn.alabama.gov

ADMINISTRATION

Jean D'Meza Leuner, PhD, RN, CNE, FAAN 334.244.3856
Professor and Dean College of Nursing and Health Sciences .... Moore Hall 101
jleuner@aum.edu

Allison Terry, PhD, MSN, RN 334.244.3883
Associate Professor, Assistant Dean... Moore Hall 306
aterry@aum.edu

Julie Freeman, DNP, MSN, ACNP-BC, RN 334.244.3142
Assistant Professor, Graduate and RN to BSN Coordinator.. Moore Hall 308
jfreema3@aum.edu

FACULTY

Anita All, PhD, RN...334.244.3775
Professor .... Moore Hall 310
aall@aum.edu

Kelli Burdette, MSN, RN 334.244.3621
Assistant Clinical Professor... Moore Hall 307
kburdet1@aum.edu

Brooke Burton, MSN, RN 334.244.3995
Assistant Clinical Professor and NRC Coordinator.. Moore Hall 201
bburton3@aum.edu

Robyn Caldwell DNP, FNP-BC, CNE……………………………………………………………..334.244.3817
Assistant Professor…………………………………………………….…………………… Moore Hall 314
rcaldwe4@aum.edu

Courtney Cochran, DNP, RN …………………………………………………………..…..……334.244.3205
Assistant Professor …………………………………………………………………..…....…...Moore Hall 305
cbagents@aum.edu

Cyndy Henderson, ...334.244.3666
Assistant Professor .... Moore Hall 321
chende16@aum.edu

Ellen Justice, MSN, RN, ONC 334.244.3277
Assistant Clinical Professor... Moore Hall 313
ajustic3@aum.edu

Wendy Kendrick..334.244.3663
Assistant Professor .... Moore Hall 318
wkendric@aum.edu

Ginny Langham, DNP, MSN, RN 334.244.3948
Assistant Professor .... Moore Hall 320
llangham@aum.edu

Debra Miller, MSN. RN 334.244.3818
Assistant Clinical Professor... Moore Hall 317
dmille18@aum.edu

Leslie Painter, MSN, RNC, CCE..334.244.3670
Assistant Clinical Professor... Moore Hall 309
lpainter@aum.edu

Kelly Walker, DNP, RN………………………………………………………………....…334.244.3785
Assistant Professor………………………………………………………………....…………Moore Hall 307
kwalke29@aum.edu

Kecia Williams, MSN, RN 334.244.3552
Lecturer... Moore Hall 303
kwilli65@aum.edu

Brandy Young, DNP, APRN ……………………………………………………………….…....334.244.3664
Assistant Professor …………………………………………………………………………...…... Moore Hall 315
brandy.Young@aum.edu

STAFF

Kris Connor 334.244.3431
Pre-nursing Coordinator, Advisor/Recruitment Manager... Moore Hall 101
kconner4@aum.edu

Keyonna Dailey ………………………………………………………………………… 334.244.3863
Advisor/Recruitment Manager……………………………………………………….....Moore Hall 101E
kdailey2@aum.edu

Brittaney Jenkins 334.244.5364
Administrative Associate.. Moore Hall 101
bjenkins@aum.edu

Cindy Odom 334.244.3744
Administrative Assistant.. Moore Hall 101
lodom3@aum.edu

Audrey Shaw 334.244.3527
EARN and Graduate Coordinator, Advisor/Recruitment Manager ....Moore Hall 325B
ashaw7@aum.edu

Al Thomas 334.244.3481
Instructional Technology Support Assistant.. Moore Hall 322
athomas3@aum.edu

STUDENT HEALTH SERVICES

Carol Stewart, MSN, CRNP 334.244.3281
Senior Director of Student Health Services... Moore Hall 102
cstewar3@aum.edu

Amy Morris, MPA, BSN, RN 334.233.3281
Registered Nurse of Student Health Services .... Moore Hall 102
amorris2@aum.edu

Hillary Porter 334.244.3281
Senior Program Associate of Student Health Services .... Moore Hall 102
hkervin@aum.edu

BACCALAUREATE PROGRAM IN NURSING

After completion of the undergraduate program requirements, a BSN degree is awarded which is the foundation for professional nursing practice. A graduate of the BSN program is prepared to provide holistic care in a variety of settings. The program includes experiences in clinical nursing practice in various settings and across continuum of care, health promotion and maintenance opportunities with diverse populations, and preparation for leadership roles. The baccalaureate curriculum provides a solid basis for the pursuit of graduate study.

The AUM School of Nursing has two tracks for students to achieve the BSN degree:
1. Traditional BSN for non-nurse applicants
2. RN-BSN track for nurses who have received their Associates degree, are licensed as RNs and return to school for their BSN degree.

PROGRAM OUTCOMES
The BSN graduate is able to:
1. Collaborate with individuals, their support systems, and interprofessional team members by using communication and teaching principles and information technologies.
   Examples of behaviors:
   - Effective verbal, non-verbal, and written communication
   - Therapeutic communication
   - Patient-centered teaching
   - Conflict resolution/management
   - Appropriate application of technology in communication
   - Using best practice to inform patient-centered care
2. Demonstrate clinical judgment based on caring, clinical reasoning, best evidence for practice and professional ethics.
   Examples of behaviors:
   - Employs processes of inquiry, analysis and application in interprofessional problem solving and patient-centered care
   - Demonstrates ethics and caring in clinical judgment
   - Applies evidence-based knowledge in clinical practice
   - Application of culturally sensitive evidence based knowledge in clinical practice
3. Identify issues, integrate and disseminate evidence and evaluate outcomes for continuous quality improvement.
   Examples of behaviors:
   - Fosters patient-centered care that utilizes technology and research with clinical expertise and patient values
   - Integrates evidence to inform practice, make clinical judgments
   - Uses legal and ethical precepts to safeguard the rights of patients
   - Ability to utilize data and web sources
4. Use clinical judgment to implement safe, effective, efficient patient-centered professional nursing care emphasizing health promotion and disease prevention and management.
   Examples of behaviors:
   - Focuses on health promotion, disease prevention, early diagnosis, disease management , and supportive care throughout the lifespan to maximize health at the individual, family and population levels
   - Prioritizes interventions to prevent escalation of diseases
   - Includes groups, communities, or populations as units of care
   - Anticipate and minimize health consequences of emergencies and disasters
5. Provides patient-centered care as influenced by age gender, ethnicity, nationality, disability, sexuality, sexual orientation, religious and spiritual beliefs, political beliefs, economic status, native language, education, and geographical background.
   Examples of behaviors:
   - Demonstrates a wide range of knowledge, skills and attitudes including cultural awareness, humility, sensitivity, caring, and competency
   - Demonstrates an awareness of the unity of body, mind, and spirit, as well as one's own thoughts, feelings and values in cultivating an appreciation for diversity
6. Demonstrate an understanding of the ambiguity and unpredictability of the complex factors such as local, state, national, and global trends that affect coordination and management of care.
   Examples of behaviors:
   - Includes ethical and critical decision making, mutually respectful communication and collaboration, care coordination, delegation, team building and conflict resolution
   - Demonstrates awareness of complex systems and the impact of power, politics, policy, and regulatory guidelines on these systems
   - Applies quality improvement concepts to minimize risk of harm to patients and providers within a systems Framework

PROGRAM POLICIES

ADMISSION FOR PRE-LICENSURE BACCALAUREATE PROGRAM
Refer to the current AUM Undergraduate catalog for admission requirements. The baccalaureate programs are competitive with limited access for admission. The Admission, Progression and Graduation (APG) committee reviews application files.

Selection for admission to the Upper Division of the School of Nursing is based on academic performance in *Prenursing* Lower Division required courses, an interview, a Test of Essential Academic Skills (TEAS) score and the percentage of Prenursing credit completed at AUM. Applicants must:

- *Achieve full admission to Auburn University at Montgomery and to the prenursing major.* Students on Academic Probation or Suspension and students with provisional university admission cannot be considered for admission to the Nursing program.
- *Have a minimum 2.5 GPA (unadjusted and without rounding) based on prenursing coursework at the time of application*
- *Have no more than 22 hours for fall admission and 18 hours for spring admission (see advisor for specific details for individual requirements) of remaining prenursing coursework.*
- *Have successfully completed (grades of "C "or above) at least 3 of the required 5 lab science courses.* A student who has earned two (2) grades below a "C" in Anatomy and Physiology I or Anatomy and Physiology II is not eligible to declare or to remain in the prenursing major and is not eligible to apply to the upper division of the nursing program at AUM.
- *Have successfully completed (grades of "C" or above) Anatomy and Physiology I and II and labs within 5 years of nursing entry, or a retake of one is required*
- *Have successfully completed (grade of "C" or above) at least one of the required prenursing math courses*
- *Submission of Test of Essential Academic Skills (TEAS) score. A score of 73% or higher is preferred. Students with an ACT score of 23 or higher on file in the AUM Registrar's office are exempt.*
- *Attend and pass an interview with nursing faculty and leaders from the local community*
- *Possess the functional ability to perform the skills and behaviors required of a professional nurse as listed in the current University Catalog, and in the Prenursing Student Handbook (Both may be viewed on the AUM website, www.aum.edu.)*
- *Undergo and pass a drug screening.* Students who do not pass the drug screen will not be admitted.
- *Undergo and pass a background check.* Students who do not pass the criminal background check will not be admitted.

Meeting above requirements does not guarantee acceptance. Because the number of students who can be admitted to Upper Division is determined by the availability of faculty and clinical practice sites, a School of Nursing committee selects a limited number of the most qualified applicants to progress to the interview phase of the application process. Applicants will be notified whether or not they have been selected to interview by e-mail. Those interviewed will be notified regarding their admission status by mail.

Application to Upper Division for Pre-Licensure Students		
	Fall Admission	*Spring Admission*
Application Availability	First week of January	August 1
Submission Deadline	March 1	October 1
TEAS score	March 1	October 1
Interview Time Frame	Late March/early April	Late October/early November
Admittance Notification	End of April	End of November

ADMISSION TO POST-LICENSURE BACCALAUREATE PROGRAM
The Educational Advancement for Registered Nurses (EARN) RN to BSN program is designed for registered nurses with an Associate Degree and/or diploma in nursing who desire to return to school to obtain a baccalaureate degree in nursing. Refer to the current AUM Undergraduate catalog for admission requirements. Upper Division nursing courses build on Lower Division curriculum. These requirements consist of courses in the humanities and biophysical and behavioral sciences. Applicants must:

- *Achieve full admission into Auburn Montgomery then submit an RN to BSN application*
- *Achieve a grade of "C" or higher in English Composition II, core-level math, and no more than six outstanding core courses. You must make a grade of "C" or higher in all core courses.*
- *Possess unencumbered Registered Nurse licensure by the Board of Nursing*
- *Have a minimum GPA of 2.5 or higher on a 4.0 scale*
- *Official copies of your BLS certification, immunization records, physical examination, and 2-step TB skin test results must be submitted to CastleBranch.com before entering the RN to BSN program. The submission code will be provided upon admission.*

HEALTH REQUIREMENTS

Student health requirements are intended to protect the health of students and patients for whom they will be caring. A copy of the Annual Health Assessment Form can be found in the forms section. All requested documentation must be entered into a CastleBranch account accessible by the SON faculty/staff by the due date. The health requirements for all nursing students are as follows:

- A physical exam for pre-licensure students prior to entering Upper Division courses. This examination must be performed and dated between the dates of June 1 and August 1 for Fall admission and November 1 and January 10 for Spring admission of the year the student plans to enroll in Upper Division nursing courses and must be provided or approved by the AUM Student Health Center. Appointments for physicals can be made at the Student Health Center by calling 334-244-3281 from 8:15 am to 4:30 pm, Monday through Friday.
- Post-licensure students (RN to BSN) are required to have a physical examination within 6 months of the term for which they plan to enroll in the program.
- A completed Tetanus-Diphtheria series with booster every 10 years. At least one booster should be the TDaP (tetanus, diphtheria, pertussis) unless contraindicated.
- Two doses of MMR vaccine (measles, mumps, rubella) or proof of immunity by titer >1:8i unless born before 1957.
- Tuberculosis skin test through the appropriate method unless previous positive test then must have a chest x-ray for clearance. Previous history of TB and completion of treatment must complete a yearly status report as recommended by the Centers for Disease Control (available in Student Health Center).
- Record of childhood immunization and provide documentation or appropriate titer levels to prove immunity.
- Additional laboratory test may be required based on specific health care facility requests.
- Annual influenza vaccination given between October and March.
- Hepatitis B vaccine series or documentation of completed series. If documentation not available, proof of immunity through titer level is appropriate.

DOCUMENTATION

In order to meet the requirements of the various clinical agencies used for required clinical experiences to protect students and patients from potential hazards, the following requirements must be met **before the first day of class every semester that includes clinical experiences.**

Please refer to the checklist to ensure you have completed all the requirements prior to the first day of class. Please notify the School of Nursing of any changes.

- □ Completion of Annual Health Assessment Form (Located on AUM College of Nursing and Health Sciences website)
- □ Completion of Immunization Form (Located on AUM website under Student Health Services)
- □ Proof of flu vaccination annually (administered from October to March)
- □ PPD test or chest x-ray annually
- □ Drug screening for pre-licensure students or post-licensure students not currently employed
- □ Proof of current BLS certification (Basic Life Support for Healthcare Providers through American Heart Association)
- □ Proof of any other additional requirements for specific agencies as necessary
- □ Evidence of patient confidentiality training (Health Insurance Portability and Accountability Act [HIPAA])
- □ Proof of personal health insurance (students are responsible for payment of any health care services)
- □ Proof of annual malpractice insurance and comprehensive general liability insurance. Billed through AUM Cashier office for pre-licensure students.
- □ Certification of clear background through CastleBranch for continued enrollment for pre-licensure students or post-licensure students not currently employed at www.castlebranch.com
- □ Proof of current unencumbered licensure as a registered nurse for post-licensure students
- □ Statement of acknowledgement of policies and procedures as set forth in the AUM SON student handbook (see forms section)
- □ Confidentiality agreement (see forms section)
- □ Signed classroom behavior policy (see forms section)
- □ Consent for photographs or video (see forms section)

The information above must be uploaded to CastleBranch by the appropriate date. Failure to provide or falsification of the above documentation is grounds for dismissal from the School of Nursing.

Student documents must be current and complete in order to participate in any clinical practice learning experience that involves patients or clients. Students who do not have background and drug screening clearance may not be able to complete the program and graduate. Students may also be asked to successfully complete clinical agency-mandated educational programs to participate in clinical learning experiences.

PROGRESSION

Progression for Baccalaureate Students
Students must meet the following criteria in order to progress and graduate from the nursing program:
- A minimum GPA of 2.0 in nursing major
- Achieve a 73% or greater average on exams/quizzes before scores from alternate assessments as defined in the course syllabus are averaged into the course grade
- Earn a grade of "C" or above in all nursing courses
- Achieve a grade of "satisfactory" (S) in all clinical/lab components of all nursing courses
- Maintain licensure as a Registered Professional Nurse (post-licensure students) – must notify advisor if status changes during the program

Students who do not meet all of the above criteria must petition to the Admission, Progression, and Graduation (APG) Committee to request consideration to remain in the nursing program. The petition must be received by the APG no later than **three business days following official faculty submission of grades to the registrar** (See AUM Academic calendar for specific date and time each term).
- Failure (a grade lower than C) of two (2) nursing courses constitutes disenrollment from the nursing program.
- A student may not repeat more than one nursing course.
- The Upper Division nursing curriculum must be completed within four (4) years of the first course taken in the program. (Refer to Undergraduate Handbook for additional requirements)

WITHDRAWAL OR OUT OF SEQUENCE STUDENTS
- A student is considered out of sequence when not enrolled or actively participating in upper division nursing courses for greater than four (4) months if pre-licensure or two (2) consecutive semesters if post-licensure, who has earned fewer than two (2) grades of "D", "F", or "FA" in an upper division course and was in good standing in their last attendance.
- Out of sequence students must submit the appropriate paperwork to the Admission, Progression, and Graduation (APG) Committee by the end of the first week of the semester prior to their anticipated return to upper division course work.
- The APG Committee will review the student's past performance and current status of admission criteria in addition to recommendations from course faculty and the student's advisor. Written notification via AUM email will be sent to the student within four (4) weeks of the request regarding the committee's decision and if approved to return the notification will include which semester the student must return.

CONTINUATION OR RE-ADMISSION (AFTER DROPPING OUT OR DISMISSAL)
Students must:
1. Complete an APG petition form requesting continuation or re-admission, and a new nursing application, if requested (required if the student has not been enrolled or actively participating in upper division nursing courses for greater than four (4) months for pre-licensure or two (2) consecutive semesters for post-licensure).
2. Identify reason(s) he/she is petitioning or has been out of the nursing program.
3. Provide a letter of plan for success once re-admitted to the program. If petitioning for re-admission, the student must provide documentation of remediation and evaluation recommended and/or required at the time of dismissal (if applicable).
4. The petition must be received by the program coordinator or Dean not later than three weeks prior to the start of the semester admission is requested.

Student petitions do not guarantee re-admission and are evaluated on an individual basis by the APG committee. During each deliberation, the committee will consult with faculty members as appropriate.
- If re-admitted, the student will meet with their advisor along with the appropriate program coordinator to develop a plan of study for successful completion of the program.
- Student documentation of current BLS, health insurance, health requirements, drug screening and background checks will be required.
- Students are notified via AUM email of the actions, recommendations, and/or requirements specified by the APG committee.

APPEAL OF GRADES
Students who wish to appeal a grade or an action taken in a course should follow procedures outlined in the AUM Undergraduate Catalog and AUM Student Handbook. Students, who wish to appeal a progression decision of the Admission, Progression, and Graduation (APG) Committee, may request the opportunity to meet with the committee. Requests should be made directly to the APG Chairperson.

GRADUATION
Each student is responsible for reading and understanding the degree requirements and written policies as stated in the AUM Undergraduate Catalog for the year during which he/she enrolled. The year under which a student enrolled can be found in Degree Works.

Students should meet with an advisor each semester regarding his/her program of study. Degree Works is available online from MyAUM in the Campus Resources Launchpad and can be accessed by the student at any time. Making appointments to meet with advisors/mentors/counselors is highly recommended. An "Intent to Graduate" form must be filed by the deadline announced by the University Academic Calendar.

NCLEX-RN EXAMINATION
Upon successful program completion and recommendation by the Dean, graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) leading to the registered nurse (RN) license to practice nursing.

The School of Nursing cannot guarantee that students will be permitted to sit for the NCLEX-RN licensure examination with a criminal or substance abuse history. It is imperative that students notify the Dean within 72 hours or any arrest or DUI that occurs while a student is in the program. *IMPORTANT:* While the actual incident may not result in dismissal, failure to report such incidents is more likely to result in the student's dismissal from the School of Nursing if discovered.

SCHOOL OF NURSING POLICIES AND GUIDELINES

GRADING POLICY

School of Nursing Grading Scale		
90-100	=	A
80-89	=	B
73-79	=	C
60-72	=	D
0-59	=	F

Grades below "C" are unacceptable for credit towards a nursing degree.

Satisfactory academic progress in the program involves maintaining the standards of academic and professional integrity. Failure to maintain these standards may result in termination of the student from the program.

CALCULATION AND ROUNDING

Grades will be rounded to the nearest whole number. If the 2 digits to the right of the decimal point are above 50, the digit to the left of the decimal point will increase by 1. If not, no change will occur and only the digits to the left of the decimal point will be recorded. For example:

72.49 = 72 (D)
72.50 = 73 (C)
79.49 = 79 (C)
79.50 = 80 (B)
89.49 = 89 (B)
89.50 = 90 (A)

*Students must achieve a 73% or greater average on exams/quizzes before scores from alternate assessments as defined in the course syllabus are averaged into the course grade. The overall averaged course grade must also be 73% or greater to successfully complete the course. Additionally, students must receive a satisfactory grade on all S/U assignments and lab/clinical components if included in the course.

**An average of 72% or below on exams/quizzes and/OR a lab/clinical average grade of U will result in course failure.

STANDARDIZED TESTS

Standardized tests may be administered throughout the curriculum and may be scheduled outside of the scheduled classroom time in AUM campus computer labs. Students are required to take these exams when scheduled and are responsible for costs associated with their administration. See course syllabus for standardized exam(s) placement and scheduled date(s) and time(s). AUM SON currently utilizes Health Education Systems, Inc. (HESI) for standardized testing. In addition, faculty may choose to use other resources. ***Ear buds or headphones are required for standardized testing for alternate test questions.**

HESI Exam Policy.
Exam Integrity.
Students are responsible for maintaining the academic integrity of all HESI resources. Although HESI and faculty monitor exam integrity, the professional nursing Code of Ethics and personal student integrity support that no content on the exams will be distributed to individuals, groups or internet sites.

Before the First Exam.
Prior to taking the first HESI exam each student should visit https://evolve.elsevier.com/studentlife/hesi.html to Take Control with HESI. Information and videos are available to answer all of your questions regarding how to get the most out of this resource for success.

The HESI score.
The HESI score is used to describe performance on the Specialty and Exit Exams. The HESI predictability model (HPM), a proprietary mathematical model, is used to calculate each HESI score (typical range from 0 to 1500). The HPM considers several factors, including the difficulty level of each test item and the performance by that student on all of the items. Research on predictive accuracy of the HESI exams has been conducted using this HESI score. Research studies have found the HESI Score to be highly accurate in predicting NCLEX® success. For example, while a score of 850 or more is acceptable, students who score at 900 or above on the HESI Exit Exam are predicted to pass the NCLEX without additional preparation.

HESI Conversion Score*.
To ensure consistency in use, HESI provides a "conversion score". The conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the test items answered. There is a relationship between the HPM and the conversion score, but it is not a strict percentage.

For example, a HESI score of 850 (the score HESI describes as "acceptable performance") can result in a converted score anywhere between 60 and 75%, depending on the difficulty of the test items the student answered. The "conversion score" was developed to better reflect the student's ability than a traditional percentage score, which would not take into account the difficulty level of the test items.

HESI Semester Exams.
1. Nursing students will take HESI exams each semester in the program.
2. Standardized testing
    a. The conversion score* for each exam provided by HESI will be recorded for up to 10% of the students' final course grade.
        i. See course syllabus for any further explanations if taking multiple exams.
    b. Course faculty may require a practice exam to be completed in advance of the standardized exam.
        i. See course syllabus for any needed requirements prior to sitting for the proctored exam.
3. It is strongly recommended that students score a minimum of 850 on the HESI exams, demonstrating retention of learned material (see HESI Remediation if score below 850).
4. Faculty will use the various HESI content and specialty exams at their discretion regarding timing within courses. For example, version one or version two of an exam may be used for one student cohort in one course, while another course may include both version one and two.

HESI Exit Exam (E2).
The AUM School of Nursing has set the benchmark as 850 for the HESI E2, as research has shown this score predicts a 95% likelihood of passing the NCLEX. Students in the AUM SON professional nursing program will take two (2) separate versions of the HESI Exit Exam (E2). HESI will provide a conversion score* which will be used in calculation of the course grade. Therefore, a score of 850 does not guarantee that 73% has been achieved to pass the course.

HESI Remediation.
An individual student remediation plan will be loaded in the student's account within 24-72 hours after any HESI exam is uploaded/closed. A document with step-by-step instructions on how to access your HESI remediation can be found on HESI Student Life page https://evolve.elsevier.com/studentlife/hesi.html
- Students must complete the recommended HESI remediation for each exam in order to improve areas of identified weakness.
- Students scoring below 850 on any HESI exam must meet with their faculty advisor to evaluate the topical areas needing additional study and use of the remediation plan provided by Elsevier for each exam.
- Please make an appointment with your advisor as soon as possible following each exam and take a copy of your remediation plan to the visit.

Based on *HESI Research Summary prepared by Dr. Barb Schreiner, Director of Research for Review and Testing & Dr. Kim Brunnert, Director of Psychometrics 4/9/14;* Adopted Aug. 2015

EXAMINATIONS
Students are expected to be present for scheduled examinations. Absences are not permitted for examinations except for verified emergencies or unexpected events. If a student must be absent on the day of the scheduled examination, he/she must contact the course coordinator, before the exam is given. In the case of verified emergencies or unexpected events, documentation is required and make-up exams are at the discretion of faculty/course coordinator. If a make-up exam is offered, a different format may be used. Faculty requires official documentation from the student related to reason(s) for a missed exam.

The use of personal digital devices, cell phones or other instructional aides is not allowed during examinations unless given permission by the faculty. ***Students should bring a simple non-scientific calculator to exams.** Exams should be assumed closed book and should be completed without assistance unless otherwise specified. Examinations should not be shared with anyone before, during or following testing. No copies, including screen shots, of any part of an exam or exam review may be taken or shared. (see the Academic Honesty Code in the Undergraduate Catalog and Code of Conduct in the AUM Student Handbook)
*Please read course syllabi carefully for the weight of exams and additional assignments.

TECHNOLOGY IN BSN PROGRAM

Computer access is necessary. You must know how to independently operate a computer. You must know how to login independently for online exams such as HESI and Respondus® Lockdown Browser. You must know how to login independently to HESI/Evolve online resources. If you do not own a computer, you may use one in the computer lab in the School of Nursing or in the University Center computer lab. Contact AUM ITS Help Desk @ for technical support at http://www.aum.edu/about-aum/info1mation-technology-services

TECHNOLOGY REQUIREMENTS/COMPETENCIES:

- At a minimum you will need the following hardware:
    - A PC or laptop for taking online courses. Owning your own PC or Mac is highlyrecommended. Ideally, the computer should be fairly new
    - Tablets and smart phones are helpful for some online activities and games.
    - Windows 7 or higher
    - Mac OS X or higher
    - Internet access- high-speed cable or DSL connection works best for online learning.
    - Printer
    - Headset with microphone for some courses.
    - Microsoft Power point©, a word processing program that can interface with Microsoft Word©, and Adobe Acrobat© reader.
- Know how to use Microsoft Word © processing program, Microsoft PowerPoint, Microsoft excel, and how to send email and attachments.
  Send all email or learning activity attachments to faculty using Microsoft Word©. Documents saved using WordPerfect, Microsoft Publisher and other word processing programs cannot be accepted.
    - Maintain a copy of all graded comments that you receive from course faculty.
    - Use good netiquette (described below).

Netiquette:
Adapted from Rinaldi, A. H (1994). The net users guidelines and netiquette. Florida Atlantic University: Netcom.

- Check the discussion frequently and respond appropriately and on subject.
- Focus on one subject per title and use pertinent subject titles.
- Capitalize words only to highlight a point or for titles - Capitalizing is otherwise viewed as SHOUTING!
- Be professional and careful with your online interaction. Use good grammar and English.
- Cite all quotes, references, and sources.
- When posting a long message it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post.
- It is considered extremely rude to forward someone else's messages without their permission.
  It is fine to use humor (and this is encouraged), but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or antagonistic. Feel free to use emoticons such as © or:))) or ;) to let others know you are being humorous.

SIMULATION:

The Purpose of the simulation experience is to augment learning and provide opportunities for students to actively participate. The simulation experience will allow students to apply basic intervention concepts they may not otherwise have the opportunity to complete with the assigned clinical setting.

RESPONDUS LOCKDOWN BROWSER
Some quizzes/examinations will be proctored and given in AUM campus computer labs. For these exams (except standardized exams given through a secure site) Respondus LockDown Browser will be used. Each campus computer will have Respondus LockDown Browser already installed. There will be an icon on the Desktop for quick access. When taking the test, the Respondus LockDown Browser must be opened *first* and then you will go to the quiz/exam in Blackboard.

FORMAT FOR WRITTEN ASSIGNMENTS
For all College of Nursing courses, the current edition of the APA Publication Style Manual is required for all written work and formal presentations. APA style includes grammar, punctuation, organization, scholarly thought, proper citation, and reference formatting. Submissions not meeting these requirements will be graded accordingly. All papers, projects, care plans, tests and other assignments become the property of AUM School of Nursing. Original work will be submitted for grading and students are encouraged to keep copies of all written work.

PROFESSIONAL EQUIPMENT
Students are expected to have basic equipment for patient care during lab and clinical experiences. Necessary equipment includes a professional stethoscope with a bell and diaphragm, bandage scissors, a watch with a second hand, penlight, and a pen with black ink. A calculator is recommended but not required.

TRANSPORTATION
Students are responsible for arranging transportation to and from clinical sites. Absence from class or scheduled clinical experiences due to transportation problems is not acceptable. Carpool arrangements will not be part of the decision-making process when scheduling clinical assignments.

REGISTRATION FOR COURSES
Prior to registration each semester, students must make an appointment and meet with their assigned advisor to receive the appropriate PIN number and review their plan of study. Before this meeting students should access Degree Works through MyAUM to review posted grades for accuracy. Concerns about any discrepancies should be discussed with the student's advisor or course faculty.

Students are responsible for registering for the correct courses each semester through Webster. Dates for registration are found in the Academic Calendar. Overrides for courses are processed in person in the SON office.

Following registration and during the add/drop period, students should review Webster to ensure they are registered correctly for the desired/required courses for the semester. Corrections must be made during the add/drop time period. Please contact your advisor for registration problems. Failure to make corrections in the appropriate time frame will lead to issues with progression and possibly additional fees.

OUTSIDE EMPLOYMENT
Employment should be limited as much as possible in order to allow for ample time to prepare and participate in course requirements. Students should expect a minimum of two full days of clinical experience per week and two or three full days of class and other required lab experiences. Studies have shown that working greater than 20 hours per week challenges the student's ability to be successful in college course work.

AUBURN UNIVERSITY AT MONTGOMERY CREDIT HOUR POLICY
Auburn University at Montgomery (AUM) defines one credit hour as the unit of work that includes no less than one 50 minute period of classroom or direct faculty instruction and completion of assignments that typically requires 2.5 hours of out-of-class student work for each credit hour for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time. AUM expects that for each credit hour awarded, and appropriately prepared student will complete an average of 3 to 3.5 hours of academic work per week over the length of a 15 week semester. The same general expectation of student work exists for credits awarded for practica, internships, activity courses, laboratory experiences, and distance learning courses, although there will be variations to accommodate differences among academic disciplines.

ATTENDANCE

Students are expected to be on time and attend all nursing classes and clinical experiences. If a class is missed, the faculty may require make-up work. It is the responsibility of the student to obtain information and assignments from other students if a class is missed and to inquire about make-up work. Failure to attend an activity required for the course may result in a lower course grade or failure.

The AUM School of Nursing (SON) expects that students will recognize they have entered a profession in which commitment to full participation in the learning environment is essential and will become a style of life-long learning. Time management is a necessary professional skill, and punctuality is expected in professional workplaces. Punctual attendance is expected in all educational activities, and is required for class, lab and clinical experiences, simulations, and Nursing Resource Center (NRC) validations.   Students will not be excused from required coursework or clinical experiences for job interviews/orientations or personal/family events. This attendance policy includes absences during final exam week. Students should be available until the end of the semester. Final exam week is noted on each course syllabus. Personal plans (e.g., flight arrangements) should be scheduled during the regular AUM SON semester breaks in order to avoid unexcused absences.

EXPECTED BEHAVIORS FOR CLASSROOM EXPERIENCES

Students are expected to demonstrate behaviors consistent with those of a professional nurse at all times. Classroom behaviors which are expected include, but are not limited to:

- Attending each class to include being punctual and remaining for entire class.
- Submitting paperwork and assignments timely.
- Being prepared for each class experience.
- Being attentive and engaging in classroom activities.
- Considering others when asking questions or making comments.
- Turning off cell phones or placing them on vibrate.
- Using technology devices for classroom purposes only.
- Being respectful and civil to others.
- Accepting accountability for actions.
- Obtaining permission from faculty before audio or video recording or taking pictures of any portion of the class content.
- Dressing appropriately to portray a professional image of nursing and personal dignity at all times.
- Maintaining standards of academic integrity for all courses, quizzes, exams, and assignments.
- Adhering to HIPAA guidelines when discussing patient and facility information during classroom experiences.

ONLINE EDUCATION GUIDELINES

A course delivered via distance education technology is different than that delivered in a classroom environment. For that reason the following guidelines will assist the learner in navigating this course. The learner responsibilities are considered to be course policy and must be followed. Points to consider:

- Online and hybrid courses give students greater freedom of scheduling, but they can require more self-discipline than on campus classes. Students may neglect a course delivered using distance technology because of personal or professional circumstances. Find ways to motivate and discipline yourself when taking an online or hybrid course.
- Identify your personal learning style using an assessment tool such as Myers Briggs© and/or VARK©. This awareness can help you adjust to the online learning environment.
- Some students prefer the independence of online learning, while others miss the classroom experience. Reach out to your peers online to become a community of learners.
- Online learning requires you to work from written directions. Printed materials are the primary source of information. Students are required to be articulate through a written medium. There are few oral and non-oral cues. **If you have questions, please ask!**
- It may take several days to a week to get comments back from your course faculty.
- Online learning requires as much time as on-campus courses, sometimes more.
- Students who do well in an online course are usually comfortable contacting the course faculty as soon as they need help with the course.

Learner Responsibilities:

- Learning in the distance education environment cannot be passive. If students do not enter into the online classroom - do not post a contribution to the discussion - the professor has no way of knowing that they have been there. So students are not only responsible for logging on, but they must contribute to the learning process by posting their thoughts and ideas to the online discussion. Learning is an active process in which the instructor and the learners must participate if it is to be successful. In the process, a web of learning is created. In other words, a network of interactions between the professor and other participants is formed, through which the process of knowledge acquisition is collaboratively created (Paloff & Pratt, 1999, p. 6).
- Computer access is necessary. If you do not own a computer, you may use one in the computer lab in the School of Nursing or in the University Center computer lab. Contact AUM ITS Help Desk @ for technical support at http://www.aum.edu/about-aum/information-technology-servicesAll papers, projects, care plans, tests and other assignment, etc, become the property of the AUM School of Nursing. Original work will be submitted for grading. Students are encouraged to keep copies of all written work.

CLINICAL OBSERVATION EXPERIENCES

During observation experiences students may not provide direct patient care. Students need to prepare in advance for observation experiences. Students are encouraged to ask questions of staff, interact with agency's patients, and request to be present at all activities relevant to the objectives for the experience.

Absence from a confirmed observation is treated the same as an absence from a clinical experience. Students needing to change the date of an observation should discuss this in advance with the course faculty.

CLINICAL ACCOUNTABILITY

Auburn University at Montgomery and the School of Nursing is morally and legally obligated to protect the safety, privacy, and security of patients. Students must therefore demonstrate evidence of mastery of certain skills and competencies to provide care in the clinical setting and meet course objectives. It is expected that students will follow policies and procedures of the clinical agency and maintain confidentiality of patient and agency information.

AUM SON students are expected to demonstrate appropriate professional behavior to the nursing profession. They must assume personal responsibility for being in physical and mental condition to give safe nursing care and for the knowledge and skills necessary to give this care. Students who develop any other illness or medical or psychological condition that may affect their own safety or their ability to provide care to patients must report that condition in writing to the clinical faculty and Assistant Dean for Clinical Practice. A written medical clearance may be required from a physician or health care provider.

Students who are deemed unsafe or unable to perform patient care at clinical will be removed from the clinical area and must meet with the course faculty. This may result in clinical failure and/or dismissal from the School of Nursing program. In some cases, a medical withdrawal may be indicated.

UNIFORM POLICY

Students should maintain a professional appearance consistent with the nursing profession at all times. When in AUM uniform you are representing the School of Nursing and the nursing profession and **all** guidelines must be followed. The required dress for **ALL** clinical experiences (including the AUM Nursing Resource Center) includes, but is not limited to the following:

- Appropriate clean and wrinkle-free AUM SON uniform of black pants, white top, and black scrub jacket (if desired) purchased from designated vendors. The top and jacket must have approved embroidered College of Nursing and Health Sciences insignia
- No other outer garments are allowed in the clinical settings (jackets or sweatshirts)
- Uniform should allow for proper movement without being offensive (i.e., no display of cleavage, midriff, or buttocks)
- For infection control, pants must not touch or drag the floor
- Solid **white** undershirt or camisole must be worn under the white top – no colors and no visible undergarments
- Black or white leather shoes (closed toe/heel) with no writing or insignias – no mesh or cloth shoes, no clogs or slide on shoes
- AUM College of Nursing and Health Sciences nametag
- All tattoos must be covered
- A single pair of stud earrings in the lower earlobe is the only body piercing jewelry allowed
- A plain band ring may be worn if desired
- Short, clean fingernails – no nail polish of any type or acrylic nails allowed
- Trimmed beards or clean shaved look
- False eyelashes and lash extensions are prohibited
- Hair must be above shoulders or restrained – bangs should be secured if fall over face with head looking down
- Due to sensitivities, body fragrances are not allowed
- See course syllabi for any additional requirements

Alternate Uniform

At times students will be required to wear an alternate uniform. Please refer to the course syllabus. When in alternate uniform you must adhere to all guidelines consistent with professional appearance and as representatives of the School of Nursing and the nursing profession as listed above. When asked to wear the alternate uniform the required dress includes but is not limited to the following:

- Loose fitting full-length khaki slacks (i.e., no jeans, leggings, crop pants, or shorts)
- Loose fitting black polo shirt with embroidered College of Nursing and Health Sciences logo
- Brown or black closed toe/heel shoes with no writing or insignias

Failure to comply with the above professional dress code will result in dismissal from the clinical/lab experience and a makeup experience will be required.

Activities requiring business casual attire:

Professional or business attire may be appropriate for certain experiences. Faculty will notify you if this is appropriate prior to the experience. Please see table below.

Overall Dress Code Requirements – Business Casual		
Group	**DO**	**DON'T**
Students in Groups	- Appropriate hygiene for neat and clean appearance - Clean clothing, in good repair - Appropriately fitting black polo shirt with approved College of Nursing and Health Sciences logo - Loose fitting solid, neutral color slacks - Closed toe shoes color-coordinated	- Clothing dirty, ripped, frayed, or with holes - Undergarments, buttocks, chest, or midriff should not be exposed in any position when wearing the clothing - Anything denim,, any color - Any type of sandals, flip flops - Shorts or leggings of any type - T-shirt, tank tops, halter tops, muscle shirts, see through clothing, midriff tops, thongs or sleeveless tops unless covered by another top - Clothing with inappropriate message or pictures (foul language, obscene images, advertisements, political, racial or religious) - Sweat pants or sweat shirts - Gang related items - Caps or hats
Female students	- Loose fitting slacks - Dress or skirts below the knee or longer - Blouses, sweaters or knit tops	- Tight slacks - Underwear visible beneath clothing or can be seen when wearing a dress/skirt - Mini-skirt - Tops that display cleavage, midriff or are skin-tight - Jeans
Male students	- Loose fitting slacks that sit at waist and belt - Tucked in shirts - Collared shirts. Tie if desired - Banded-collared shirts - Sweater with collared shirt underneath - Turtlenecks	- Tight slacks - Low hanging slacks - Non-collared shirts - V-neck sweater with t-shirt underneath - Jeans

MANAGEMENT OF EXPOSURE OR INJURY

Every effort should be made to avoid potentially dangerous situations in the clinical setting, but there are risks during nursing procedures. All students are required to implement Universal Precautions and safety measures in every clinical setting to decrease risks. Any student who has been exposed to blood and/or body fluids (i.e. needle sticks), communicable disease or sustained an injury will:

- Immediately report the incident to the clinical faculty, course faculty or preceptor
- The clinical/course faculty will:
    - Report the incident per clinical agency protocol
    - Notify the course faculty immediately and Assistant Dean
    - Submit a written report to the Dean and course faculty within 24 hours
- The student will follow the procedure of the clinical agency
    - Immediate treatment may include:
        - *Puncture wound:* Bleed wound and wash with soap and water;
        - *Exposure to eyes or mucous membranes:* Immediately flush with copious amounts of water;
        - *Exposure to other body surfaces:* Wash with soap and water
- The student will complete a Student Incident Report Form (see Forms section) within four (4) hour of incident
- The course faculty or Assistant Dean will:
    - Notify the Infection Control Nurse at the facility for further instructions on follow up
    - Student may be asked to be treated in the Emergency Department as necessary
    - Notify AUM Nursing Care Center through memo of incident to be filed in student record
- Students are responsible for all expenses incurred
    - Treatment will vary depending on the magnitude of exposure and the risk status of the source

CLINICAL PRACTICE POLICY

Every AUM School of Nursing student is expected to demonstrate professionalism and safe practice at all times, in the clinical setting and while in the Nursing Resource Center. Any evidence of inappropriate behavior may result in the student being told to leave the clinical area and receive an Unsatisfactory for the day and/or course. Unacceptable behaviors may be classified as unsatisfactory/unsafe. Every unsatisfactory/unsafe behavior will have an incident report completed. (see Forms section)

SAFE PRACTICE GUIDELINES
1. Students who are participating in any capacity other than observation in a clinical setting must be supervised by a clinical faculty member.
2. Students will maintain their own health insurance as well as current immunizations, tuberculin skin test, and BCLS for Healthcare Providers status throughout the entire Upper Division of the nursing program to expedite clinical placement.
3. Students will not perform any invasive procedure on a patient without being directly supervised by a clinical faculty member or a preceptor.
4. Students are NOT allowed to practice performing any kind of invasive procedure or skill on themselves or another person, to include, but not limited to, other classmates, family members, coworkers, friends, etc. while enrolled in the AUM College of Nursing and Health Sciences nursing program. Students not in compliance will meet with the dean regarding continuation in the program.
5. Students are NOT allowed to use any supplies from the clinical setting, NRC labs or their skills bags to practice performing invasive procedures or skills on themselves or any other person. The supplies provided by the AUM College of Nursing and Health Science nursing program is strictly for simulated learning experiences and not for human use. Students not in compliance will meet with the dean regarding continuation in the program.
6. Students will maintain patient confidentiality consistently by avoiding posting any patient information on any social media site. Students will also avoid posting information on social media that could be used to identify the location of any clinical site.
7. Students are NOT allowed to practice performing any kind of invasive procedure or skill on themselves or another person, to include, but not limited to, other classmates, family members, coworkers, friends, etc. while enrolled in the AUM College of nursing and Health Sciences nursing program.
8. Students are NOT allowed to use any supplies from the NRC lab or their skills bags to practice performing invasive procedures or skills on themselves or any other person. The supplies provided by the AUM College of Nursing and Health Sciences nursing program is strictly for simulated learning experiences in the School of Nursing laboratory and not for human use.

   Failure to follow these safe practice guidelines may result in failure of the clinical portion of a course or dis-enrollment from the nursing program.

EXPECTED BEHAVIORS FOR CLINICAL EXPERIENCES

Students are expected to demonstrate consistent behaviors for safe practice with direct instruction and supervision of the faculty and/or preceptor. Students must be performing satisfactorily in each clinical course by the end of the semester. Students who are deemed unsafe will be removed immediately. All documentation must be accurate, reflecting care rendered.

Students should arrive for clinical on time and will stay for the full scheduled shift. Students must notify their faculty or clinical agency if they will be absent or late. Failure to do this will result in an unsatisfactory for the clinical day and may result in an unsatisfactory grade in the clinical course. Chronic tardiness or unexcused absences will result in clinical failure.

Attention and involvement in the clinical experience is expected. Examples of unacceptable inattentive behaviors include, but are not limited to: sleeping, reading the newspaper, checking email, exploring the internet and other distracting behaviors not appropriate during the clinical experience.

Students demonstrating unacceptable behavior in the clinical setting will meet with clinical faculty and complete an Reportable Occurrence Form (see Forms section). The form will be placed in the student's file following a meeting with the course faculty. Remediation may be required for any skills which are unacceptable. Disciplinary action, including clinical failure and possible disenrollment from the program, may also be taken for students with unacceptable behavior. Examples of **unacceptable clinical behaviors** include, but are not limited to:
- Performing nursing care in an unsafe or harmful manner.
- Providing direct patient care without the supervision of a registered nurse.
- Willfully or intentionally doing physical and/or mental harm to a patient.
- Exhibiting careless or negligent behavior in connection with care of a patient.
- Breaching confidentiality of the patient or agency
  - Using information that can be used to identify a patient on written assignments
  - Discussing confidential information in inappropriate areas including social media
  - Discussing confidential information about the patient to third parties who do not have a clear need to know
  - Removing any record or report (or copy) from the area where it is kept, except in performance of student nurse assignment
  - Violating HIPAA guidelines

- Falsifying patient records or fabricating patient experiences
- Falsifying required documentation related to clinical experience including clinical logs, journals, and other paperwork related to the School of Nursing experiences
- Failing to report omission of, or error in, assessments, treatments or medications
- Illegally using, possessing, selling, or distributing illicit drugs or alcohol; or using prescribed, over the counter, or illicit substances in such a manner as to impair one's judgment or performance as a nursing student
- Failing to report body substance exposure or needle stick to clinical faculty
- Failing to disclose an illness or medical condition that may affect the student's safely or ability to provide safe patient care
- Disrespectful and/or rude behavior towards patients, family members, faculty, staff members or fellow students will not be tolerated and will result in disciplinary action. The student will be required to leave the clinical experience and receive an unsatisfactory for the day. This may result in a course failure or dismissal from the School of Nursing program.

INCIDENT REPORTS AND CLINICAL REVIEW PANEL PROCESS

1. Clinical faculty will notify the student of the behavior
2. Clinical faculty will remove the student from the site as appropriate
3. Clinical faculty will notify Course Faculty at the time the incident is identified and the Assistant Dean.
4. Clinical faculty will complete an incident report and send to Course Faculty by the end of the clinical day.
5. Course Faculty will meet with the student to provide an opportunity for the student to document a statement of the incident

An Ad Hoc Committee consists of the Assistant Dean, and two (2) other faculty not assigned to the course. Committee members may recuse themselves if there is a perception of conflict of interest. In this situation it may become necessary to supplement the membership of the committee. The student will not be able to participate in further clinical activities until the committee has made a recommendation and course faculty has made a final decision.

The committee will make one of the following recommendations to the course faculty:

1. Student and faculty develop a plan of remediation
2. Assign course failure(s)

The committee will communicate the recommendation in writing to the course faculty. Course faculty will consider the recommendation, make the final decision, and communicate decision to the student.

All unsatisfactory/unsafe incidents will be recorded and kept on file. Records must be maintained throughout the upper division clinical experiences for each student in their file.

DRUG SCREENING POLICY

All nursing students participate in clinical practice held at various health care institutions in Alabama. These clinical agencies and Auburn University at Montgomery School of Nursing have contractual relationships that require the School to abide by the substance abuse control policy of the agencies. There are several agencies that are used for clinical experiences for all students and that require the School of Nursing to certify that our students have completed a negative screening for drugs. Because these required clinical experiences begin in the first semester of the program, all nursing students will have a pre-admission 10-panel urine drug screening conducted according to current laboratory protocols. Additional drug screening will be done if the student exhibits behaviors indicative of substance abuse after admission. Students are responsible for fees incurred.

Pre-Clinical Screening

A positive pre- admission drug screen will result in the denial of admission to the School of Nursing. If there is a valid medical reason why a student is taking a drug on the screen, a letter from the prescribing physician stating the reasons for the medication and the expected duration of treatment must be sent to the Dean.

SUSPICION OF CHEMICAL IMPAIRMENT IN THE NURSING STUDENT POLICY

In order to provide a safe teaching and learning environment to students and to patients who receive nursing care from students, nursing students must not be chemically impaired during participation in any learning experience, including classroom, clinical laboratory, clinical settings, and other school sponsored functions.

The School of Nursing follows the university's policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on university property or as a part of any university affiliated academic activity, including off- campus clinical learning experiences. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the university in conformance with university policy (See Auburn University Montgomery Student Handbook regarding Drug-Free Campus and Workplace Policy Statement) and/or the policy of the clinical site agency.

The AUM SON defines the chemically impaired student as a person who, while in the academic or clinical setting, is misusing or abusing, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, synthetic designer drugs, or other mood altering substances. Abuse of the substances includes episodic misuse or chronic use, either prior to or during the academic or clinical experience, which has produced psychological and/or physical symptoms and presents a danger to the students or others.

CORE PERFORMANCE STANDARDS

Core Performance Standards for Admission and Progression for pre-licensure students for Clinical Coursework in the College of Nursing (Adapted from the Southern Council on Collegiate Education for Nursing)

Students admitted to the AUM School of Nursing must be able to meet the Core Performance Standards for Admission and Progression when entering into clinical courses. The School of Nursing will provide reasonable accommodations to a qualified nursing student with a disability. However, it must be noted that nursing is a physically and mentally demanding profession. All students must be able to continually meet core performance standards and functional abilities established to ensure that the objectives of the program are met and safe, competent patient care is provided. The following Core Performance Standards will be used by Center for Disability Services, and students, along with faculty, to determine whether or not accommodation(s) can be made reasonably. It is the responsibility of students to request accommodations in a timely manner and students are encouraged to contact the AUM Center for Disability Services for determination of reasonable accommodations. Students may not receive any accommodations unless the student has been approved for those accommodations by the AUM Center for Disability Services.

CORE PERFORMANCE STANDARDS		
Issue	**Standard**	**Examples of Nursing Activities**
Critical Thinking	Ability to critically think for effective clinical reasoning and clinical judgment consistent with the level of educational preparation.	Competent assessment of patients in a timely manner. Correct interpretation of assessment data, identification of necessary nursing interventions, development of appropriate nursing care plans, evaluation of the effectiveness of interventions and revision of planned interventions.
Cognitive	Ongoing capacity to learn new information and skills to provide safe and effective nursing care. This includes the ability to comprehend, measure, calculate, analyze and evaluate diverse forms of information.	Gain knowledge of new skills and rationales for nursing care in a timely manner. Discover and adopt new methods of providing nursing care to reflect the constantly changing health care environment.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport and relate effectively with patients, their families, and colleagues. Work effectively with these individuals during times of physical and emotional stress. Provide care with consideration for social and cultural needs of patients and their families.
Communication	Communication abilities sufficient for interaction with others in verbal and written form to include professional interactions.	Follow verbal and written instructions. Clearly communicate with other health care providers through appropriate documentation of nursing interventions provided and patient responses. Provide effective patient teaching. Professional consultation with other health care providers.
Mobility	Physical abilities sufficient to move oneself from room to room, along hallways, and in small or confined spaces. The ability to meet the physical demands of providing nursing care.	Lifting, moving, carrying, pushing, pulling, and supporting patients, equipment and other objects independently. Standing, bending, walking, and sitting while working directly with patients and colleagues, and documenting care.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform vital signs, BLS, and physical assessment. Use equipment, hand IVs and tube feedings, draw up and give medications to include injections. Document legibly in writing or accurate type.
Tactile	Tactile dexterity sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, i.e. insertion of a catheter, giving injections.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Reading charts, flow sheets, monitors, thermometers. Assessment of patient skin color, pupil size and movement, wound healing. Accurately prepare and administer medications.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of blood pressure, breath sounds, bowel sounds. Hearing alarms, call bells, cries for help by patients, families, and co-workers. Understanding mechanically reproduced voices.
Personal Behaviors	Personal behaviors consistent with the American Nurses' Association Code for Nurses.	Demonstrate personal responsibility, accountability, integrity and honesty. Demonstrates respect for self and others through verbal and nonverbal behaviors. Avoids behavior inconsistent with professional standards such as chemical dependency and abuse, harm toward self or others, or engaging in or supporting criminal behavior.

Adapted from Core Performance Standards Required for Nursing, Board of Directors of the Southern Council on College Education for Nursing (SCCEN)

PROFESSIONAL APPEARANCE

Dress and Identification

- All students should be dressed in professionally when in the clinical setting, in on-campus labs and clinical, and at all professional meetings.
- The School of Nursing photo identification is worn during all clinically associated activities.
- Additional identification badges and uniform requirements may be required by the clinical agency.
- Students are expected to comply with dress code policies of the clinical agency as it related to School of Nursing students.
- It is NOT acceptable for students to wear either their student name badge or their AUM insignia while in the agency at any other time (i.e., in the role of employee, volunteer, visitor) or in public social situations (at a party.)
- It is NOT acceptable for students to wear uniforms from their other areas of employment at School of Nursing clinical, on-campus labs or other related situations.
- Uniforms are required for most experiences. Your instructor will advise you if a uniform is not required for an event or clinical. All students are expected to comply with the policies of the agency at which they are doing their clinical work.

Grooming

- Nails
    - Smooth and clean. No ragged edges.
    - Trimmed even to the top of the finger or shorter.
    - Artificial nails and nail polish are not permitted.
- Jewelry and Piercings
    - One pair stud-type earrings (one earring per ear lobe only and no larger than than ¼" in diameter.) No gauge-type earrings. No other visible piercings, including clear piercings are allowed. This includes tongue and nasal piercings.
    - One plain wedding band may be worn.
    - One wristwatch with a second hand is required.
    - No necklaces.
- Tattoos
    - Visible tattoos must be covered. (See uniform section on undershirts.)
- Make-up
    - If used, must be discrete.
- Hair
    - Neat, clean, naturally occurring color if dyed.
    - Pulled back, away from the face.
    - Secured for the whole shift – no clips.
    - A thin plastic headband may be worn to secure wisps of hair. No wide headbands.
    - Scrunches, if worn, must be hair color, black or white and discrete.
    - Facial hair for men must be clean and neatly trimmed.
        - A "scruffy" appearance, such as two or three day unshaven appearance or tousled hairstyle, is not permitted.
        - Some agencies do not allow personnel, including students, to wear any facial hair.

Smoking

As nurses, it is important to be role models in health promotion. Smoking is not acceptable when in uniform. In addition, the smell of smoke on clothing and hair may be offensive, especially to clients who are ill.

Students who smoke must do so outside the clinical or lab setting. Clothing and hair that retain smoke odors are not acceptable in the clinical setting. AUM prohibits smoking on all university owned, operated, leased, and/or controlled properties in order to maintain a healthy and safe environment for its faculty, staff, students, and visitors. Smoking is also not permitted on any of the hospital and other agency properties.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)
The Health Insurance Portability and Accountability Act of 1996, referred to as HIPAA, was established to provide national standards for privacy and confidentiality of all health information and electronic transmission of all health information.

POLICY
The Auburn University at Montgomery School of Nursing collaborates with healthcare organizations and healthcare providers during the educational experiences for nursing students. In accordance with this collaboration, all students and faculty must abide by HIPAA regulations and provide or verify that education on HIPAA has been provided to students who are enrolled in the program. HIPAA education must be completed before a student or faculty is allowed to begin clinical/practicum with a healthcare organization or healthcare provider.

HIPAA Training Procedure
All students will complete HIPAA training and submit proof of training by end of first week of classes prior to beginning clinical/practicum experiences. A signed HIPAA confidentiality form will verify training and be kept in the student's file throughout the program. Required HIPAA training may be completed annually through Blackboard in specific courses. Instructions for meeting this requirement can be found in specific course syllabi.

STUDENTS RIGHTS AND RESPONSIBILITIES

ACADEMIC HONESTY
Honesty and integrity are highly valued in the nursing profession. Dishonesty has serious legal and ethical implications. It is a crucial factor in the maintenance of public trust. Academic dishonesty in any form will not be tolerated. Violations of student academic behavior standards are outlined in the AUM Undergraduate Catalog.

Faculty may use www.turnitin.com or SafeAssign to review papers and projects for plagiarism. The website allows faculty to quickly and easily compare student reports to billions of web sites and databases of student papers. After submission of the paper, faculty receives a report that states if and how another author's work was used.
Academic action will be taken for the following behaviors:
1. Cheating – whereby non-permissible written, visual or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course-related material will also constitute cheating.
2. Plagiarism – whereby another's work is deliberately used or appropriated without any indication of the source. Thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another has plagiarized.
3. Falsification of clinical paperwork, including clinical logs, journals or other related paperwork.
4. A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable.

PROFESSIONAL CONDUCT
Students are expected to conduct themselves in a professional manner at all times as representatives of Auburn University at Montgomery and the School of Nursing. It is expected that students will treat faculty, staff, clinical staff, facility staff, patients, families and peers in a respectful manner and strive to promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs. Furthermore, students should strive to maintain optimal personal health and well-being (Review Student Discipline Code in the AUM Student Handbook).

STUDENT GRIEVANCES
Students should follow the appropriate chain of command when a grievance exists. The administrative hierarchy for discussing student concerns is: Faculty, Course Coordinator, Program Coordinator, Assistant Dean, and Dean of the College of Nursing and Health Sciences. (Review Appeal of Grades found in the AUM Student Handbook)

STUDENTS WITH DISABILITIES
Auburn University at Montgomery and the SON attempts to make reasonable accommodations to meet the special needs of its students with disabilities. Students requiring special services should notify their faculty as soon as possible. Assistance is available from the Center for Disability Services (CDS) which is located in 147 Taylor Center, 334-244-3631 or by email at cds@aum.edu

AUM Learning Center
The SON partners with the AUM Learning Center (LC) which offers free individual tutoring in writing across the disciplines and mathematics in any course for all currently enrolled AUM students. Call or drop by to make a 30-minute appointment. Your instructor will receive a report of your visit. Check us out at http://www.aum.edu/academics/warhawk-academic-success-center/learning-center-isl/learning-center where you will find many helpful pdf documents and links to many excellent web sites. The LC is located on the second floor of the library tower. The LC is also open for evening services in the first floor of the library and tutoring in North Commons for students who live on campus. Call 334-244-3470 to make your appointment or to ask for information about current hours.

TECHNICAL ASSISTANCE
Students can receive technical assistance from a number of resources on campus. If you are having issues with Blackboard a good place to start is in the Blackboard Student Resource and Orientation Course. All students are enrolled in the course and you will find it on your Blackboard course list. You can also look for solutions in the Online Help Desk located in My AUM. If you continue to experience problems please contact the ITS Helpdesk either by email at helpdesk@aum.edu, or by phone at 334-244-3500

SERVICE (COMMUNITY PARTNERSHIPS/COLLABORATION)
Service to the school, profession, and community is encouraged both as part of the formal curriculum and through activities of the students and faculty. Students and faculty have both leadership and participant roles in the governance of the university. Active participation in professional organizations is encouraged at the local, state, regional, national and international levels. Collaborative work with the community is evident both in the linkages established by the School of Nursing through professional and civic work of students and faculty.

SERVICE LEARNING
Service learning is defined as, "a structured experience that combines community service with explicit learning objectives, preparation, and reflection (Seifer, 1998, p. 274)…and is used to "enrich the learning experience, teach civic responsibility, and strengthen communities" (National Service-Learning Clearinghouse, 2011, p. 1).

Service learning will be incorporated into certain courses throughout the program. Please refer to course syllabi for specific information. If service learning is included in the course the following must be met:
- A minimum of 4 hours of service learning will be required for this course. This is an opportunity to participate in meaningful community service to enhance academic and personal outcomes.
- Completion of the Service Learning activities must occur within the semester in which it is required (i.e. service learning activities completed during semester breaks will not meet the criteria of the course). Additionally, hours of service learning are not cumulative.
- The selected service must first be **pre-approved** by course faculty using the Service Learning form to identify course objectives which can be met through this experience **PRIOR TO** the activity.
- Please refer to Forms section for accepted Service Learning documentation form.
- *During the experience you MUST have the form signed by someone who was present during the service activity.*
- No credit will be given credit for these hours until you complete the outcomes portion of the form and return to your faculty. Other requirements may be included for specific courses, refer to course syllabus.
- **Service Learning activities must deal with people of the community and be related to health, exercise, diet, or education.**

S.D. Seifer, S. D. (1998). Service-learning: Community–campus partnerships for health professions education. *Academic Medicine, 73*, 273–277.

National Service-Learning Clearinghouse (2011). What is service learning? Retrieved from http://www.servicelearning.org/what-service-learning

Schmidt, N.A. & Brown, J.M. (2016). Service learning in undergraduate nursing education: Strategies to facilitate meaningful reflection. *Journal of Professional Nursing, 32*(2), pp. 100-106.

ADVISEMENT

The faculty recognizes that successful student outcomes, retention, and satisfaction with the educational process can be influenced by advisement, mentorship, and cooperation between faculty and students. Student advisement is based on a professional relationship that is accessible, and provides specific and accurate information. Each student will be assigned a faculty advisor upon admission to upper division. The purpose of the Faculty Advisor is to offer insight, guidance and support for students throughout the upper division of nursing school. Advisors should be able to offer an objective perspective to assist students with successful progression through the program.

It is the student's responsibility to schedule an appointment with their assigned advisor at the beginning of the semester to complete an agreement/contract. Students should then meet with their assigned Faculty Advisor prior to midterm, prior to final exam and as needed. Topics of discussion and strategies during advising sessions may include: reading, test taking strategies, plan for success, stress reduction, time management and available resources.

FACULTY AVAILABILITY

Each faculty member will post scheduled office hours in the syllabus and office door for each semester. Students are encouraged to make appointments with faculty/advisors during their scheduled office hours. AUM email communication is encouraged to schedule appointments or for problems not requiring an appointment. Faculty/advisors will make every attempt to schedule an appointment to meet student needs. The Program Coordinators, Assistant Dean, and Dean of the College of Nursing and Health Sciences are available to meet with students as needed; appointments are encouraged to ensure adequate time is available to address student issues, concerns, and suggestions.

COMMUNICATION

The primary means of communication within the School of Nursing is through AUM Email and Blackboard Courses. Students will be assigned a box on the second floor in the hall across from the elevator for distribution of items as necessary. Students should routinely check email and Blackboard daily for communication and assignments. Second floor boxes should be checked weekly at a minimum.

FINANCIAL AID/SCHOLARSHIPS/AWARDS
Nursing students may be eligible for financial aid. Nursing students may obtain information, apply for and receive various types of financial aid administered through the AUM Office of Financial Aid. To be eligible for financial aid students must have a current Free Application for Federal Student Aid (FSFSA) on file.

School of Nursing students in pre-licensure, post-licensure, and graduate programs are eligible for several honors/awards that are intended to recognize outstanding student performance. The awards with eligibility requirements can be found on the AUM College of Nursing and Health Sciences (CONHS) website.

In addition to awards, there are a number of scholarships available through the School of Nursing. If you are currently receiving ANY scholarship funds from another source, you are not eligible for a School of Nursing scholarship. (Note: student loans are not considered scholarship funds)

To be considered for a School of Nursing scholarship, a scholarship application form must be completed which will be distributed in fall and spring semesters by the faculty chair of the Scholarships and Awards Committee. Eligibility requirements for SON scholarships can be found on the AUM CONHS website. **PLEASE NOTE that it is an expectation for scholarship recipients to attend the Honors Night ceremony at the AUM CONHS.**

CHILDREN IN SCHOOL ACTIVITIES
Children are not to be brought to class, campus labs or clinical agencies.

INCLEMENT WEATHER
Occasionally inclement weather occurs. Students need to monitor school closings on the television and radio stations. If Auburn University at Montgomery is closed, the School of Nursing will not hold classes, labs or clinicals. AUM will also send alerts through AUM Alert. To sign up for this service please visit http://www.aum.edu/about-aum/public-safety/severe-weather. AUM Alert is strongly encouraged as a method for receiving emergency warnings.

STUDENT LIFE
Nursing students are encouraged to participate in student activities at the school and university levels. Students also have the opportunity to participate in the student nurses association.

AUBURN UNIVERSITY AT MONTGOMERY ASSOCIATION OF STUDENT NURSES (AUMANS)
The AUM Association of Student Nurses (AUMANS) is an organization for baccalaureate nursing students. The association is a constituent of the National Student Nurses' Association (www.nsna.org). The purpose of AUMANS is to provide nursing students practice in self-governance, advocate for student rights and rights of patients and to take collective, responsible action on vital social and political issues. The roles and responsibilities of the officers are as follows:
1. **President**
   - Set dates for ordering uniforms, meetings, etc.
   - Ensure club forms are completed each fall and submitted to Student Involvement and Leadership
   - Arrange and manage officer elections, recruitment, and delegation of responsibilities
   - Attend events as necessary
   - Discuss fundraising and organizational involvement with faculty advisors
   - Email orders drawn up by secretary
   - Ensure cords are ordered for graduation during semester preceding graduation in consultation with faculty advisors.
   - Email student accepted to AUM SON upper division of date and time to order uniforms
2. **Vice-President**
   - Attend events as necessary
   - Assume duties of president when unable to attend functions
   - Delegate when President is unable or needs assistance
3. **Secretary**
   - Records minutes for all AUMANS meetings, retaining copies in organization book and emailing to all attending members within 48 hours of meeting
   - Complete forms and emails for ordering all fleeces, nametags, stethoscopes, and student name badges after presenting to President for review
4. **Treasurer**
   - Collect money for dues and orders and provide receipt for all orders placed
   - Submit all cash, checks, and receipts to faculty advisor

- Deposit funds in AUMANS bank account in collaboration with faculty advisor
- Return bank account deposit slip/record to faculty advisor for filing
- Provide receipts to students/faculty for orders paid in full

NURSING HONOR SOCIETY - SIGMA THETA TAU INTERNATIONAL (STTI) – KAPPA OMEGA CHAPTER

Sigma Theta Tau is the International Honor Society of Nursing. Kappa Omega is the chapter of Auburn University at Montgomery. Students who meet eligibility criteria will be invited to apply each fall and spring semester. Faculty counselors are available to answer questions about membership.

Undergraduate students are eligible and will be invited to apply if they have:
- completed half of the nursing curriculum
- Achieved a nursing GPA of at least 3.0
- Scored in the upper 35% of the graduating class
- Demonstrated academic integrity and professional leadership potential

OTHER ORGANIZATIONS AND STUDENT FORUMS

At present there is no formal organization for the EARN program. Students are encouraged to discuss needs and concerns with the EARN Coordinator or the Dean of the College of Nursing and Health Sciences. Students who are licensed are encouraged to belong to the Alabama State Nurses Association (ASNA) and specialty nursing organizations.

STUDENT REPRESENTATION

Students will have representation on specific AUM SON committees. Representatives are expected to model academic and professional integrity. Representatives are expected to attend committee meetings as a liaison between students and faculty for the entire class level they represent. Representatives are obliged to communicate with the level of students they represent following the committee meetings. The Curriculum Committee has student representatives.

FORMS

ANNUAL HEALTH ASSESSMENT

Health assessment must be recorded on this form.

Name_____ Birth date _____

Weight_____ Height_____ Allergies_____

Temp_____ Pulse_____ Resp_____ BP_____/_____

Significant Medical History:_____

Medications:_____

Skin:_____

Eyes:_____

Vision: Right_____ Left_____ Corrected: Right_____ Left_____

Ears:_____ Hearing:_____

Nose:_____

Throat:_____

Lungs:_____

Heart:_____

Abdomen:_____

Musculo-Skeletal:_____

Neurological:_____

NOTE: Students must possess the functional ability to perform the skills and demonstrate the behaviors required of a professional nurse. These abilities include but are not limited to (a) adequate vision, such as that required to observe changes in physical conditions, to read small print on labels and reports, and to discern subtle changes in color; (b) adequate hearing, such as that required to distinguish muted sounds through a stethoscope; (c) fine motor skills and manual dexterity, such as required to handle small, delicate equipment; (d) strength to turn and assist with lifting adults, and to lift and carry children; (e) the mobility to perform skills and respond quickly in emergency situations; (f) the ability to communicate and interact effectively with others, verbally and in writing; and (g) the ability to detect odors.

***Are there any conditions, concerns, or treatments that may affect the ability of this student to meet these program requirements? ( ) YES ( ) NO

Health Care Provider's Name (Print): _____

Address: _____

City, State, Zip Code: _____

Phone: (_____)_____.

_____   _____
  Date of Exam   **Health Care Provider's Signature**

IMMUNIZATION FORM

To ensure the health and safety of our campus, immunizations against communicable diseases is extremely important. Vaccination against Measles, Mumps, Rubella (MMR), Tetanus, Diphtheria and Pertussis, and proof of negative Tuberculosis is required of all students entering Auburn Montgomery. This form must be completed and is the preferred document for proof of immunizations and TB testing.

Complete and Upload to: www.castlebranch.com

Name_____Student Number _____
         Last   *First*   *Middle*

Address_____
        Street   *City/State*   *Zip*

Phone Number   Cell Phone Number   E-mail Address   Date of Birth

REQUIRED IMMUNIZATIONS
Tuberculosis Screening (within 6 months prior to semester student is to begin at AUM.)

Date Given_____(Date of reading, within 48 to 72 hours of date given) TB skin test (PPD)_____/_____/_

Results: Positive_____mm   Negative_____mm
If positive, you must attach a radiology report from chest X-ray and documentation of treatment.

Tetanus, Diphtheria, Pertussis Vaccine (preferred). Students without previous documentation of a TDaP vaccine should have one dose prior to entrance based on current guidelines. Other students should be current to maintain their status throughout their entire academic career.

    Date of **TDaP** vaccine:_____/_____/_____ or Td _____/_____/_____(within the last 5 years)

Measles, Mumps, Rubella (MMR)
Auburn Montgomery University requires that all students born after 1956 must have had 2 doses of a measles containing vaccine (MMR) prior to registration. One dose must have been after 1980. Lab antibody titers (IgG) for Measles, Mumps and Rubella are acceptable. Please attach documentation to the back of the form.

Date of First Dose_____/_____/_____   Date of Second Dose_____/_____/_____

OPTIONAL IMMUNIZATIONS (These immunizations are not required by the university but are recommended by the American College Health Association.)

Hepatitis B:_____/_____/_____   _____/_____/_____   _____/_____/_____
             1st   *2nd*   *3rd*
Varicella (Chickenpox) Vaccine: ___/_____/_____   _____/_____/_____
                        1st 2nd
    Meningococcal (meningitis) Vaccine:-_____/_____/_____ _____/_____/_____
                        1st   *2nd*

    I certify that the above dates and vaccinations are true.

_____ _____/_____/_____

    Signature of Licensed Health Care Professional   **Date**

_____

    License Number or Office Number

Auburn University at Montgomery
College of Nursing and Health Sciences
Student Incident Report Form

This report should be completed within four (4) hours of the incident by the student for any related accident, injury, or illness. This report is to be turned in or sent to the SON Assistant Dean for Clinical Practice or Undergraduate Program Coordinator, and a copy to the Dean's office.

If immediate medical attention is needed, report to the emergency department, urgent care clinic, or personal physician for treatment. The student will be responsible for any costs incurred.

PLEASE PRINT:

Student Name	Time of Incident _____ AM PM
Address	Date of Incident_____/_____/_____
Contact Phone #	Emergency Contact Contact Phone #
Date of Birth _____/_____/_____	Instructor

Please describe how the incident occurred?

Where did the incident occur? (exact site and clinical location)

Where there any witnesses to the incident?

Who did you first report the incident to? Name_____ Phone #_____

What is the nature of your injury? (circle appropriate)

Needle stick Cut   Strain   Burn Bite Puncture   Splash   Inhalation Other_____

Body part affected (i.e. low back, right arm, left leg)_____

Type of fluid involved (circle appropriate)

Less than one drop   One drop to one teaspoon   Over one teaspoon   Unknown

The following questions are for needle stick incident only

Was the instrument visibly contaminated with blood? (circle appropriate answer)   YES   NO

Needle stick from (circle appropriate response)

Recapping   Injection   In trash   In linen   Full needle box   Other_____

The following questions are for splash incident only

Splash to: Mouth   Eye   Ear   Nose   Other_____

Skin-no break   Skin-broken   (explain)_____

What steps were taken immediately after exposure? (Circle all appropriate)

   Washing   Rinsing   Bleeding

Type of protective equipment worn at the time of exposure? (Circle all that apply)

Gloves   Mask   Eye protection   Gown   Apron   Resuscitation   Mask   None   Other_____

Source of exposure (Gather information available)

Name of source client_____

Date of birth_____

Full Address_____

Phone number_____

Attending physician of source client_____

Diagnosis of source client_____

Comment regarding source client risk factors

HIV   Hepatitis A B C type unknown   Syphilis   Gonorrhea   Tuberculosis   Meningitis   Other_____

Medical Information

Did you seek medical attention?   YES   NO   If so, where?_____

Date_____

Who is your health care provider?_____

    Address_____

    Phone number_____

Provide your current health insurance provider?_____

*Please provide a copy of the provider statement related to the incident

Student Signature_____

Date_____   Time_____   AM   PM

Auburn University at Montgomery

College of Nursing and Health Sciences
Admissions, Progression & Graduation (APG) Waiver Guidelines

Instruction for submitting a WAIVER, SUBSTITUTION, or CONTINUATION Request to the School of Nursing

To WAIVE an Admission *or* Application requirement: Applicants must submit a completed petition and a detailed letter explaining the reason for the appeal (i.e. exemption for catalog year requirement).

To SUBSTITUTE a program pre-requisite: For nursing prerequisite courses completed out of state or at a private institution, applicants must submit a completed petition along with an official course description for each course being petitioned.

To SUBSTITUTE a Nursing Curriculum Course: For nursing courses completed in a previous program (i.e. research methods or an elective), students must submit a completed petition along with an official course description for each course being petitioned.

To request CONTINUATION in the program: Student must submit a completed petition and a detailed letter explaining the failure and measures taken to prevent a repeat failure.

ALL petitions and supporting documents must be submitted to the School of Nursing APG Chair **no later than 12:00 pm the day before the monthly committee meeting**. Forms received after this time will be reviewed at the next regularly scheduled committee meeting. Petitions may be submitted by one of the following methods:
- Email to APG Chair or Undergraduate Coordinator
- Hand deliver to the School of Nursing Administrative Assistant to the Dean in Room 101 of Moore Hall. No appointment is needed.
- Mail to the College of Nursing and Health Sciences care of APG Chair at PO Box 244023, Montgomery, AL 36124.

The following will **NOT** be accepted:
- Forms that are illegible. Typed forms and documents are preferred.
- Incomplete petitions.
- Faxed copies of petitions and/or supporting documentation.
- Course descriptions which are typed or handwritten. The descriptions must come for the course catalog and if printed from the website must have a web address on the paper showing where it came from.

Petitions that are denied may be appealed in person to the committee. Please contact the School of Nursing for more information on how to submit an appeal.

Auburn University of Montgomery School of Nursing Undergraduate Admission, Progression & Graduation (APG) Waiver/Petition

Name: First, MI, Maiden, Last

Address: Street_____
       City_____
       State_____ Zip_____
       Email_____

| Program:
   □ Pre-licensure
   □ Post-licensure | Current GPA: _____
Semester Affected:
   □ Spring
   □ Summer
   □ Fall
   □ N/A
Year:_____ | Purpose of Petition
   □ Waiver of Nursing Admission Requirement
   □ Program Course Substitution
   □ Continuance in School of Nursing
   □ Other (explain) |

For Course Waiver/Substitution Only – MUST INCLUDE official course description printed form course catalog of institution course was completed at.

Course Number Taken	Name of Course Taken	Credit Hours Taken	Name of School Where Taken	Date Taken (semester/year)	Grade Received	For Which AUM Course Number

Continuance in School of Nursing and Admission Waiver Only – Include letter explaining request and plans for change/improvement, etc.

Additional Comments:

APG COMMITTEE RESOLUTION

Comments:_____

                          □ Waive YES NO
                            Explanation:_____
                            _____

    □ Substitute program pre-requisite YES NO   Explanation:_____

    □ Substitute nursing curriculum course YES NO Explanation:_____

    □ Program continuation YES NO Explanation:_____

_____   _____   _____   _____
Date Received by SON   APG Committee Chair   Date   Date Student Notified

FAXED copies will not be accepted. Incomplete packages will not be reviewed.
Results will be emailed to the student at the email address provided on this form within 7 to 10 business days following the committee decision.
Petitions may be mailed to: College of Nursing and Health Science, Care of APG Chair, P.O. Box 244023, Montgomery, AL 36124.

Auburn University at Montgomery College of Nursing and Health Sciences
School of Nursing
Confidentiality Agreement

During my studies or through clinical experiences as a student at Auburn University at Montgomery School of Nursing (AUM SON), I understand that I will come into contact with various types of sensitive and personal information. This information may include, but is not limited to, information about patients, families, students, faculty, staff, donors, research, and financial and business operations. Some information is deemed confidential by law (i.e. protected health information or PHI addressed under the HIPAA) or by the school or university. Confidential information may be in any form (i.e. written, oral, electronic, overheard or observed). All confidential information is granted on a need-to-know basis. A need-to-know is defined as information access that is required in order to engage in program or leadership requirements.

I understand that I must protect all confidential information, including PHI, while a student at AUM SON. I will not share PHI with those outside the AUM SON unless they are part of my studies or educational program and have a need to know. I will not remove nor electronically send any confidential information from the agencies and facilities where I am assigned as a student except as permitted by the specifics of the agency and in accordance with the agreements with those agencies.

I understand that I must protect any sign-on codes provided to me from any agency. The sign-on and password codes are equivalent to my signature and they will not be shared with anyone. There will be no attempt to access PHI unless the information is necessary to my education or leadership at that specific time. I will be accountable for any use or misuse of the codes I am provided.

If I knowingly violate this agreement, I will be subject to failure in the related clinical/theory course and possible disenrollment from the School of Nursing. In addition, under applicable law, I may be subject to criminal or civil penalties.

I have completed the required HIPAA training and received a certificate of completion for this course.

I have read and understand the above and agree to be bound by the contents. I understand that signing this agreement and complying with its terms is a requirement for my inclusion in the AUM SON educational program and participation in clinical experiences.

_____ _____ _____
Print Full Legal Name   Student Number   Date

_____ _____
Signature   Program

Auburn University at Montgomery College of Nursing and Health Sciences
School of Nursing
CLASSROOM BEHAVIOR AGREEMENT

Students are expected to demonstrate behaviors consistent with those of a professional nurse at all times. Classroom behaviors which are expected include, but are not limited to:

- Attending each class to include being punctual and remaining for entire class.
    - Attendance in nursing classes is expected. At times attendance may be part of the class grade (see course syllabi). If you will be absent please notify the faculty member who is responsible for the class before class if possible but by the end of the school day.
    - Students should arrive for class on time (seated and prepared when faculty begins class) and stay for the full time until dismissed by faculty. Students who will be late or must leave early should discuss the situation with the course faculty.
- Submitting paperwork and assignments timely.
    - Due dates are assigned for paperwork and assignments in order to allow for timely grading and feedback. Due dates will be provided in the course syllabus/calendar. It is the student's responsibility to submit work by the due dates listed. Failure to do so may result in a zero for the assignment.
- Being prepared for each class experience.
    - It is important to be prepared for class by reading and completing assignments prior to class meetings. This allows for reinforcement, explanations, interactions, conversations, applications of information obtained during the preparation.
- Being attentive and engaging in classroom activities.
    - Please pay attention in class and focus on the current class material during class. Sleeping, talking to others, doing work for another class, checking email or Facebook, exploring the internet and other distracting tasks are not appropriate in nursing classes. The student may be dismissed from class for such behaviors.
    - Online students are expected to participate in the course as specified in the course syllabus. Online time should minimally equal face-to-face class time. (3 credit hours = 3 hours of virtual presence)
- Considering others when asking questions or making comments.
    - Monopolizing class time is unacceptable. Please make a personal appointment with the faculty member at a time other than during class.
- Turning off cell phones or placing them on vibrate.
    - Cell phones should be turned off during class time unless expecting an emergency call and then it must be on vibrate. Please make the faculty aware if you are expecting such a call and then you should leave the room to take the call if necessary.
    - Some faculty may allow use of cell phones for class activities.
- Using technology devices for classroom purposes only.
    - If a laptop or tablet is used during class please have it focused on current class material. **Use of laptops/tablets in class is a privilege not a right.**
- Being respectful and civil to others.
    - Disruptive behavior is not allowed and students will be asked to leave the class. Continued disruptive behavior will result in academic or disciplinary action.
    - Disrespectful and/or rude behavior towards faculty, staff, and fellow students will not be tolerated and may result in disciplinary action and possible program dismissal.
    - Students whose behavior is inappropriate in class may be asked to meet with the faculty and a written report will be placed in their personal file.
- Accepting accountability for actions.
    - Professional behavior includes accepting responsibility for one's own actions, words, behaviors, and performance or the lack of actions, words, behaviors, and performance when necessary.
- Obtaining permission from faculty before audio or video recording or taking pictures of any portion of the class content.
- Dressing appropriately to portray a professional image of nursing and personal dignity at all times.
    - See dress code earlier in the handbook
- Maintaining standards of academic integrity for all courses, quizzes, exams, and assignments.
    - See Academic Honesty in Undergraduate Catalog
- Adhering to HIPAA guidelines when discussing patient and facility information during classroom experiences.
    - Patient and facility information shared in class is subject to the same confidentiality rules as other patient information. This includes social networking technology.

_____   _____   _____
Print Name   Signature   Date
*By signing this agreement you are agreeing to adhere to these behaviors for entire time you are in the program

PHOTO/VIDEO/OTHER MEDIA CONSENT FORM for Students

For and in consideration of benefits to be derived from the furtherance of the educational programs of Auburn University at Montgomery, I, the undersigned Participant, hereby authorize Auburn University at Montgomery, and any agents, officers, employees, servants or students of Auburn University at Montgomery or its assignees for purposes that include, but are not limited to, the creation of training and/or other informational materials, scientific research, quality assurance, recruiting, advertising and marketing, as well as education and teaching, at Auburn University at Montgomery's sole discretion.

I understand and agree that these audio, video, film and/or print or digital images may be used, edited, duplicated, distributed, reproduced, broadcast and/or reformatted in any form and manner without payment of fees to me or to anyone else on my behalf, forever and I hereby relinquish all right, title and interest therein to Auburn University at Montgomery.

I release Auburn University at Montgomery, and any agents, officers, employees, servants or students of Auburn University at Montgomery, Auburn University Board of Trustees and their respective agents, officers, employees and servants from any and all liability relating to the taking, reproduction, and/or use of such photographs, video images, and/or sound recordings.

I hereby certify that I am at least 18 years of age and that I am legally competent to sign this form.

_____ _____   _____
Witness   Date   Name of Participant (print)

                                                                                    _____
                                                                                    Signature of Participant

_____
Date

SERVICE LEARNING EXPERIENCE

Students are expected to complete a minimum of four service learning hours during select courses. This requirement helps fulfill AUMSON Program Outcomes by offering students an opportunity to be involved in service learning. Course syllabi will specify requirements for service learning experiences.

The completed log should be submitted via Blackboard in the appropriate course as specified in the syllabi instructions. For each activity, identify the curricular outcome and how the activity addressed the outcome.

Service Learning Experience Approved	
Faculty Signature	**Date**
Name	**# of hours completed**
Location of Activity	
Course Objective(s) this service learning fulfills	
What occurred during the experience that helped meet the above course objective(s)?	

_____   _____

Signature of Student   **Date**

_____   _____

Signature of Leader for Service Learning Location   **Date**

AUM School of Nursing
Counseling Form

Student Name:_____ Date_____
Course Number:_____
Course Faculty:_____
Clinical Adjunct:_____

Description of
occurrence:_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Clinical Adjunct Signature_____ **Date**_____
Student Signature_____ **Date**_____
Course Faculty Signature_____ **Date**_____

AUM School of Nursing
Unsafe/Unsatisfactory Practice
Clinical Occurrence Report

Student Name _____
Course Number _____
Course Faculty _____
Clinical Adjunct _____

Report Date _____
Occurrence Date _____
Occurrence Time _____
Point (s) assigned _____

OCCURRENCE TYPE: Unsafe/Unsatisfactory (Check all that apply – 1 point value each)

Paperwork	Absence/Tardy	Patient Care Issues	Unprofessional Behavior
□ Failure to complete clinical preparation for assignments, such as drug cards, plan of care, case studies, anecdotal notes.	□ Failure to call faculty and/or the unit prior to assigned time of arrival for illness or tardiness. □Tardiness > 5 minutes □ Unexcused absence (no call, no show or leaving assigned area without proper communication with instructor/staff).	□ Inadequate knowledge of treatments, medications, or plan of care. □ Medication error. □Treatment error. □ Error prevented from occurring by faculty/staff intervening. □ Failure to follow clinical agency/ SON clinical policy regarding infection prevention (i.e. wearing false eyelashes, wearing nail polish, false fingernails or gels, improper handwashing)	□ Inappropriate cell phone use within clinical area. □ Disrespectful/Unprofessional communication with staff, clinical adjunct, faculty, fellow students, or clients. □ Failure to wear appropriate uniform as designated in SON clinical policy □ Leaves clinical area without reporting off to staff and faculty. □ Any behavior deemed unsatisfactory by the clinical faculty or course faculty.

OCCURRENCE TYPE: Critical Unsafe/Unsatisfactory (Check all that apply).
This will result in immediate review of the incident. *Contact Dr. Allison Terry immediately and Course Faculty ASAP.

□Any life-threatening error or action by the student to client, staff, faculty, or others.
□ Implementing any action that is in direct violation of the course, school, or Agency Policies and HIPAA Policy.
□ Violation of the Drug Free Campus and/or Chemically Impaired Nursing Student Policy.
□ **DISMISSAL from clinical experience for day. Additional (1) point assigned.**

Clinical Occurrence Report –Approved by Curriculum Committee, July 2017

Notification: Student _____ Date: _____ Course Faculty: _____ Date: _____

Student comments related to occurrence:

Student Signature : _____ Date; _____

Clinical Adjunct comments related to occurrence:

Clinical Adjunct Signature: _____ Date: _____
(Use additional Counseling Form for additional documentation)

Course Faculty comments related to occurrence:

Course Faculty Signature: _____ Date: _____

Assigned a Satisfactory or Unsatisfactory rating for learning activity. **Rating _____**

Date of follow up meeting with Student and Course Faculty to discuss the following: _____

Student Goal:	**Student Plan:**	**Student/Faculty Evaluation**

Student Signature/Date _____ Course Faculty
Signature/Date _____

CERTIFICATION OF CLEAR CRIMINAL BACKGROUND
FOR CONTINUED ENROLLMENT IN THE SCHOOL OF NURSING

This certification must be completed prior to attending any clinical experience. It must be renewed every semester during which there are clinical activities.

The College of Nursing requires that I report any arrest, regardless of cause, to the School of Nursing no later than 72 hours after the arrest.

I state that I have not been arrested since my admission to the School of Nursing.

I do hereby swear or affirm that the above information is true and correct. I understand that any failure to disclose an arrest or any misrepresentation of my criminal background status will subject me to disciplinary action up to and including dismissal from the nursing program. This includes the final semester of the nursing program.

_____

Student Signature

_____

Student Printed Name and ID Number

_____

Program of Enrollment

_____

Date of Certification

Auburn University at Montgomery College of Nursing and Health Sciences
School of Nursing
ACKNOWLEDGEMENT OF RECEIPT AND READING OF AUM SON STUDENT HANDBOOK

After obtaining access through the AUM College of Nursing and Health Sciences website and reading the AUM SON Student Handbook, please complete this form and return to the Dean's Administrative Assistant in Room 101 Moore Hall, to be placed in your file.

All School of Nursing students are subject to the provisions in the Student Handbook and are responsible to know the policies, procedures and guidelines included in the contents.

Please sign below to indicate that you have read a copy of the AUM SON Student Handbook (hard copy or electronic copy) and will abide by the policies included in it.

_____ _____ _____
Printed Name   Date   Signature

Note: Failure to sign this form does not exempt a student from the provisions in the AUM SON Student Handbook.

Thank you.

AUM Bachelor of Science in Nursing Plan of Study

Fall Admission

Fall semester (14 credit hours)
NURS 3900 Clinical Calculations (1)
NURS 3111 Fundamentals of Professional Nursing (3, 1, 1)*
NURS 3120 Nursing Pathophysiology (3)
NURS 3131 Assessment for Professional Nursing (2, 1, 2)

Spring semester (13 credit hours)
NURS 3150 Evidence Based Practice (3)
NURS 3210 Clinical Pharmacology (3)
NURS 3221 Nursing Care of Adult I (3, 1, 3)

Summer semester (11 credit hours)
NURS 4150 Informatics (3)
NURS 4241 Nursing Care of the Childbearing Family (3,0,1)
NURS 4251 Nursing Care of the Pediatric Patient & Support Network (2,0,2)

Fall semester (15 credit hours)
NURS 4331 Mental Health Nursing (2,0,2)
   (1/2 semester course, section A/B)
NURS 4261 Community/Public Health Nursing (3,0,2)
   (1/2 semester course, section A/B)
NURS 4371 Nursing Care of Adult II (3, 1, 2)

Spring semester (12 credit hours)
NURS 4411 Critical Care (2, 0, 1)
NURS 4430 Leadership, Management, & Role Transition for
   Professional Nursing (4)
NURS 4431 Transformation into Practice (0, 0, 5)
   *(theory hours, lab hours, clinical hours)
   Lab/Clinical hour ratio 1:3

   65 Semester Hours

Spring Admission

Spring semester (14 credit hours)
NURS 3900 Clinical Calculations (1)
NURS 3111 Fundamentals of Professional Nursing(3, 1, 1)
NURS 3120 Nursing Pathophysiology (3)
NURS 3131 Assessment for Professional Nursing (2, 1, 2)

Fall semester (13 credit hours)
NURS 3150 Evidence Based Practice (3)
NURS 3210 Clinical Pharmacology (3)
NURS 3221 Nursing Care of Adult I (3,1,3)

Spring semester (14 credit hours)
NURS 4251 Nursing Care of the Pediatric Patient and
   Support Network (2, 0, 2)
   (1/2 semester course, section A/B)
NURS 4241 Nursing Care of the Childbearing Family (3, 0, 1)
   (1/2 semester course, section A/B)
NURS 4371 Nursing Care of Adult II (3, 1, 2)

Summer semester (12 credit hours)
NURS 4150 Informatics (3)
NURS 4331 Mental Health Nursing (2, 0, 2)
NURS 4261 Community/Public Health Nursing (3, 0, 2)

Fall semester (12 credit hours)
NURS 4411 Critical Care (2,0,1)
NURS 4430 Leadership, Management, & Role Transition for
   Professional Nursing (4)
NURS 4431 Transformation into Practice (0, 0, 5)

RN to BSN: Educational Advancement for Registered Nurses (EARN)
Program Curriculum (28 credit hours)

NURS 4110   Transformation to the Professional Nurse Role – Focuses on the knowledge, competencies, skills and abilities for transformation to the professional nurse role. (4 hours credit) (Must be taken in first semester of EARN courses)

NURS 4140   Population-Based Healthcare – Exploration of the concepts and theories underlying population-based practice in community health settings and environments in the delivery of nursing care for individuals, families and populations. (4 hours credit)

NURS 4160   Health Policy and Ethics for the Professional Nurse - Roles, influences, and ethics of health care providers, consumers, government and law are discussed. Examine policy decisions and related issues that impact the delivery of safe, effective, patient-centered, timely, efficient, and equitable care. (3 hours credit)

NURS 4220   Informatics and Evidence Based Practice for the Professional Nurse – Introductory course in nursing informatics with a concentration in evidence-based nursing practice. Using nursing application of information and computing technology will be combined to provide focus on identification of practice issues: appraisal and integration of current evidence and the evaluation of potential outcome across all healthcare settings and patient populations. (3 credit hours)

NURS 4260   Pathophysiology and Physical Assessment for the Professional Nurse –
Explores the pathophysiologic basis and the assessment of common health alterations while exploring the developmental phases, physical states, and functional levels to identify needs for health promotion and disease prevention across the lifespan. (3 hours credit)

NURS 4270   Rural Health and Special Populations - Explores rural community health nursing, focusing on history and development of rural community focused care, health care systems, epidemiology, and individuals, families, and special populations. Determine and apply appropriate theories to provision of care to individuals in rural community settings and special populations in rural, urban, or suburban settings. Address prevention, promotion, maintenance, and restoring health. Focus on transcultural nursing concepts and diverse populations. (3 hours credit)

NURS 4310   Health Systems Leadership – Addresses evidence-based leadership/management skills and competencies for the professional nurse working with interprofessional teams to facilitate the transformation of complex healthcare systems. (Pre-requisite NURS 4220) (4 hours credit)

NURS 4311   Leadership Immersion - Leadership immersion experience integrating knowledge, skills and competencies for the practice of professional nursing. (Must be taken in last semester of EARN courses) (4 hours credit)

AUM College of Nursing
UNDERGRADUATE CLINICAL EVALUATION TOOL (First Semester through Fourth)

Student :			Clinical Adjunct:
Course:	Semester:	Year:	Clinical Site:

Introduction: This clinical evaluation tool consists of seven essential competencies with specific performance criteria. The seven competencies were drawn from: program outcome objectives for the BSN program at AUM School of Nursing, The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008), and Quality and Safety Education in Nursing (Cronenwett et al., 2007). The performance criteria for each competency include cognitive, affective, and psychomotor domains of learning and provide a complete evaluation of an individual student's clinical performance. The use of this clinical evaluation tool makes it possible to see the student's development over time as he/she progresses through the specific course, as well as through the nursing curriculum. It also provides standard measures for student, course, and program evaluation.

This clinical evaluation tool is to be used in each clinical course. A formal evaluation is completed and shared with the student at the conclusion of the rotation. In some courses, faculty will also use this tool for mid-rotation evaluation. The tool can also be used at other times during the rotation and can serve as the basis for a learning contract.

Instructions: Faculty will rate students on each of seven competencies using the designated rating scale, considering the **quality of the performance** (*Almost Never Exhibits* to *Almost Always Exhibits*) and the **amount of guidance** required (*Almost Always Requires* to *Almost Never Requires*). Referring to the scale below, as students improve in accuracy, safety, and efficiency, it is expected that they will require less guidance. To determine the rating for each competency, faculty will consider student performance on the specific performance criteria and will arrive at a rating for each competency using the 0-4 scale. Faculty may also include comments related to each competency. At the end of this clinical evaluation tool, faculty should write summary comments and document recommendations for further development/improvement. The faculty who wrote the evaluation will review it with the student and document the date of the meeting. The student should be provided with a copy of the evaluation. Students may be asked to complete a self-evaluation at midterm and final. Clinical faculty should discuss the tool with students at the beginning of each clinical rotation and describe how and when it will be used.

NOTE: In these competencies, **client** is defined as the recipient of professional nursing services and may be an individual, family, or group.

References Used for Tool Development-American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for professional nursing practice.* Washington, DC: Author. Cronenwett, L., Sherwood, G., Barnsteiner J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., & Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook, 55,*122-131. Holaday, S., & Buckley, K. (2008). A standardized clinical evaluation tool-kit: Improving nursing education and practice. In M. H. Oemann & K. T. Heinrich (Eds.), *Annual Review of Nursing Education, Vol. 6.* New York: Springer Publishing.

Rating Scale

Dependent (0)

Almost Always Requires (>90% of the time)
- direction
- guidance
- monitoring
- support

Almost Never Exhibits (<10% of the time)
- a focus on the client or system
- accuracy, safety, and skillfulness
- assertiveness and initiative
- efficiency and organization
- an eagerness to learn

Novice (1)

Very Often Requires (75% of the time)
- direction
- guidance
- monitoring
- support

Occasionally Exhibits (25% of the time)
- a focus on the client or system
- accuracy, safety, and skillfulness
- assertiveness and initiative
- efficiency and organization
- an eagerness to learn

Assisted (2)

Often Requires (50% of the time)
- direction
- guidance
- monitoring
- support

Often Exhibits (50% of the time)
- a focus on the client or system
- accuracy, safety, and skillfulness
- assertiveness and initiative
- efficiency and organization
- an eagerness to learn

Supervised (3)

Occasionally Requires (25% of the time)
- direction
- guidance
- monitoring
- support

Very Often Exhibits (75% of the time)
- a focus on the client or system
- accuracy, safety, and skillfulness
- assertiveness and initiative
- efficiency and organization
- an eagerness to learn

Expected Levels of Performance:

For the **Final Evaluation** students must achieve the **minimal expected level of performance for each competency within the designated level** in order to pass the course and progress in the program.

Level	Minimum Expected Performance	Minimum Score	Upon Completion of:
I	Novice -Assisted	1.5	First semester of clinical practice
II	Assisted	2.0	All Semesters EXCEPT first
III	Assisted-Supervised	2.5	All Semesters EXCEPT first
IV	Supervised-Self-Directed	3	All semesters EXCEPT first

45

Grading Equivalency:

First Semester of Clinical Practice-The **minimum score** is obtained by multiplying the Level of the student (e.g. Novice-Assisted minimum score of 1.5 by the number of competency sections evaluated, seven (7) to equal a score of 10.5). The **maximum score** is obtained by multiplying the Level of student (e.g. Assisted minimum score of 2 by the number of competency sections evaluated, seven (7) to equal a score of 14).

Second to Final Semester - The **minimum score** is obtained by multiplying the Level of the student (e.g. Assisted-Supervised minimum score of 2.5 by the number of competency sections evaluated, seven (7) to equal a score of 17.5). The **maximum score** is obtained by multiplying the Level of student (e.g. Supervised-Self-Directed minimum score of 3 by the number of competency sections evaluated, seven (7) to equal a score of 21).

All of the competency section components must be met to receive a Satisfactory. If any component of the competency section being evaluated is missed, this equals a score of zero (0) for that section and the missed item letter (s) is placed in the Needs Improvement Column. The Final Evaluation must be Satisfactory with the Total Rating of a minimum score of 10.5 for the first semester or 17.5 for second semester to final to pass the course.

First Semester
Satisfactory is equal to a minimum score of 10.5 or a maximum score of 14.
Unsatisfactory is equal to a score **BELOW** 10.5 and/or missing a Critical Behavior.

Second to Final Semester
Satisfactory is equal to a minimum score of 17.5 or a maximum score of 21.
Unsatisfactory is equal to a score **BELOW** 17.5 and/or missing a Critical Behavior

Critical Behaviors are identified by an **asterisk** symbol (*) and **bold text** . These behaviors must be met at all times. If at any time a Critical Behavior is not met, a Clinical Occurrence Report and/or Summary will be completed by the Clinical Associate and reviewed with the student at the time of Occurrence. Dr. Terry and Course Faculty will be notified immediately. The student may be dismissed from clinical for the day and return to clinical is based on follow-up.

	Mid-term Evaluation	Needs Improvement	Final Evaluation
1. Demonstrates professional behaviors			
a. Follows university, school, and agency policies			
b. *Practices within the legal and ethical frameworks of nursing and according to standards of nursing care			
c. *Demonstrates accountability and assumes responsibility for own actions and practices			
d. Treats all individuals with dignity/respect			
e. Demonstrates cultural sensitivity			
f. * Recognizes and Protects client rights (privacy, autonomy, confidentiality)			
g. Demonstrates initiative in seeking learning opportunities and resources			
h. Analyzes personal strengths and limitations in providing care			
i. Incorporates constructive feedback for performance improvement			
j. *Maintains professional appearance, attitude, behavior, and arrives on time for clinical			
k. *Arrives on time for clinical and is prepared. In the event of tardiness or absence, faculty is notified immediately.			
l. Identifies situations in which assistance is needed OR appropriately seeks assistance			
2. Collects and analyzes comprehensive client data			
a. *Determines relevant information needed to provide comprehensive patient care			
b. Identifies appropriate sources for data collection			
c. Uses correct techniques for assessment			
d. Interprets laboratory/diagnostic test results			
e. Incorporates data from medical records, client, family/support persons and health care team members in plan of care			
3. Communicates effectively			
a. *Documentation is relevant, factual, complete, timely, legally accurate, organized and thorough			
b. *Communicates therapeutically with clients utilizing verbal and nonverbal skills and cognizant of confidentiality			
c. Listens attentively and respectfully to others			
d. Is actively involved in team building, fostering collegiality, and encouraging cooperation			
e. Contributes insight and helpful information to the health care team/group conferences			
f. *Initiates discussion with faculty/staff as needed to enhance delivery of care			
4. Exhibits caring to facilitate physical, mental, and spiritual health			
a. *Demonstrates sensitivity to cultural, moral, spiritual, and ethical beliefs of clients, families, peers, health care team members, and others			
b. Recognizes barriers to care such as socioeconomic factors, environmental factors, and support systems			
c. *Protects the client's safety and privacy, and preserves human dignity while providing care			

47

d. Encourages family and/or significant others' participation in care as appropriate

e. Assists clients with coping and adaptation strategies.

5. Applies knowledge in planning appropriate client care and engages in systematic and ongoing evaluation of the plan of care.

a. Demonstrates initiative to obtain needed knowledge

b. Analyzes and evaluates sources of data for appropriateness, usefulness, and accuracy

c. Integrates theory from nursing, natural and social sciences to enhance client care

d. ***Relates pathophysiology and epidemiology of disease(s) to clients' assessment findings, medications, laboratory and diagnostic test results, medical and nursing intervention.**

e. Integrates concepts of health promotion and disease prevention into client care

f. Evaluates nursing practices based on current research evidence

g. Develops plan of care based on analysis of assessment data

h. * Accurately determines priorities for care and communicates priorities and rationale for decisions to instructor

i. Considers needs/preferences of the client in planning care

j. Establishes realistic goals/expected outcomes

k Evaluates nursing interventions based on goals/expected outcomes

l. Reviews plan of care based on evaluation and consultation

6. Provides safe client-centered care

Safe Behavior Criteria: The student is required to practice professional nursing safely in specific client-centered situations with clinical supervision. Safe behavior is defined as behavior which does not place the client or self and other professional staff at risk of physical and/or psychosocial harm. The student is subject to receiving a Failure in the course and to being dismissed from the program if safe behavior is not consistently demonstrated.

a. Plans and implements evidence-based interventions that are congruent with assessment data

b. Considers client needs and preferences in providing care

c. * Identifies client using two forms of identification prior to interventions

d. Performs nursing skills and therapeutic procedures safely and competently

e. *Follows principles of infection control
   *Complies with standard precautions and infection control standards

f. *Follows procedures for medication administration (7 Rights)
   * Performs drug dosage calculation accurately
   * Administers medications safely

g. Recognizes own limitations related to nursing skills or technologies and takes appropriate steps for improvement

h. Takes appropriate steps to improve nursing skills and use of technologies

i. *Creates a safe environment for client care
*Protects client from physical injury by implementing appropriate safety measures, including precautionary measures (i.e. fall prevention, skin integrity, aspiration precautions, seizure precautions, appropriate ambulation and transfer techniques)

j. Demonstrates flexibility in adapting to changing client care situations

k. Reports abnormal data and changes in client condition in a timely manner to instructor or appropriate health team member.

48

7. Uses teaching-learning process when providing individualized client/family/group education

a. Assesses readiness and barriers to teaching/learning of clients, families, and groups	
b. *Considers appropriate client characteristics in teaching (e.g., culture, age, developmental level, and educational level)	
c. *Develops an appropriate teaching plan for learner needs with reasonable and appropriate outcome measures	
d. Utilizes appropriate principles of teaching/learning when implementing a teaching plan	
e. Evaluates learner outcomes, provides feedback, and revises teaching plan as needed	
RATING TOTAL	

MIDTERM	RATING_____
Clinical Adjunct Comments:	
Clinical Adjunct recommendations for further development/improvement:	
Student Comments:	
Course Faculty Comments:	

49

FINAL EVALUATION	RATING _____
Clinical Adjunct Comments:	
Clinical Adjunct recommendations for further development/improvement:	
Student Comments:	
Course Faculty Comments:	

Satisfactory _____
Unsatisfactory _____
Final Rating _____

By signing their names below, the student , Clinical Associate, and Course Faculty acknowledge that a meeting was held on *(indicate date and time)* to discuss this evaluation and that a copy of this evaluation was provided to the student.

Student Signature: _____   **Date/Time:** _____

Clinical Adjunct Signature: _____   **Date/Time:** _____

Course Faculty Signature: _____   **Date/Time:** _____

50