I ______________________________ have reviewed the Student Handbook for the University of Southern Mississippi and the School of Professional Nursing Practice Student Handbook. I understand the policies and procedures required of Nursing Students.

The University of Southern Mississippi and the College of Nursing reserves the rights to modify, delete, or add to provisions, policies, and information contained in these handbooks at any time.

______________________________
Print Name

______________________________    ______________
Signature                      Date
# TABLE OF CONTENTS

## CHAPTER I: PHILOSOPHY, CURRICULUM FRAMEWORK, AND ORGANIZATIONAL STRUCTURE

- Vision, Mission, Philosophy ........................................ 5
- Organizing Curriculum Framework ................................. 6
- Nursing Core Competencies ........................................ 7
- Baccalaureate Program Objectives ................................... 8

## CHAPTER II: ACADEMIC INFORMATION

- Advisement on Programs of Study .................................. 10
- Programs of Study .....................................................
  - Program of Study-BSN ........................................... 11
  - Program of Study-BSN Veterans Pathway .................... 12
- Undergraduate Progression Policies ...............................
  - Kaplan Integrated Test Remediation Program (SON1011) .. 13
  - Exit Kaplan Predictor –Progression and Remediation (SON1013) ........................................... 17
  - Dosage and Calculation Exam Policy for BSN Students (SON1010) ........................................... 21
  - Nursing Course Credits from Military Transcripts/Experience (SON1002) ................................. 23
  - Challenge Courses (SON1004) .................................... 25
- Add/Drop/Withdrawal (SON1001) .................................... 26
- Progression (SON1005) .............................................. 27
- Incomplete Grades (SON1015) ..................................... 29
- Breach of Professional Conduct (SON1025) ....................... 30
- Classroom Responsibilities of Faculty and Students (SON1027) ........................................... 33
- Unsafe Clinical Practice (SON1029) ............................... 34
Non-Grade Related Grievance (SON1031)  36
Undergraduate Grading Scale (SON1035)  37
Grade for Theory and Clinical Courses (SON1039)  38
Grade Rounding (SON1043)  39

CHAPTER III: COURSE INFORMATION

Attendance and Clinical Continuation in the Program - UG (SON1047)  40
  Clinical Continuation Form  41
Impaired Nursing Student (SON1059)  42
Alcohol and Drug Screening Policy (SON1053)  46
SON Criminal Background Check Undergraduate (SON1055)  49
Health and Professional Information (SON1061)  51
  History & Physical Examination Form  53
  Immunization and TB Test Results Form  54
  Positive TB Follow-Up Form  55
Varicella Vaccine Upon Admission (SON1063)  56
Tetanus/Diphtheria/Pertussis Vaccine (SON1065)  57
Influenza Vaccine (SON1067)  58
  Influenza Vaccination Waiver Form  59
Confidentiality Agreement (SON1069)  60
  Confidentiality Agreement Form  61
Technical Standards Statement (SON1071)  62
  Technical Standards Statement Form  63
Privacy Rule and HIPAA Requirements (SON1073)  66
CHAPTER IV: GENERAL POLICIES AND PROCESSES

Absences 74
Awards 74
Communication with Faculty 78
Transportation 78
Personal Electronic Use in the Classroom (SON1087) 79
Computer Requirements (SON1089) 81
Incident Report (SON1093) 82
  Incident Report Form 83
Social Media Policy (SON1097) 84
Standard Precautions (SON1099) 86
Uniform –BSN Uniform Dress Code (SON1101) 87
Latin Designation (SON1103) 90
Student Organizations (SON1105) 91
  Organizations 93
Consent and Release Authorization Policy (SON1106) 95
  Consent and Release Authorization Form 96
CHAPTER 1: PHILOSOPHY, CURRICULUM FRAMEWORK, AND ORGANIZATIONAL STRUCTURE

A. VISION, MISSION AND PHILOSOPHY

Southern Miss School of Professional Nursing Practice will excel in baccalaureate education, innovative clinical practice, and creative use of technology to advance nursing practice, education and scholarship.

Mission

The mission of Southern Miss School of Professional Nursing Practice is to enhance the health and well-being of the people of the state of Mississippi by preparing graduates at the baccalaureate level of education who are prepared to advance the profession of nursing through education, scholarship, and service.

Philosophy

The faculty of the School of Professional Nursing Practice at The University of Southern Mississippi (USM) believes nurses are prepared through undergraduate nursing education programs to serve the public in generalist professional nursing roles in healthcare. The faculty defines nursing as a human caring science, art, and practice discipline.

We are committed to nursing scholarship and inquiry using paradigms from the natural, social and human sciences, as well as the humanities. We believe that nursing education requires attention to values and development of life-long learning. We further believe in the development of leadership skills at each level of practice. Additionally, we are committed to promoting access to high quality evidenced based care for all people and to meeting the healthcare needs of diverse populations.

We believe that the university nursing community is a community of scholars. We value an expanded definition of nursing scholarship to include practice of master teachers and educators, researchers, and expert advanced practice nurses.
1.1 ORGANIZING CURRICULUM FRAMEWORK

The curriculum framework serves to structure knowledge in a way that is meaningful. Due to the unique educational needs of each level of students a basic circular framework was developed for each level in which competencies from leading credentialing and practice organizations are organized within radiating quadrants.

The Baccalaureate framework includes competencies for the Generalist Practice Role (The Massachusetts Nurse of the Future Core Competency Model, The American Association of Colleges of Nursing [AACN] Essentials of Baccalaureate Education for Professional Nursing Practice, Quality and Safety Education for Nurses, and Institutes of Medicine).

Education is a dynamic process that responds to internal and external environmental influences. This curriculum framework provides a flexible structure that accommodates change and recognizes continued growth within the profession and the members it encompasses. Reflecting the synergism of its parts, the goal of the curriculum framework and the curriculum it represents is to prepare nurses who are able to promote optimal health and maximize human potential through caring.

The curriculum framework depicts the progression of knowledge acquisition. The innermost circle for each level represents the liberal arts education & scientific foundation that is the cornerstone upon which nursing knowledge is built.

The middle circle for each level represents core nursing knowledge, attitudes and skills and is divided into radiating quadrants that represent competencies from applicable credentialing and practice organizations. The lines demarcating the quadrants are broken, indicating movement and shifts in emphasis among the quadrants. This movement symbolizes the varying emphases that are placed on the different quadrants at different points in the program. At graduation, there should be a balance among the quadrants connoting our belief in the equal importance of all aspects of professional nursing education.

The outer circle for each level represents the outcomes of the curriculum expressed as roles to be assumed by our graduates within the external practice environments. Deliberately unbounded, this circle symbolizes the potential for growth in these areas and signifies our commitment to the principle of lifelong learning.
USM BSN CORE COMPETENCIES
OBJECTIVES OF PROGRAMS
BACCALAUREATE PROGRAM OBJECTIVES/COMPETENCIES

**Patient-Centered Care**
1. Provides nursing care to meet the holistic needs of the patient (socioeconomic, cultural, ethic, and spiritual values)
2. Demonstrates caring behavior toward patients, significant others, and groups of people receiving care

**Professionalism**
1. Reflects on one’s own beliefs and values as they relate to professional practice
2. Follows dress code
3. Respects faculty, staff, peers and patients
4. Adheres to regulatory standards and policies that impact provision of nursing care
5. Protects patient privacy and confidentiality of patient records and other privileged communications
6. Arrives on time. Informs instructor prior to clinical of an absence
7. Readily admits mistakes and oversights; and makes corrective actions
8. Actively participates in clinical learning activities

**Clinical Judgment**
1. Assess and interprets subjective and objective data, including vital signs, laboratory tests and other patient findings
2. Recognizes deviations from client patterns using evidence-based knowledge and reports this to the appropriate person(s)
3. Demonstrates the ability to prioritize
4. Evaluates client responses to interventions and revises plan of care appropriately
5. Completes physical assessment and reports abnormal findings to the appropriate person(s)

**Quality and Safety**
1. Uses patient identifiers
2. Utilizes standard practices related to infection control
3. Safely implements evidence-based practices to reduce patient risk (including but not limited to falls and skin integrity)
4. Administers medications safely according to professional standards/regulations
5. Performs procedures/interventions/treatments correctly within a reasonable time frame
6. Recognizes and reports unsafe healthcare practices to the appropriate person(s)
7. Seeks assistance as needed to provide safe quality care
8. Actively seeks information about quality initiatives/core measures

**Evidence Based Practice**
1. Prepares and submits an individualized plan of care/clinical assignment based on patient values, clinical expertise and evidence
2. Performs evidenced based interventions
3. Evaluates evidenced based interventions and outcome.
Communication/Informatics/Technology
1. Uses clear, concise and effective communication including written, electronic and verbal methods
2. Documents interventions and nursing outcomes according to professional standards
3. Accesses appropriate and credible information effectively and efficiently
4. Manages technology/equipment safely in assessing and monitoring patient

Teamwork and Collaboration
2. Collaborates with different professional roles and contributes in the provision of providing patient care
3. Assists other students and staff as needed
4. Uses collegial communication

Leadership
1. Participates in the change process to improve patient care and satisfaction (patient/staff) in the work environment.
2. Assigns, directs and supervises ancillary personnel and support staff in carrying out our particular roles/functions aimed at achieving quality patient care (Senior level)
3. Motivates and organizes the group to accomplish tasks/projects
4. Exhibits positive influence among peer group
CHAPTER II
ACADEMIC INFORMATION

The following information is intended as a guide for students who declare an undergraduate nursing major on the Gulf Park or Hattiesburg campus. The information provided here can also be reviewed in the Undergraduate Bulletin. The University of Southern Mississippi, School of Professional Nursing Practice Student Handbook is available online (www.usm.edu/nursing) and students should consult the online handbook for each academic year for updates.

ADVISEMENT ON PROGRAMS OF STUDY

Undergraduate Students
All students in the College of Nursing are assigned an adviser. It is the responsibility of each student to consult his/her adviser prior to registration each semester and if problems arise. Advisement is by appointment.
## PROGRAMS OF STUDY

### BSN PROGRAM
Bachelor of Science in Nursing  
(Effective Fall 2013)

### NON-NURSING PREREQUISITE COURSES AND CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>World Civilization to 1648 AD</td>
<td>3</td>
</tr>
<tr>
<td>World Civilization since 1648 AD</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Course (Appreciation)</td>
<td>3</td>
</tr>
<tr>
<td>World Literature</td>
<td>3</td>
</tr>
<tr>
<td>Marriage and Family (The Family)</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth and Development (Developmental Psychology)</td>
<td>3</td>
</tr>
<tr>
<td>* Human Anatomy and Physiology I w/ lab</td>
<td>4</td>
</tr>
<tr>
<td>* Human Anatomy and Physiology II w/ lab</td>
<td>4</td>
</tr>
<tr>
<td>* Microbiology w/lab</td>
<td>4</td>
</tr>
<tr>
<td>* General Chemistry w/lab or Fundamentals of General</td>
<td>4</td>
</tr>
<tr>
<td>* Principles of Biology w/ lab or Human Biology w/lab</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Grade of C or better is required in all courses.  
*At the time of application, three of the five natural sciences must be completed. Only one natural science course may be repeated, onetime.

TOTAL HOURS ........................................................................................................................................59

### USM UPPER-DIVISION UNDERGRADUATE COURSES

#### 1st Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 321 Introduction to Clinical Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NSG 321L Intro to Clinical Nursing Practice Lab É2</td>
<td></td>
</tr>
<tr>
<td>NSG 333 Health Promotion &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NSG 333L Health Promotion &amp; Assessment Lab (SS)</td>
<td>1</td>
</tr>
<tr>
<td>NSG 337 Professional Nursing Concepts I(WI, CC, SI) É.3</td>
<td></td>
</tr>
<tr>
<td>NSG 311 Pathophysiology</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 2nd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 338 Chronic Conditions Across the Lifespan</td>
<td>5</td>
</tr>
<tr>
<td>NSG 338L Chronic Conditions Across the Lifespan Lab</td>
<td>3</td>
</tr>
<tr>
<td>NSG 371 Mental Health Maintenance and Restoration</td>
<td>3</td>
</tr>
<tr>
<td>NSG 371L Mental Health Maintenance Restoration Lab</td>
<td>1</td>
</tr>
<tr>
<td>NSG 341 Nursing Pharmacology</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 3rd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 407 Population-Focused Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NSG 407L Population-Focused Nursing Lab</td>
<td>1</td>
</tr>
<tr>
<td>NSG 417 Health Care Systems</td>
<td>3</td>
</tr>
<tr>
<td>NSG 418 Evidence Based Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 4th Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 432 Acute Conditions Across the Lifespan</td>
<td>5</td>
</tr>
<tr>
<td>NSG 432L Acute Conditions Across the Lifespan Lab</td>
<td>3</td>
</tr>
<tr>
<td>NSG 446 Health Promotion and Maintenance in Childbearing Family</td>
<td>3</td>
</tr>
<tr>
<td>NSG 446L Health Promotion and Maintenance in Childbearing Family Lab</td>
<td>1</td>
</tr>
<tr>
<td>NSG 434 Professional Nursing Concepts II</td>
<td>.3</td>
</tr>
</tbody>
</table>

#### 5th Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 472 Complex Conditions Across the Lifespan</td>
<td>5</td>
</tr>
<tr>
<td>NSG 472L Complex Conditions Across the Lifespan Lab</td>
<td>3</td>
</tr>
<tr>
<td>NSG 486 Synthesis of Knowledge for Transition into Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NSG 488 Leadership (capstone)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Hours in BSN Program** ..................................................................................................................69  
**TOTAL HOURS: BSN DEGREE** ..............................................................................................................128

Each student has final responsibility to ascertain that he or she has complied with all applicable catalog requirements for graduation. Faculty advisers assist students in developing their programs, but these advisers cannot waive or vary degree requirements as they appear in the *University Bulletin*.  

School of Professional Nursing Practice Student Handbook 2017-2018
### NON-NURSING PREREQUISITE COURSES AND CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>World Civilization to 1648 AD</td>
<td>3</td>
</tr>
<tr>
<td>World Civilization since 1648 AD</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition in Health Care</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Course (Appreciation)</td>
<td>3</td>
</tr>
<tr>
<td>World Literature</td>
<td>3</td>
</tr>
<tr>
<td>Marriage and Family (The Family)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Growth and Development (Developmental Psychology)</td>
<td>3</td>
</tr>
<tr>
<td>* Human Anatomy and Physiology I w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>* Human Anatomy and Physiology II w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>* Microbiology w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>* General Chemistry w/ lab or Fundamentals of General, Organic and</td>
<td>4</td>
</tr>
<tr>
<td>Biochemistry w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>* Principles of Biology w/ lab or Human Biology w/ Biology w/ Lab</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: Grade of C or better is required in all courses.

* May only repeat/retake one required science prerequisite one time.

### TOTAL HOURS

59

### USM UPPER-DIVISION UNDERGRADUATE COURSES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Semester-Fall</td>
<td>NSG 321 Introduction to Clinical Nursing Practice*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 333 Health Promotion and Assessment *</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 321L Introduction to Clinical Nursing Practice Lab**</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>NSG 333L Health Promotion and Assessment Lab**</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>NSG 311 Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 337 Professional Nursing Concepts 1</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 341 Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Semester - Spring</td>
<td>NSG 432 Acute Conditions Across the Lifespan</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>NSG 432L Acute Conditions across the Lifespan Lab</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 434 Professional Nursing Concepts II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 446 Health Promotion &amp; Maintenance in Child-Bearing Family</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 446L Health Promotion &amp; Maintenance in Child-Bearing Family Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Semester - Summer</td>
<td>NSG 338 Chronic Conditions Across the Lifespan..</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>NSG 338L Chronic Conditions Across the Lifespan Lab</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 371 Mental Health Maintenance and Restoration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 371L Mental Health Maintenance and Restoration Lab**</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Semester - Fall</td>
<td>NSG 472 Complex Conditions Across the Lifespan</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>NSG 472L Complex Conditions Across the Lifespan Lab</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 486 Synthesis of Knowledge for Transition Into Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 488 Leadership (CAPSTONE)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; Semester Spring</td>
<td>NSG 328 Acute Conditions Across the Lifespan</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>NSG 328L Acute Conditions Across the Lifespan Lab</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 446 Health Promotion &amp; Maintenance in Child-Bearing Family</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NSG 446L Health Promotion &amp; Maintenance in Child-Bearing Family Lab</td>
<td>1</td>
</tr>
</tbody>
</table>

**Transfer credits**

**Clinical/Challenge credits**

(if clinical challenges are unsuccessful, student must take theory and/or lab courses with other BSN students)

Each student has final responsibility to ascertain that s/he has advisers assist students in developing their programs, but these

Complied with all applicable catalog requirements for graduation. Faculty advisors cannot waive or vary degree requirements as they appear in the University Bulletin.

TOTAL HOURS: BSN DEGREE 69

**Transfer credits**

**Clinical/Challenge credits**

(if clinical challenges are unsuccessful, student must take theory and/or lab courses with other BSN students)

Complied with all applicable catalog requirements for graduation. Faculty advisors cannot waive or vary degree requirements as they appear in the University Bulletin.

TOTAL HOURS: BSN DEGREE 69
1. **Rationale or background to policy:** Students should review each test and determine the weakest areas and topics and strengthen their knowledge on those topics. Just answering questions will not prepare the student for the NCLEX examination that they will have to take to obtain their nursing license. The student must learn the content for application to clinical judgment and decision-making in nursing. Critical thinking and clinical judgment are essential for nurses to provide safe and effective nursing care.

2. **Policy** All courses have assigned Kaplan integrated tests that include remediation based upon individual assessment results. Integrated tests should be administered one to two weeks prior to final exam.

3. **Procedures:** Faculty will schedule Integrated Testing sessions by sending an e-mail to integrated.support@kaplan.com at least 5 business days prior to the exam. *NOTE: For test security and integrity reasons, usernames and passwords should never be shared. Faculty will administer the tests under proctored conditions.*

Courses with integrated tests include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Kaplan Integrated Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>N SG 3 3 7 Profession Nursing</td>
<td>Critical Thinking (no remediation)</td>
</tr>
<tr>
<td>Concepts I</td>
<td></td>
</tr>
<tr>
<td>N SG 3 2 1 Introduction to Clinical Practice</td>
<td>Fundamentals (75 items; 90 minutes)</td>
</tr>
<tr>
<td>N SG 3 3 3 Health Promotion and Assessment</td>
<td>Wellness/Physical Assessment (75 items; 90 minutes)</td>
</tr>
<tr>
<td>N SG 3 3 8 Chronic Conditions</td>
<td>Medical Surgical 1 [custom exam for chronic conditions] (90 items; 102 minutes)</td>
</tr>
<tr>
<td>Across the Lifespan</td>
<td></td>
</tr>
<tr>
<td>N SG 3 4 1 Nursing Pharmacology</td>
<td>Pharmacology / Parenteral (75 items; 90 minutes)</td>
</tr>
<tr>
<td>N SG 3 7 1 Mental Health Maintenance &amp; Restoration Across the Lifespan</td>
<td>Psychosocial (75 items; 90 minutes)</td>
</tr>
<tr>
<td>N SG 407 Population Focused Nursing</td>
<td>Community Test (75 items; 90 minutes)</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
</tr>
<tr>
<td>NSG 418</td>
<td>Evidence Based Practice</td>
</tr>
</tbody>
</table>
| NSG 432 | Acute Conditions Across the Lifespan | Medical Surgical 2 [custom exam for acute conditions] (90 items; 102 minutes)  
Nutrition (75 items; 90 minutes) |
| NSG 446 | Health Promotion & Maintenance in Childbearing Families | OB (75 items; 90 minutes)  
**OR**  
OB / Growth & Development (75 items; 90 minutes) |
| NSG 472 | Complex Conditions Across the Lifespan | Medical Surgical Comprehensive (75 items; 90 minutes)  
Pediatric (75 items; 90 minutes) |
| NSG 486 | Synthesis of Knowledge for Transition into Nursing Practice | Nursing Assessment Test [administer at beginning of last semester]; (180 questions; 216 minutes)  
Exit Exams (See Exit Exam Policy):  
Kaplan Secure Predictor  
Kaplan Diagnostic Test |

**Scoring on the Integrated Tests and Remediation:**

**All students** are required to evaluate their test and review areas they need to study. (encourage all students to complete the review and analysis of integrated test)

- A remediation plan **is required for all students** on the integrated tests.
- Remediation is mandatory and will be assigned by the course faculty based upon a student’s score.
- A completion date for the remediation plan will be assigned by the faculty.
- Test scores and assigned remediation will be monitored by the course faculty.

A report will be submitted by course faculty to the Director of the BSN Program verifying that all students have completed remediation.

**Students will complete Kaplan Study Guide for Integrated Tests**

1. **Section 1:** Students will receive a Review and Analysis of Integrated Test: This is to help the student evaluate their test and guide them to where they need to study. If this was a “normal test, it will show how the student compares with the group of students who took this same test across the United States (or how they compared with the national norm). If it shows a Percentile Ranking, it will compare how the student stands with other nursing students.

   For example: 74th percentile means the student did better than 74% of all the students who took the test across the United States. On the Analysis page that contains graphs, the colored bar on the top represents the student’s percentage of correct answers for that area, the gray bar below it represents how the nation answered the same questions. The goal is for students to score equal to or greater than the national average. If students score less than the national average, the student needs more study in that content area. When clicking on the actual topic there may be up to 3 bolded areas:
1) **Kaplan Overview** – general information on the topic

2) **Essential Nursing Care** – more in depth information that includes assessment, implementation, outcomes

3) **Background for Nursing Care** – additional information on patient teaching, pathophysiology, complications

There are many resources provided to assist the students in learning the content. The student must review each test and determine the weakest areas and topics and strengthen their knowledge on those topics. Just answering questions will not prepare the student for the NCLEX examination. The student must learn the content and be able to make sound clinical decisions at the patient’s bedside.

**The student should complete chart below on Kaplan site and follow the instructions to promote success**

<table>
<thead>
<tr>
<th>Date of Test</th>
<th>% Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click on “Analysis”</td>
<td>%  (“How well did I do as compared to other students in the nation?”)</td>
</tr>
<tr>
<td>Percentile Ranking</td>
<td>(If this is a high number, work on staying with your first answer.)</td>
</tr>
<tr>
<td>Number of answers changed from Correct to Incorrect?</td>
<td></td>
</tr>
<tr>
<td>Number of answers changed from Incorrect to Correct?</td>
<td></td>
</tr>
<tr>
<td>Look further at the graphs</td>
<td></td>
</tr>
<tr>
<td>Make a note on which were your strongest and weakest.</td>
<td></td>
</tr>
<tr>
<td>Any area less than 50% needs more study.</td>
<td></td>
</tr>
<tr>
<td>Level of Difficulty—— (Write in the percentage on the top bar for each area.)</td>
<td></td>
</tr>
<tr>
<td>Which area was your strongest?</td>
<td></td>
</tr>
<tr>
<td>Recall ___ Understanding concepts ______ Making mg judgments ______ Setting Priorities ______</td>
<td></td>
</tr>
<tr>
<td>Which area was your weakest?</td>
<td></td>
</tr>
<tr>
<td>Recall ___ Understanding concepts ______ Making mg judgments ______ Setting Priorities ______</td>
<td></td>
</tr>
<tr>
<td>Clinical Concept—— (Write in the percentage on the top bar for each area.)</td>
<td></td>
</tr>
<tr>
<td>Diagnostic procedures ______ Therapeutic procedures ______ Meeting client needs: physical ______</td>
<td></td>
</tr>
<tr>
<td>Communication ______ Critical thinking ______</td>
<td></td>
</tr>
<tr>
<td>Click the “back” button; Click on “Review”</td>
<td></td>
</tr>
<tr>
<td>Look at any topic that you answered incorrect. (It has a red “x” in the left hand column)</td>
<td></td>
</tr>
<tr>
<td>List each topic that was answered incorrectly and make a note/flash card for it.</td>
<td></td>
</tr>
<tr>
<td>Write the topic on one side and the information from Topic Review (3 levels) on the back.</td>
<td></td>
</tr>
<tr>
<td>Ask other students/people to quiz you on the topics.</td>
<td></td>
</tr>
<tr>
<td>For further practice in Focus Review:</td>
<td></td>
</tr>
<tr>
<td>1) Create Your Own Test</td>
<td></td>
</tr>
<tr>
<td>2) Search Remediations</td>
<td></td>
</tr>
<tr>
<td>Click on “Go” to the right of “Create Your Own Test”.</td>
<td></td>
</tr>
<tr>
<td>Select all categories and select specific topic from this test.</td>
<td></td>
</tr>
<tr>
<td>Click on “Go” to the right of “Search Remediations”.</td>
<td></td>
</tr>
<tr>
<td>Select all categories and select specific topic from this test.</td>
<td></td>
</tr>
<tr>
<td>(Topics may be in one or both of these areas.)</td>
<td></td>
</tr>
<tr>
<td>For further practice in Basics Book</td>
<td></td>
</tr>
<tr>
<td>Locate appropriate chapter.</td>
<td></td>
</tr>
<tr>
<td>Look in the index for specific topics from the test for location in the Basics Book.</td>
<td></td>
</tr>
</tbody>
</table>

Additional examples of remediation include (but not limited to):

- Have students complete note cards on topics that need more study. Create a focused review including all information possible to strengthen knowledge on those topics.
- Take Kaplan focused review tests (focus on rationales and learning content in topics needing more study.)
- Have students prepare a 15 minute focused lecture on topics that need more study.
- Have students review content videos:

1) To access these videos, go to your Kaplan IT student homepage. RN:
   https://kaplanlwwtesting.kaplan.com/S_Login.aspx
2) Locate NCLEX Prep (gray box on lower right.)
3) Click on top link > NCLEX Review.
4) Look for title “Review of Content” – click “Go” to the right.
5) Seven categories will appear. Click on one and an audio/video presentation of that topic will appear.
   Click on any module to start viewing the video. Hover over each module to see the title. The video list is shown below.
Basic Care and Comfort:
- Mobility and Immobility
- Conditions Limiting Mobility
- Interventions to Promote Comfort
- Musculoskeletal Trauma
- Rest and Sleep Disturbances
- Nutrition
- Elimination

Health Promotion and Maintenance:
- Growth and Development
- Childbearing Normal
- Childbearing Maternal Complications
- Childbearing Neonatal Normal
- Neonatal Complications
- Reproduction
- Prevention and Early Detection of Disease

Physiological Adaptation:
- Medical Emergencies
- Fluid and Electrolyte Imbalances
- Alterations in Body Systems
- Cancer

Physiological Integrity:
- Coping and Adaptation –I
- Coping and Adaptation –2
- Coping and Adaptation –3
- Psychosocial Adaptation
- Psychopathology
- Chemical Dependency
- Abuse and Neglect

Pharmacological and Parenteral Therapies:
- Blood and Blood Products
- Intravenous Therapy
- Medications – Part I
- Medications –Part II
- Medications –Part III
- Medications –Part IV
- Side Effects

Reduction of Risk Potential:
- Sensory and Perceptual Alterations
- Alterations in Body Systems –Part I
- Alterations in Body Systems –Part II
- Alterations in Body Systems –Part III
- Perioperative Care
- Diagnostic Tests
- Therapeutic Procedures

Safe and Effective Care Environment:
- Management of care

Safety and Infection Control
1. **Rationale or background to policy:** to act as a gap analysis for the student as they begin to individualize their preparation for the NCLEX, and to evaluate the probability of passing the NCLEX.

2. **Policy:**

Customized comprehensive exit predictor exams will be administered to undergraduate BSN students during their second semester, senior year.

3. **Procedure:**

1. The Exit Kaplan Predictor tests will be administered in *NSG 486 Synthesis of knowledge for Transition into Nursing Practice in new curriculum* by the NSG 486 faculty. These tests will be given prior to students exiting the program.
2. All Exit Kaplan Predictor tests will be administered in NSG 486 on the same day.
3. Different versions of the Exit Kaplan Predictor tests will be administered.
   - The Kaplan Secure Predictor #1 is a normed test with attached predictability data. This is a 150 item secure test which must be proctored, and will not reveal answers/rationales to the students when the test has been completed. The students will have topic remediation links available to them.
   - The Kaplan Diagnostic Test is a 180 item test and will be administered as a secure proctored test. This test provides the student with the opportunity to evaluate their content gaps and enables them to direct their own trajectory of study for NCLEX. This test will be administered at end of the semester prior to the Kaplan Live Review Course.
4. The minimum acceptable score on the Kaplan Secure Predictor #1 test is 62 (95% probability of passing NCLEX). The minimum acceptable score on the Kaplan Diagnostic test is 65 (95% probability of passing NCLEX).
5. No other exams will be given to applicable fourth semester students on the same day as Kaplan Predictor tests.
6. All students will meet with their assigned NSG 486 faculty for a remediation contract. Faculty will identify remediation areas and activities on the contract with the student. All students will remediate on both Kaplan Predictor tests.
7. Students not completing the individualized remediation plans, will receive a grade of “I” in NSG 486. The faculty will replace the “I” with the student’s earned course grade when remediation is successfully completed.
8. All students will be required to take the Kaplan Review Course upon graduation.
**Faculty’s Responsibilities**

1. Schedule and administer the Kaplan Predictor tests.  
2. Send reports of student scores, related statistical data, and a summary of remediation activities to the Director of the BSN Program.  
3. Initiate remediation contracts for all students addressing content gaps.  
4. Encourage students to complete their remediation contracts by deadlines.  
5. Evaluate whether the students successfully complete remediation assignments within the time frames allowed. Report remediation outcomes and submit completed remediation contracts to the Director of the BSN Program at the end of each semester.  
6. Submit completed contracts at end of the semester to be placed in student files.  
7. Notify the Director of the BSN Program of students who fail to complete their remediation contracts.

**The Coordinator of the BSN Program will:**

1. Address problems in regard to incomplete remediation contracts.  
2. Provide related reports, statistical data, and a summary of remediation activities to the Director of School of Professional Nursing Practice and Dean of the college and appropriate school and college groups and committees.  
3. Communicate regularly with faculty regarding Kaplan progression policy and implementation outcomes.  
4. Assure that all students’ Exit Kaplan Predictor scores and remediation contracts are placed in student records.
## Exit Kaplan Predictor Advisement Plan

<table>
<thead>
<tr>
<th>Student:</th>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>Hattiesburg</td>
<td>Gulf Park</td>
</tr>
</tbody>
</table>

**Faculty:**

<table>
<thead>
<tr>
<th>Kaplan Secure Predictor #1 Score:</th>
<th>Benchmark Score &gt; 62</th>
</tr>
</thead>
</table>

### Advisement Plan

Meet with *NSG 486* faculty and develop the remediation plan as outlined below.

<table>
<thead>
<tr>
<th>Student/Faculty Meeting Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>“I agree to the advisement plan.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Signature:</th>
</tr>
</thead>
</table>

### Advisement Contract Due Date:

| Contract obligations complete. Proceed to take Kaplan Diagnostic test. |
| Contract obligations incomplete, recommend: |

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Faculty Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Faculty Signature:</th>
</tr>
</thead>
</table>
## Exit Kaplan Predictor Advisement Plan

<table>
<thead>
<tr>
<th>Student:</th>
<th>First Name:</th>
<th>Last Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>Hattiesburg</td>
<td>Gulf Park</td>
</tr>
<tr>
<td>Faculty:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kaplan Diagnostic Test:</th>
<th>Benchmark Score &gt; 65</th>
</tr>
</thead>
</table>

### Advisement Plan

1. Meet with NSG 486 faculty and develop the remediation plan as outlined below.
2. Attend Kaplan Review Course

<table>
<thead>
<tr>
<th>Student/Faculty Meeting Date:</th>
<th>“I agree to the advisement plan.”</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Signature:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advisement Contract Due Date:</th>
<th>Contract obligations complete. Proceed to take Kaplan Diagnostic test.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>Faculty Signature:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Contract obligations incomplete, recommend:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date:</td>
</tr>
<tr>
<td></td>
<td>Faculty Signature:</td>
</tr>
</tbody>
</table>
1. Rationale or background to policy:

The policy defines the medication calculation examination process during the BSN nursing program. An exam will be given in 4 semesters of the program of study.

2. Policy Statement

A Dosage and Calculation exam will be administered at the beginning of clinical courses in which students are giving medications in the clinical setting. (This includes: 338L, 432L, 446L and 472L) The student will pass the exam with the approved score of 100% prior to beginning medication administration.

A committee, comprised of clinical coordinators and the director of the undergraduate BSN program, will create the test blueprint for the dosage calculation test. Each clinical coordinator will be responsible for creating three versions of the test which will also be approved by the committee. The clinical course coordinator will be responsible for administering the test during the first clinical orientation class of the above listed clinical courses.

In the 1st semester when medication administration is confined to the lab setting. The exam is incorporated into NSG 321. Students are required to pass the medication calculation exam with a score of 100% prior to performing medication administration in a clinical setting. The NSG 321 coordinator is responsible for the examination procedure.

Procedure

First semester BSN students:

1. The exam will be administered in NSG 321 Introduction to Clinical Nursing Practice (theory).
2. The exam will be constructed using the recommendations of a committee of clinical coordinators and the director of the BSN undergraduate program.
3. The student must score 100% on the exam to pass.
4. The first attempt will count as 5% of the student’s theory evaluation.
5. Scores for the second and third attempts to pass the exam will not be reflected in the student’s evaluation.
6. The student will have 3 scheduled opportunities to pass the exam with a score of 100%.
7. After the second unsuccessful attempt the student will meet with the instructor to review a remediation
plan. Remediation includes completion of Kaplan math modules and review of content in the required textbook. Additional assignments may be included. After the plan is completed, a third exam will be scheduled.

8. A third unsuccessful attempt (a score less than 100%) will require the student to withdraw from the course and any co-requisite courses.

Second through fifth semester BSN students:

1. The medication calculation exam will be administered in the following clinical courses:
   a. 338 L Chronic
   b. 432 L Acute
   c. 446 L Child-Bearing Families
   d. 472 L Complex

2. The exam will be constructed using the recommendations of a committee of clinical coordinators and the director of the BSN undergraduate program.

3. The student will review in the assigned medication calculation book, drug dosage calculation problems prior to the first exam in each level.

4. The student must score 100% on the exam prior to medication administration in any setting.

5. The student may attend a clinical rotation during the period of time medication calculation exams are administered but will not perform medication administration until the exam is completed with a score of 100%.

6. An unsuccessful attempt to pass each exam will result in a score of 1 on the clinical evaluation tool. This score will be reflected in the Clinical Competencies category that encompasses quality and safety, and clinical judgment. The score of 1 designates unsatisfactory; fails to meet standards; intense guidance needed.

7. The medication calculation exam will comprise 12.5% of the student’s total score for the clinical courses involved (338L, 432L, 446L, and 472L).
   Dosage Calculation 1st attempt = 100 or 12.5; 2nd attempt (score of 100) = 85 or 10.625; final attempt (score of 100) = 77 or 9.625.

8. Students will be given three opportunities to score 100 on the exam. After the second attempt the student is required to complete a remediation plan. This plan consists of meeting with the clinical instructor, completion of Kaplan math modules, and review of content in the required textbook. Additional assignments may be included. Remediation must be completed prior to the next clinical experience.

9. A third exam will be administered by the clinical instructor after remediation is complete. The clinical course coordinator will oversee that all remediation has been completed.

Following the third unsuccessful attempt to pass the medication calculation exam (scoring less than 100%) the student will be required to withdraw from the clinical course and any co-requisite courses.
1. **Rationale or background to policy:** To provide guidelines for students seeking nursing course credit for previous military courses and experience.

2. **Policy Statement**

   - Student seeking admission to the BSN program’s Veterans Pathway may receive transfer credit for the following courses:
     - Nursing 321 Introduction to Clinical Nursing - 3 credit hours
     - Nursing 333 Health Promotions and Assessment - 3 credit hours

   - For students to receive credit for the above courses they must have:
     - Documentation on their military transcripts of the following courses:
       - **Navy**
         - NER-HN-001 or
         - NER-HN-002 or
         - NER-HN-004 or
         - NER-HN-003 and NV-0703-0008, or
         - NV-0703-0003 and NV-0709-0005
       - **Army**
         - AR-0709-0065 or
         - AR-0801-0036or
         - AR-0709-0067 and AR-0709-0070
       - **Air Force**
         - 8AQI4N03101AA or
         - Practical Nurse Technology Associate of Applied Science Degree

     - Healthcare specialization designation on the DD Form 214 or Military Transcript of one of the following:
       - Advanced Tactical Paramedic
       - Aerospace Medical Service
       - Corpsman (Navy)
       - Healthcare Specialist
       - Hospital Corpsman
       - Hospital man
       - Medic (Army or Air Force)
         - Medical Specialist
         - Patient Care Specialist
Other (must have documentation on the military transcript of one of the courses identified to receive credit)

(This designation on the DD Form 214 can be found in item 11 “Primary Specialty”)

○ Successfully pass with a “C” or better the clinical challenges for Nursing 321L “Introduction to Clinical Nursing Practice Lab” and Nursing 333L “Health Promotion and Assessment Lab”.

• Request for military transcript evaluation must be requested at the University Admission’s Office at the time of application to the BSN program.

3. Procedures: As stated within the Policy Statement
1. **Rationale or background to policy**: To provide guidelines for students in the Veterans Pathway that wish to challenge specific nursing courses.

2. **Policy Statement**:

   **Undergraduate**:
   
   - A student admitted to the Veterans Pathway in the BSN program may be allowed to challenge specific College of Nursing Clinical Courses.
   
   - These course are:
     - Nursing 321L Introduction to Clinical Nursing Practice Lab (2 credit hours)
     - Nursing 333L Health Promotion and Assessment Lab (1 credit hour)
     - Nursing 371L Mental Health Maintenance and Restoration Lab (1 credit hour)
     - Nursing 407L Population Focused Nursing Lab (1 credit hour)

   - Prior to challenging any of the above courses, the student must be admitted to the BSN program.

   - Challenge courses must be successfully completed with a grade of “C” or better. Challenge courses must be passed according to the evaluation criteria listed in the specific syllabus within the first week of the semester. If the student is unsuccessful with a challenge course, they must take the theory and lab courses in the generic BSN program in a face-to-face format.

   - The student will be allowed only one attempt to pass the challenge course.

**Procedures**: As stated within the Policy Statement and USM Bulletin “Credit by Examination” policy. See the evaluation criteria listed in the specific challenge course syllabus for successful completion.
1. **Rationale or background to policy**: To provide guidelines for students wishing to add/drop/withdraw from a course or program.

2. **Policy Statement**

   **Undergraduate**:

   a. Students should notify, and preferably meet with, Faculty, Coordinator of program, Director of School of Nursing and Assistant to the Dean for Advisement & Academic Records or their designees.

   b. **For progression in the USM School of Professional Nursing Practice, students may not withdraw more than twice during the undergraduate program of study.**

   c. Refer to “Add/Drop/Withdrawal” area of the “General Academic Information” section of the Undergraduate Bulletin.

   **Graduate**:

   a. Meet with Faculty and Coordinator of program.

   b. Refer to “Add/Drop/Withdrawal” area of the “General Academic Information” section of the Graduate Bulletin

3. ** Procedures**: As stated within the Policy Statement.
1. **Rationale or background to policy:** To provide guidelines for students enrolled in the School of Nursing.

2. **Policy Statement**

   **Undergraduate:**

   - Upon admission to the program of study, the undergraduate must sign the “Technical Standards Statement” indicating that the student is able to meet these criteria with or without reasonable accommodations.

   - If a student becomes out of sequence in the regular, full time Nursing Plan of Study due to dropping a course, course failure, or personal circumstances, the student will be assisted by his or her advisor to create a new plan of study, which may include part time course work in the nursing program.

   - If a student is unsuccessful in NSG 472/NSG 472L Complex Conditions Across the Lifespan, the student must repeat NSG 486 Synthesis of Knowledge for Transition into Nursing Practice along with NSG 472/472L.

   - Only one nursing course may be repeated due to failure. When a course is repeated depends on availability of space in the course and priority is given to those needing the course to graduate. Students who fail a course are required to meet with the assigned academic advisor to receive counseling regarding future success in the nursing program. If a BSN applicant takes and fails a nursing elective before acceptance into the BSN program this will be treated as one nursing failure after admission into the BSN Program.

   - Theory courses with associated clinical courses in the generic BSN program are counted as one course in terms of failures. If a generic BSN student fails any component of one theory/clinical course, this counts as one failure.

   - If a second nursing course is failed, a student may not progress in the nursing program. The student will be notified by whom? An appeal of the denial of progression may be made to the School of Nursing Admissions, Progression, and Retention (APR) Committee. See process below:

   - A student may appeal CON admission or progression decisions. The student must contact The Program Director to obtain the name of the APR Committee Chairperson. The student must then contact the Chair of the APR committee at least 15 days prior to the onset of the upcoming semester to alert the Chair that an appeal request will be forthcoming. The Chair of
the APR committee will notify the student of the date of the appeals meeting.

- The student must provide a written letter to the APR Chair at least 5 working days before the appeals meeting. The letter should outline: a) the appeal request, b) any condition or circumstance that may have arisen to contribute to the negative outcome, c) an action plan for success if the appeal is granted, and d) any supporting materials that may facilitate the appeal request.

  - Voting members of the APR Committee will review each student’s appeal request with respect and confidentiality.
  - Voting members of the APR Committee will recommend admission and progression/readmission decisions to the chair of the department via the APR Chair.
  - The chair of the department will notify the student via a letter of the admission or progression decision.
  - The APR Chair will maintain a record of appeal decisions.

- Refer to “Academic Probation/Dismissal/Progression” area in “College of Nursing,” “Department of Collaborative Nursing Care” section of the Undergraduate Bulletin.

- Students enrolled in the Veterans BSN pathway must pass the challenge courses with a grade of “C” or better. If the student is not successful in the challenge course, the student must take the theory and lab courses in the generic BSN program in a face-to-face format.
1. **Rationale or background to policy:** To offer guidance to students regarding incomplete grades.

2. **Policy Statement**

   • It is the student’s responsibility to assure that any grade of Incomplete or “I” is removed and replaced with a minimum grade of “C”. The student may not progress to the next semester with an “I” in a prerequisite course.

   • If an “I” has not been removed by the end of the next semester (excluding summer semester) it automatically becomes an “F”

3. **Procedures:** As stated within the policy statement. Refer to the USM Undergraduate Bulletin.
1. Rationale or background to policy:

The position of the School of Nursing is that students, as future registered nurse professionals, or licensed registered nurse students should in their conduct abide by the American Nurses’ Association’s (ANA’s) *Code of Ethics for Nurses with Interpretive Statements* in its entirety.

This policy is to be considered in tandem with policies contained in the School of Professional Nursing Practice Student Handbook, the University’s Student Handbook, as well as other University policies.

2. Policy Statement

The American Nurses Association’s *Code of Ethics for Nurses with Interpretive Statements* forms the professional code of conduct for registered nurses and future registered nurses. Breach of professional conduct includes, but is not limited to the following:

1. Committing fraud or deceit in the application process to the School of Nursing or while enrolled in the School of Nursing
2. Negligently or willfully acting in a manner inconsistent with the health or safety of others
3. Engaging in conduct likely to deceive, defraud, or harm others
4. Negligently or willfully violating any rule, regulation or policy of the School of Nursing or the College or the University
5. Participating in classroom or clinical activities while under the influence of alcohol and/or drugs as evidenced by any of the following:
   a. Positive screen for alcohol, an illegal substance or unauthorized medication;
   b. Pattern of abuse or habitual abuse of authorized or unauthorized medications;
   c. Impairment while in classroom or clinical setting while using authorized or unauthorized medications;
   d. Refusal to submit drug screen;
   e. Submission of diluted, adulterated or substituted specimen for testing; and/or
   f. Noncompliance with a treatment plan for a substance abuse disorder.
6. Negligently or willfully implementing nursing care in a manner that fails to meet generally accepted standards of such nursing practice.
7. Falsifying, plagiarizing, or in a negligent manner making incorrect entries or failing to make essential entries in records or any other written work
8. Engaging in disorderly conduct or breach of the peace, such as obstruction or disruption of teaching, physical or verbal abuse, or detention of any person, while engaged in any School of Nursing activity
9. Having a physical, mental, or emotional condition that renders the student unable to
provide nursing care with appropriate skill and safety.

10. Engaging in activities that breach client confidentiality or protected health information.

11. Violation of any other policy or code of the School of Nursing, College, University, and/or the American Nurses Association’s *Code of Ethics for Nurses with Interpretive Statements*.

In their role as students, students are expected to exhibit professional conduct in all situations that are school-related, even if these situations are not directly a part of sanctioned school activities. Examples of situations outside of the usual school-sanctioned activities, which occur in the classroom, clinical, and on-campus settings, include, but are not limited to, discussions and pictures posted on a social media site or behavior that occurs at social gatherings.

3. Procedures:

All School of Nursing personnel are obligated to report suspected incidences of professional misconduct to the student’s Program Director. The following is a description of the process for reporting alleged professional misconduct:

1. Unprofessional conduct involving a student can be reported by any employee of the University or a collaborative institution. Unprofessional conduct may also be reported by a student or concerned community member.

2. The School of Nursing employee receiving the report will contact the student’s Program Director who will contact and work with the Director of the School.

3. After receiving the report of student alleged misconduct the appropriate Program Director will conduct a preliminary inquiry and will meet with the student to clarify the accusations. The appropriate Program Director will inform the student of the process and possible outcomes of behavior.

4. The student, Program Director, and any faculty involved will document the description of the incident.

5. After the meeting with the student regarding the alleged misconduct, the appropriate Program Director will refer the incident to the School Director and Associate Dean with his/her recommendation for action.

6. Within one week of meeting with the student, evidence of reported unprofessional conduct will be gathered and evaluated by the School Director, Program Director, and Associate Dean.

7. If the School Director, Program Director, and Associate Dean determine that the incident (severity and circumstances surrounding such) does not merit a hearing before the Professional Conduct Committee but does represent behavior that is not in accordance with School and College policies or professional standards, the School Director may issue an admonition or warning about future conduct and/or may require a written behavioral contract be signed by the student. A copy of the admonition/warning or behavioral contract will be given to the student and a copy will be kept in the student’s file.

8. If the School Director, Program Coordinator, and Associate Dean determine that there is cause to believe the conduct rises to the level of a breach of the code of conduct outlined in this policy, related School of Nursing, College and/or University policies, the Associate Dean will call for an assembly of the Professional Conduct Committee for resolution.

9. The College of Nursing Professional Conduct Committee will be convened by the Associate Dean within one week for a hearing and decision regarding further disciplinary action.
10. The accused student shall have the right to:
   a. Notification of charges;
   b. A summary of evidence to be presented at the hearing;
   c. The right of the student to have an advisor (which may be an attorney) present at the hearing. The advisor will not be allowed to question witnesses, address the Committee, or otherwise participate in the hearing process. The advisor may serve in an advisory capacity only during the hearing process.
   d. The right of the student to present evidence at the hearing;
   e. The right of the student to call witnesses; and
   f. A speedy and closed hearing.

11. At the hearing, the Professional Conduct Committee will do the following:
   a. Review the documentation of the alleged breach of professional conduct;
   b. Provide the student an opportunity to offer an explanation of his/her conduct and to provide any other relevant information;
   c. Discuss with the student the academic consequences related to the alleged policy violation that include, but are not limited to dismissal from the program.
   d. Recommend action based upon the evidence presented, including any disciplinary sanctions.

12. The student will be notified in writing of the decision of the Professional Conduct Committee as soon as possible.

13. The student may appeal the decision of the Professional Conduct Committee by following the grievance process as outlined in the Grievance Policy in the University Student Handbook, http://www.usm.edu/student-handbook/university-grievance-policy

14. All information related to suspected or validated cases of unprofessional conduct will be kept by the Associate Dean in the College.

15. Within the College, only the Dean, the Associate Deans, School Director, the Program Coordinator, and members of the Professional Conduct Committee will have access to this information.

16. This information will not be released outside the school or the college without the student’s written permission except to proper University Administration officials for the purposes of reviewing policy and procedure and possible litigation.

17. This information will be kept in the office of the Associate Dean until such time as the student has made application for and passed licensing examinations or for a period of five years, whichever occurs first, after which time the information will be destroyed.

18. University police may be contacted at any point that a School of Nursing faculty member or administrator deems it necessary for safety reasons. The appropriate State Board of Nursing, Assistant VP of Student Affairs/Dean of Students, Graduate School Dean, and/or University attorney may be contacted by a School Director or college administrator during any point in the above process.
1. **Rationale or background to policy:** The University recognizes that a positive instructional environment is essential to student learning. Students and faculty both have responsibilities for maintaining an appropriate learning environment based on mutual respect, in which academic freedom for both is protected.

2. **Policy Statement**

Classroom disruptions interfere with the academic mission of the university. The intent of this Policy is to help preserve the highest standards of teaching and learning; maximize the sharing, construction, and creation of knowledge; protect academic freedom; and advance the mission of the University as an institution of higher learning.

(Refer to the Classroom-Conduct Policy at [http://www.usm.edu/provost/classroom-conduct-policy](http://www.usm.edu/provost/classroom-conduct-policy) and [http://www.usm.edu/police/clery-act](http://www.usm.edu/police/clery-act) for additional information)

3. **Procedures:** As stated in the Policy Statement.
1. **Rationale or Background**: The School of Professional Nursing Practice aims to adhere to the recommendations of the Quality and Safety Education for Nurses (QSEN) project. Patient-centered care and safe practice are key competencies required by students.

“The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work” (QSEN, n.d. para. 1).

QSEN defines safety skills as the nurse/student being able to:

- a. Demonstrate effective use of technology & standardized practices that support safety & quality
- b. Demonstrate effective use of strategies to reduce risk of harm to self or others
- c. Use appropriate strategies to reduce reliance on memory (such as, forcing functions, checklists)


2. **Policy Statement**

The School of Professional Nursing Practice defines safe clinical practice according to the QSEN safety skills listed above. Nursing care provided by a student should be delivered in a reasonable and prudent manner with an awareness of the potential effects of the student’s actions and decisions. Such actions and decisions should not endanger the mental and physical health and/or well-being of a patient or any other person.

Students are required to practice according to the same legal, ethical, and professional standards that licensed registered nurses are bound to follow. Students also are bound to practice according to the policies, rules, and regulations of the:

- College of Nursing and Health Professions, School of Professional Nursing Practice
- Clinical facilities in which they complete clinical assignments
- Mississippi State Board of Nursing
- American Nurses Association *Scope & Standards of Practice*, and the
- American Nurses Association *Code of Ethics for Nurses with Interpretive Statements*

Clinical faculty and/or a faculty-approved registered nurse designee will provide direct or indirect supervision of all nursing student activities that may affect patients. Nursing students do not have the authority to perform clinical activities independently, especially activities that carry a foreseeable risk of patient harm. Students must use good clinical judgment during clinical activities. For example, if a
student independently elects to assist a patient in ambulating, the patient’s situation should be deemed safe to do so. A student’s failure to seek appropriate faculty guidance, help, and/or approval in performing or engaging in clinical activities is considered to be unsafe clinical practice.

Students must be supervised by faculty or a faculty-approved registered nurse designee for patient-care procedures, treatments, documentation, and medication administration.

Students will be assigned to a patient or a group of patients under the supervision of the faculty member and in collaboration with patients and/or primary (staff) nurses or nurse managers. Students are not allowed to abandon their patient-care assignments.

Because of their education and credentialing, faculty are assumed to have the ability to judge when a student’s clinical practice is unsafe. In their role as course teacher and based on their educated judgment, faculty are granted the option to fail a student in a lab course when the student’s clinical practice is either consistently unsafe or, even in one instance, seriously endangers the health and safety of any person in a willful or negligent manner.

3. **Procedure:**

Faculty members are responsible for ongoing feedback to students regarding their clinical performance, assuring that students are apprised of problematic behavior. When a faculty member deems that a student is not following safe clinical practice standards, the faculty member will initiate the following procedure:

1. Unsafe practice and/or behavior will result in a formal conference with the student to discuss the identified pattern of unacceptable action and its implications for the student. The conference will be documented and will include a summary of the unsafe behavior identified by the faculty member. The student will receive a copy of this documentation.

2. If a student’s behavior rises to the level of seriously jeopardizing a person’s health or safety, the student may be given a course failure based on consistent unsafe clinical practice or even in one instance of unsafe clinical practice.

3. In the instance of #2 above, the faculty member should notify the Program Coordinator and School Director of a student’s failure.

4. In some cases, based on the faculty member’s judgment and in conjunction with input from School administrators, the student may be referred to the Professional Conduct Committee before a failing grade is awarded. Appropriate Professional Conduct policies apply.

5. If a student does fail a lab course before the end of the semester, the student will not be allowed to continue participating in the course. This rule is used to protect patient safety.

Students have the option of appealing lab course failures according to the policy and procedures used to appeal any other course failure.
1. **Rationale or background to policy:** A grievance is defined as the claim of an individual student that there has been a violation, misinterpretation, or misapplication of a rule, policy or procedure. Student grievances may be either grade related or non-grade related.

2. **Policy Statement:**
   - **Non-grade related grievances** will originate and resolution will be sought at the level of the school of nursing.

3. **Procedures:** Student

   Grievance Process:

   - Step 1: Faculty member (if applicable)
   - Step 2: Program coordinator of student’s degree program (if applicable)
   - Step 3: Director of School (if applicable)
   - Step 4: Associate Dean of the College
   - Step 5: Dean of the College

For additional information regarding the grievance policy please refer to the University Student Handbook available via the USM website ([www.usm.edu/student-handbook](http://www.usm.edu/student-handbook)).
SCHOOL OF PROFESSIONAL NURSING PRACTICE

Policy Area: Student
Subject: Academic Information
Title of Policy: Undergraduate Grading Scale
Number: SON1035
Effective Date: August 2014
Supersedes:
Approved Date: 4/5/05
Revision Date: Approved by: NFO

1. **Rationale or background to policy:** To give guidance to students.

2. **Policy Statement**

The undergraduate “Grading Scale” for the School of Professional Nursing Practice is as follows:

A 93-100  
B 85-92  
C 77-84 **Students must receive a “C” or better to progress in the program  
D 69-76  
F 68% or below
3. **Procedures:** As stated within the policy statement.
1. **Rationale or background to policy:** To offer guidance in how clinical and theory courses are graded.

2. **Policy Statement:**

   **Undergraduate (generic BSN):**

   Students will earn separate grades for co-requisite theory and clinical courses. These courses must be successfully completed within the same semester; therefore, students must enroll concurrently in the theory course and its co-requisite clinical course each semester until the student is successful in both courses within the same semester.

3. **Procedures:**

   **Undergraduate (generic BSN):**

   Students will receive a separate grade for the theory course and the co-requisite clinical course based on the student’s performance within the individual courses. In order to progress in the BSN program, a student must successfully complete both the theory and its co-requisite clinical course within the same semester.

   Faculty will provide students with written and/or verbal feedback regarding their progress throughout the semester as outlined in the evaluation portion of the theory and co-requisite clinical course syllabi. Students may request a meeting with faculty to discuss their progress at any time during the semester.
SCHOOL OF PROFESSIONAL NURSING PRACTICE

<table>
<thead>
<tr>
<th>Policy Area: Student</th>
<th>Subject: Academic Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Policy: Grade Rounding</td>
<td>Number: SON1043</td>
</tr>
<tr>
<td>Effective Date: August 2014</td>
<td>Supersedes:</td>
</tr>
<tr>
<td>Approved Date: 02/2012</td>
<td>Approved by: NFO</td>
</tr>
<tr>
<td>Revision Date: 11-28-17</td>
<td>Revised by: School of Professional Nursing Practice and SPNP Curriculum Committee</td>
</tr>
</tbody>
</table>

1. **Rationale or background to policy:** To provide students an understanding of how grades will be rounded in the School of Professional Nursing Practice.

2. **Policy Statement:** No exam/test/quiz grades or course assignment grades will be rounded. The final course grade will **not** be rounded. All grades will be recorded to 2 decimal points (e.g. 92.59). Students must achieve at least a grade of 77.00 to successfully pass each course.

3. **Procedures:** No exam/test/quiz grades or course assignments will be rounded. All grades will be recorded to 2 decimal points. The final course grade will **not** be rounded (e.g. 92.59 = B; 84.59 = C; 76.59 = D). Students must achieve at least a grade of 77.00 to pass each course.
## CHAPTER III: COURSE INFORMATION

<table>
<thead>
<tr>
<th>Policy Area:</th>
<th>Student Undergraduate</th>
<th>Subject:</th>
<th>Course Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Policy:</td>
<td>Clinical Attendance</td>
<td>Number:</td>
<td>SON1047</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>August 2014</td>
<td>Supersedes:</td>
<td></td>
</tr>
<tr>
<td>Approved Date:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revision Date:</td>
<td>Approved by:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Rationale or background to policy:** The goal of the faculty is to provide each student enrolled in a Southern Miss nursing program with clinical learning experiences that will allow the student to meet the program objectives.

2. **Policy Statement**

   Clinical experiences may include evenings, nights, and/or weekends based upon facility, preceptor, and faculty availability. Clinical attendance is mandatory. A situation may arise that precludes the student from attending a clinical experience, e.g., illness, jury duty, etc. The student must notify the faculty member prior to the missed clinical experience. Based on the faculty member’s evaluation, one of the following outcomes will occur:

   1. A clinical make-up day(s) may be scheduled,
   2. The situation or duration of the absence(s) may necessitate that the student withdraws(s) from the course because of inability to meet course objectives, or
   3. The student may be excused.

   The student must submit a completed “Clinical Continuation Form” to the faculty member before returning to clinical. Please attach supporting documentation to the form, e.g., statement from health care provider or copy of jury summons. All absences and circumstances surrounding absences will be documented on the “Clinical Evaluation Form” by the faculty member. It is understood that the student exonerates the School of Nursing, the College, the University, and the Clinical Facility from any responsibility for resulting complications.

3. **Procedures:** As stated in the policy statement.
CLINICAL CONTINUATION FORM

The University of Southern Mississippi School of Professional Nursing Practice

Student Name: ___________________________ ID Number: ___________________________

Date(s) of Absence: ___________________________ Clinical Agency: ___________________________

Reason for Absence:

________________________________________

Was formal health care sought? ______ Yes____ No

Explain: ____________________________________________

________________________________________

Faculty Recommendation:

________________________________________

Faculty Signature/Date ___________________________

Disposition (limitations, further recommendations):

________________________________________

NOTE: Please attach health provider’s documentation of approval for readmission to the clinical area if applicable.

Student should submit the original form to the Program Coordinator and a copy to the clinical faculty.
1. Rationale or background to policy:

The position of the School of Professional Nursing Practice is that students, as future registered nurse professionals, or licensed registered nurse students should in their conduct abide by the American Nurses’ Association’s (ANA’s) Code of Ethics for Nurses with Interpretive Statements in its entirety.

This policy is focused on maintaining student safety and the safety of others who are affected by School of Nursing students’ behaviors whenever the person is in a student role. It is to be considered in tandem with policies contained in the School of Professional Nursing Practice Student Handbook, the University’s Student Handbook, as well as other University policies.

2. Policy Statement:

Impairment in this policy includes a student engaging in clinical, classroom, or school-related activities when the student is influenced by factors that have a negative impact on the student’s or another person’s safety or negatively affect the student’s competence in managing intellectual, emotional, or physical performance of activities. Whether or not it is readily apparent to an observer that a student’s behavior is impaired, students should be free of chemical impairment during participation in all parts of the nursing program including classrooms, laboratories, and clinical settings.

The School of Nursing defines the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medications; illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substance includes episodic misuse or chronic use that has produced psychological and/or physical symptomology.

3. Procedures:

Identification of a student with possible chemical impairment is based upon a pattern of observed and/or objective behaviors that may indicate substance use and/or abuse. This pattern of behaviors includes the violation of professional standards policy, alcohol on the breath, cognitive impairment, slurred speech, motor incapacity, absenteeism, tardiness, and inconsistent performance. When a nursing faculty member or clinical site representative observes a student exhibiting behavior indicative of being impaired or otherwise notices that a student may have used drugs and/or alcohol, the following procedure should be enacted:

A. The faculty member and a colleague will confront the student with the behavior observed.
B. The faculty member will curtail the student’s current school-related activities and request an immediate alcohol test or drug screen at a facility chosen by the School of Nursing. The School of Nursing will assume the cost of the alcohol test or drug screen.

4. Consequences

   A. Refusal to Test

      A refusal by a student to submit to testing will be treated as if the test result was positive.

   B. Negative Test Result

      If the drug or alcohol test is negative, no action will be taken, and the student will be allowed to participate in all School of Nursing clinical activities. The student will be allowed to make up any missed coursework and clinical activities.

   C. Positive Test Result, Other Violations, and Self-Admission

      If a drug or alcohol test is positive, if a student violates this policy in any other manner, or if the student admits drug or alcohol use, abuse, or dependency:

      1. The Program Coordinator, the School Director, and the Associate Dean will be notified by the faculty member.

      2. The student will be immediately suspended from the nursing program (but not from the University).

      3. The Program Coordinator will refer the student to CARES for assistance in obtaining treatment by a chemical/substance dependency program, including those dependency programs approved by the School of Nursing.

      4. The student will be provided a written notice of a hearing before the College of Nursing Professional Conduct Committee that will be convened by the Associate Dean. The hearing should occur within one week of the incident and the Committee shall determine a decision regarding further disciplinary action of the student. If the student is in treatment in a chemical/substance dependency program, the College of Nursing Professional Conduct Committee will be convened at a later date.

      5. The written notice of hearing should inform the accused student of the following: a. Notification of charges; b. A summary of evidence to be presented at the hearing; c. The right of the student to have an advisor (which may be an attorney) present at the hearing. The advisor will not be allowed to question witnesses, address the Committee, or otherwise participate in the hearing process. The advisor may serve in an advisory capacity only during the hearing process. d. The right of the student to present evidence at the hearing; e. The right of the student to call witnesses; and f. A speedy and closed hearing.

      6. At the hearing, the Professional Conduct Committee will do the following: a. Review the documentation of the alleged impairment; b. Provide the student an opportunity to offer an explanation of his/her conduct and to provide any other relevant information;
c. Discuss with the student the academic consequences related to the alleged policy violation that include, but are not limited to dismissal from the program.
d. Discuss with the student the chemical/substance dependency programs approved by the School of Nursing.
e. Recommend action based upon the evidence presented, including any disciplinary sanctions.

7. The student will be notified in writing of the decision of the Professional Conduct Committee as soon as possible.

8. The student may appeal the decision of the Professional Conduct Committee by following the grievance process as outlined in the Grievance Policy in the University Student Handbook, http://www.usm.edu/student-handbook/university-grievance-policy.

5 Reentry into the Academic and Clinical Environment

A. Application

1. A student who has been suspended or dismissed for chemical/substance use, abuse or dependency may apply for probationary readmission to the nursing program upon completion of a chemical/substance dependency program approved by the School of Nursing.

2. There will be no right to readmission whatsoever. The school may require any such applicant for readmission to meet the same standards as any current applicant for initial admission to the School, as well as any additional standards and conditions the School may impose related to assurance that the applicant is not chemically dependent, a chemical/substance abuser, or in violation of any law.

3. No person shall be eligible for readmission if that person is not eligible, under applicable laws, for licensure as a registered nurse due to the existence of a criminal record.

4. If probationary readmission is granted, after-care monitoring will be required for the duration of the student’s course of study.

B After-Care Monitoring Requirements

1. The student must present an after-care program approved by an attending physician and the School.

2. The following after-care program documentation must be submitted to the Program Coordinator:

   a. Monthly written progress reports from the after-care counselor or contact person, which should include the following:

      ● Copies of all random drug screens obtained by after-care personnel;
      ● Any information regarding the student’s cooperation in furnishing a urine or blood specimen for the purpose of having a drug screen performed.
      ● Any information regarding the student’s cooperation in attending counseling sessions as stipulated in the after-care program.
      ● Any incidence of alcohol or drug use.
h. Copies of all prescriptions including not only current prescriptions but also refills;

c. Copies of all random urine and/or blood screens; a minimum of one per month. All screens must be performed by an agency approved by the School of Nursing.

3. Failure to abide by after-care monitoring requirements and/or evidence of continued chemical/substance use, abuse, or dependency shall be grounds for permanent dismissal from the School of Nursing.


A. University police may be contacted at any point that a School of Nursing faculty member or administrator deems it necessary for safety reasons. The appropriate State Board of Nursing, Assistant VP of Student Affairs/Dean of Students, Graduate School Dean, and/or University attorney may be contacted by a School or college administrator during any point in the above process.

B. All information related to suspected or validated cases of chemical/substance use, abuse, or dependency will be kept by the Associate Dean in the CON.

C. Within the CON, only the Dean, the Associate Dean, the Department Chair, the Program Director, and members of the Professional Conduct Committee will have access to this information.

D. This information will not be released outside the school or college without the student’s written permission except to proper University Administration officials for the purposes of reviewing policy and procedure and possible litigation.

E. This information will be kept in the office of the Associate Dean until such time as the student has made application for and passed the licensing exam or for a period of five years. Then after licensure or five years, the information will be destroyed.
1. **Rationale or background to policy:** The School of Professional Nursing Practice at The University of Southern Mississippi has a vital interest in maintaining a safe, healthy, and efficient environment for its faculty, staff, and students in an environment free from the misuse of drugs and alcohol. Such misuse of drugs and alcohol is detrimental to the physical and psychological wellbeing of nursing students, and in turn, to the safety of their patients. Therefore, every undergraduate and graduate student enrolled in a clinical nursing course is required to undergo an alcohol and drug-screening test at least every twelve months and may be undergo additional alcohol and drug screenings depending upon the circumstances.

2. **Policy Statement:** All undergraduate nursing students must produce a negative alcohol and drug screening test before admission and annually while in a School of Nursing program. Testing and results must be managed according to the procedure outlined below.

3. **Procedure for Annual Alcohol/Drug Screen**

   The student is responsible for the following:

   1. Scheduling the **11-point urine screening test** at a local hospital or laboratory entity independent of The University of Southern Mississippi (USM). The School of Nursing recommends the following labs:

      a. Lab Test Depot for the Hattiesburg campus
      b. Lab Test for the Gulf Coast campus.

      Students may choose any lab entity independent of The University of Southern Mississippi. However, if a lab other than the School recommended labs are used, prior approval must be obtained from the Hattiesburg Office of Student Services in the College of Nursing.

      Drug testing should be performed for, but not limited to, the presence of cannabinoids, cocaine, opiates, amphetamines, barbiturates, benzodiazepines, propoxyphene, phencyclidine (PCP), methadone, methaqualone, MDMA (ecstasy), or metabolites of any such substance.

   2. Assuring that the laboratory mails or faxes results of the drug screen directly to the CN Hattiesburg Student Services office:

      601-266-6144 (fax) or

      Assistant to the Dean for Academic Records & Advisement
      Student Services College of Nursing
      University of Southern Mississippi
      118 College Drive #5095
      Hattiesburg, MS 39406
3. Paying for the alcohol and drug screening test and confirmation.

4. Assuring that results are on file with the Associate Dean via the college Hattiesburg Student Services office one month prior to the first day of the semester for a new admission and annually thereafter.

   **Note:** Results may take up to 2 weeks to reach the College. Students must plan accordingly.

5. An alcohol and drug test from a student’s employer will be accepted if it meets the above criteria.

6. No student will be allowed to continue in a clinical nursing course and/or participate in School of Nursing activities at an associated health care agency until the results of the alcohol and drug screening test have been submitted to and are on file at the College.

7. If the results of the alcohol and drug-screening test are positive, the student must not continue in nursing courses. The student will have access to due process to contest the screening results using the Breach of Impaired Nursing Student and Professional Conduct Policy. Students who do not choose to pursue due process through the Breach of Professional Conduct and Impaired Nursing Student Policy must withdraw from the School of Nursing.

8. If a student refuses to submit to a routine controlled substance screen, he/she will not be allowed to continue in a clinical nursing course and/or participate in School of Nursing activities with associated health care agencies.

9. The faculty defines an undergraduate and graduate clinical nursing course as a combination of theory and clinical experiences. These two components are inseparable. Clinical nursing courses include theory and co-requisite lab/clinical courses and stand-alone clinical practicums (e.g., preceptorship, clinical practicums) in all undergraduate and graduate nursing programs of study.

4. **Additional Alcohol/Drug Screen Testing**

Most clinical nursing sites and associated health care agencies endorse a drug free workplace. Therefore, drug and/or alcohol testing may be required of a student under certain circumstances. Likewise, during enrollment in the School of Professional Nursing Practice, a student may be required by the School to undergo drug and/or alcohol testing for cause when there is reasonable suspicion that that student is under the influence of illegal drugs and/or alcohol, or the use or misuse of prescribed or over-the-counter medications based upon, but not limited to the following examples:

a. unusual or aberrant behavior or patterns of abnormal or erratic behavior;
b. physical symptoms of impairment;
c. arrest or conviction for a drug or alcohol related offense;
d. evidence of drug tampering, drug diversion, or misappropriation;
e. direct observation of drug use or discrepant drug counts;
f. if investigation of missing controlled substances points to a particular student as having a high likelihood of being involved;
g. alterations in student clinical and/or didactic performance that may not be attributed to other causes;
h. following a work-related injury, illness, or accident with evidence that it may have been related to use of a controlled substance; or
i. Observation of poor judgment or careless acts which have caused or had the potential to cause a threat to patient safety, jeopardized or had the potential to jeopardize the safety of self or others, or resulted or had the potential to result in damage to equipment.
A refusal by a student to submit to testing may be grounds for disciplinary action, including dismissal from the program. The student will not be allowed to continue in a clinical nursing course and/or participate in School of Nursing activities with associated health care agencies.

If the results of the alcohol and/or drug-screening test are positive, the student must not continue in nursing courses. The student will have access to due process to contest the screening results using the Breach of Impaired Nursing Student and Professional Conduct Policy. Students who do not choose to pursue due process through the Breach of Professional Conduct and Impaired Nursing Student Policy must withdraw from the School of Nursing.
1. **Rationale or background to policy:** Mississippi House Bill1077 requires criminal background checks for employees of healthcare organizations. Many healthcare agencies in turn require criminal background checks for nursing students engaged in clinical experiences in their organization. The Mississippi Board of Nursing also requires a criminal background check prior to initial licensure as a registered nurse. The University of Southern Mississippi, College of Nursing is contractually obliged to comply with requirements set forth by agencies utilized for student clinical experiences. Therefore, all nursing students enrolled in a clinical nursing course are required to submit to fingerprinting and a criminal background check before attending any clinical experience in any agency. The criminal background check and review will be conducted by one private vendor approved by the Dean of the College. Background checks conducted by any vendor or agency that is not approved will not be accepted. Students will contract directly with the approved vendor and the student is responsible for all costs associated with the criminal background check.

2. **Policy Statement**

The initial criminal background check will be required upon enrollment in the first clinical nursing course. The results of the background check are valid for two years. A student who has a break in enrollment for a full semester or more will be required to submit to second background check upon enrollment in a clinical nursing course. If a student refuses to submit to a background check he/she will not be allowed to continue in any clinical nursing course and will therefore be unable to complete the plan of study required for completion of the nursing degree.

The required criminal background check and vendor review will include, but is not limited to a review of:

- County of Residence Criminal Record
- Residence History
- National Healthcare Fraud & Abuse Scan
- National Sexual Offenders Index

Procedures:

Each student must complete the nursing student disclosure and release form available from the private vendor. Results of the criminal background check and vendor review will be available to the Associate Dean and to clinical agencies as necessary to meet contractual obligations. Clinical agencies may deny student admission to their facility based upon the information in the background check and review. Any student who is denied access to a clinical facility based upon the results of the criminal background check will meet with either the Associate Dean as appropriate, to evaluate the background check and vendor review. If the charges are
incompatible with eligibility for licensure as a registered nurse in the state of Mississippi, the student will be dismissed from the program. If the charges are not incompatible with eligibility for licensure as a registered nurse in the state of Mississippi, an attempt will be made to find comparable clinical placement for the student. If no clinical facility can be found that is willing to accept the student, the student will not be able to complete the plan of study required for completion of the nursing degree and will need to withdraw from the nursing program.

The faculty defines an undergraduate clinical nursing course as a combination of theory and clinical experiences. These two components are inseparable and include: Introduction to Clinical Nursing Practice and Introduction to Clinical Nursing Practice (NSG 321/321L); Health Promotion and Assessment and Health Promotion and Assessment Lab (NSG 333/333L); Chronic Conditions Across the Lifespan and Chronic Conditions Across the Lifespan Lab (NSG338/338L); Mental Health Maintenance and Restoration and Mental Health Maintenance and Restoration Lab (NSG 371/371L); Population Focused Nursing and Population Focused Nursing Lab (NSG 407/407L); Acute Conditions Across the Lifespan and Acute Conditions Across the Lifespan Lab (NSG 432/432L); Health Promotion and Maintenance In The Child Bearing Family and Health Promotion and Maintenance In The Child Bearing Family Lab (NSG 446/446L); and Complex Conditions Across the Lifespan and Complex Conditions Across the Lifespan Lab (NSG 472/472L).
1. **Rationale or background to policy:** To provide students and clinical patients/staff safety, and protection from communicable diseases.

2. **Policy Statement**
   All students are required to have the following health and professional information on file in the School of Professional Nursing Practice.

   1. “History and Physical” form completed prior to beginning nursing course work (all programs)
   2. MMR — Refer to “Admission to the University” section of the Undergraduate Bulletin and Graduate Bulletin
   3. Current tuberculosis (TB) skin test or QuantiFERON-G Test every 6 or 12 months (semi-annual testing is based on clinical facility requirements) throughout the duration of the program of study
   A. If positive for the first time, you must: be evaluated for active tuberculosis by a health care provider or the local health department, b) follow their recommendations, and c) provide the College of Nursing with written clearance to proceed with attending classes and clinical.
   B. If you have a history of positive skin tests or positive QuantiFERON-G Test, then you must
      Have your health care provider complete the “Positive TB Follow-up Form”, and b) submit the completed form to the College of Nursing before attending classes and clinical.
   4. Current Tdap immunization (due every 10 years)
   5. Hepatitis B Virus immunization or waiver
   6. Evidence of immunity to varicella (see policy)
   7. All nursing students must provide evidence of receiving an annual influenza vaccine by November 1st each fall semester unless contraindicated and until the end of the program of study. Students who decline influenza immunization must sign a waiver.
   8. Current unrestricted RN license (RN-BSN and graduate students)
   9. Current CPR Certification — Health Provider Type throughout the duration of the program of study. CPR Certification from online provider will not be accepted for students without current RN license.
   10. Criminal Background Check
   11. Current Liability (Malpractice) Insurance — Each student is charged a fee at the time of registration each semester for each clinical course to cover professional liability insurance for that semester. Coverage is $1,000,000 per occurrence, $3,000,000 aggregate.
   12. Signed “Technical Standards Statement” indicating that the student is able to meet the technical standards criteria with or without reasonable accommodations.
13. Routine alcohol and drug screening at least every 12 months

14. All students are required to maintain updated CON required documentation and provide a copy to Student Services in order to be compliant with the CON policies and to participate in clinical activities at any site including orientation. Documentation of TB testing (skin or lab) and Health Care Provider CPR must be current the entire semester and be received by the due date prior to the semester starting.

**Due dates are:** January 5 for Spring semester, May 5 for Summer semester, and August 5 for Fall semester. No documentation may expire during the semester.

15. Students will be dropped from clinical courses if documentation is not received by the due date and be reinstated into any open lab on an as available basis—may be a different section. No student will be allowed to participate in clinical activities including orientation unless documentation has been received in Student Services.

3. Procedures: Students are informed upon acceptance to the program of requirements and due dates. Students not meeting requirements will not attend clinical.
## ADMISSION HISTORY AND PHYSICAL FORM

<table>
<thead>
<tr>
<th>The University of Southern Mississippi–School of Professional Nursing Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HISTORY &amp; PHYSICAL EXAMINATION</strong></td>
</tr>
</tbody>
</table>

### Name

### Health History

- Asthma
- Diabetes
- Hepatitis
- Hypertension
- Heart Disease
- Mental Illness
- Seizures
- Other illness

### Surgical History

### Medications

- DRUG ALLERGIES
- FOOD ALLERGIES
- ENVIRONMENTAL ALLERGIES
- LATEX ALLERGY

### Allergies

- General
  - Height
  - Weight
  - Blood Pressure
  - Pulse

### Examination Findings

#### HEENT

- Neurological: Cranial Nerves II-XII
- Eyes: Sclerae
- Conjunctivae
- Pupils
  - Visual Acuity/20 with or without correction?
- Ears: R Canal, P TM, L Canal
- LTM Conversational hearing intact
- Nose: Nares/Septum
- Sinuses
- Mouth/Throat: Mucosa
- Teeth
- Gums
- Pharynx
- Tonsils
- Neck: Thyroid, Nodes

#### CHEST

- Cardiovascular: Rhythm
- Rate
- Murmur/gallop
- Respiratory:
  - Rate
  - Lungs (auscultation)
- Wheezing/crackles/rhonchi

#### ABDOMEN

- Gastrointestinal: Bowel sounds
- Organomegaly

#### GENITOURINARY

- CVA tenderness (bilateral)

#### MUSCULOSKELETAL

- Muscle strength:
  - ↑ ext R __ L ; ↓ ext R __ L
- Joints:
  - ↑ ext R __ L ; ↓ ext R __ L
  - Note any swelling, redness, tenderness, deformity, or restricted ROM of joints.

### OTHER:

### Recommendation of NP or MD

- Approved for full participation in nursing program
- Approval contingent upon the following:

### Signature of NP or MD

### Date of Examination

---

School of Professional Nursing Practice Student Handbook 2017-2018 53
<table>
<thead>
<tr>
<th>Student Name</th>
<th>Provider/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TBSkinTest</strong></td>
<td></td>
</tr>
<tr>
<td>Results</td>
<td>Date of Results or</td>
</tr>
<tr>
<td></td>
<td>Results from QuantiFERON-GTest or</td>
</tr>
<tr>
<td></td>
<td>Results from Chest X-Ray</td>
</tr>
<tr>
<td><strong>Hepatitis B</strong></td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;dosedate</td>
<td></td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;dosedate</td>
<td></td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt;dosedate</td>
<td></td>
</tr>
<tr>
<td>Hepatitis B Titer results and date</td>
<td></td>
</tr>
<tr>
<td><strong>Tdap Vaccine</strong></td>
<td></td>
</tr>
<tr>
<td>Date of vaccine</td>
<td></td>
</tr>
<tr>
<td><strong>MMR</strong></td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; dose date</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;dosedate</td>
</tr>
<tr>
<td><strong>Varicella Vaccine</strong></td>
<td></td>
</tr>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt;dose date</td>
<td></td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt;dosedate or</td>
<td></td>
</tr>
<tr>
<td>Evidence of immunity</td>
<td></td>
</tr>
</tbody>
</table>
Positive TB Test Follow-up Form

This form will be used for School of Nursing faculty and students who have a positive TB test.

NAME __________________________ FACULTY/STUDENT_____________________

POSITION ______________________

EMPLOYMENT DATE ___/___/____ ENTRY DATE IN CON ______

Please respond to each listed symptoms by placing check mark ( ) in either the (“Yes”) or (“No”) space.

Have you experienced the following symptoms recently or in the past year?
YES      NO

___      ___  A cough, if yes, is it:_______ productive/_______ nonproductive

___      ___  Hemoptysis (coughing up blood)

___      ___  Chest Pains

___      ___  Weight loss (5 lbs. Or greater unexplained)

___      ___  Loss of appetite

___      ___  Difficulty breathing

Healthcare provider signature ____________________ Date ________________

Faculty/Student signature ____________________ Date ________________

Date of previous chest radiograph: __________________

Recommendation: Chest radiograph indicated Y N

Date ordered __________________

Follow up: __________________

If any of the above items have a “yes”, follow recommendation of TB Medical Consultant/Health Department. A statement from the TB Medical Consultant/Health Department must be provided.
1. Rationale or background to policy: All undergraduate and graduate students admitted to the nursing programs are required to have a 2-dose varicella vaccine or provide evidence of immunity upon admission to the undergraduate nursing programs.

2. Policy Statement Evidence of immunity varicella in adults includes any of the following:

   1. Documentation of 2 doses of varicella vaccine at least 4 weeks apart;
   2. History of varicella based on diagnosis or verification of varicella by health-care provider (for a patient reporting a history of or presenting with an atypical case, a mild case, or both, health-care providers should seek either an epidemiologic link with a typical varicella case or evidence of laboratory confirmation, if it was performed at the time of acute illness);
   3. History of herpes zoster based on health-care provider diagnosis; or
   4. Laboratory evidence of immunity or laboratory confirmation of disease.

3. Procedures: The above documentation must be submitted to student services.
1. **Rationale or background to policy:** All undergraduate nursing students in the School of Professional Nursing Practice are required to have a tetanus, diphtheria, and pertussis vaccine to provide evidence of immunity.

2. **Policy Statement**

   All undergraduate nursing students must provide evidence of receiving the Tdap vaccine on admission to the School of Nursing and it must remain current until the end of the program of study. The immunization is valid for 10 years.

3. **Procedures:** None.
1. **Rationale or background to policy:** All undergraduate nursing students in the School of Nursing are required to have an annual influenza vaccine.

2. **Policy Statement**

   All undergraduate nursing students must provide evidence of receiving an annual influenza vaccine by November 1st each fall semester unless contraindicated and until the end of the program of study. Students who decline influenza immunization must sign a waiver and abide by the policy of the clinical agency.

3. **Procedures:** None.
INFLUENZA VACCINATION WAIVER FORM

I waive the requirement for influenza vaccination. I further absolve The University of Southern Mississippi, the College, the School of Professional Nursing Practice, and all clinical agencies where I practice as a student from liability regarding influenza exposure.

Signature: __________________________
Date: __________________________
Witness: __________________________
1. **Rationale or background to policy**: Maintaining confidentiality regarding patients and patient care at the affiliated healthcare agencies used by The University of Southern Mississippi School of Professional Nursing practice is of primary importance.

2. **Policy Statement**
   Students are responsible for completing and signing a University of Southern Mississippi School of Nursing Confidentiality Agreement annually prior to being allowed access to patient files in any agency used for clinical education. Signed forms are kept on file in the School of Nursing Administrative Office.

3. **Procedure**
   a.) At the beginning of each academic year, students will complete and sign a University of Southern Mississippi School of Professional Nursing Practice Confidentiality Agreement form prior to accessing patient files in any agency used for clinical education. DUE ANNUALLY.
   b.) Signed and completed forms will be submitted to the School of Nursing Administrative Office for filing in the student record.
CONFIDENTIALITY AGREEMENT

Maintaining confidentiality regarding patients and patient care at the affiliated healthcare agencies used by The University of Southern Mississippi School of Professional Nursing Practice, faculty/staff employment records, and student healthcare records are of primary importance.

In addition to each agency policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient health information to be kept confidential. Additionally, patients and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. In order to protect this right to confidentiality and to comply with federal and state laws, students, faculty and staff must agree to hold all information (including, but not limited to, patient names, their health information, and relevant agency information) gained through their employment, enrollment, clinical assignments or professional/research projects at any agency used by The University of Southern Mississippi School of Professional Nursing Practice in strictest confidence. Confidentiality includes, but is not limited to, not discussing patients or their health conditions with persons who do not have a need to know and not removing any documents with individually identifiable patient data from the agency. I also understand the terms of this Confidentiality Agreement, and I agree to abide by the above confidentiality requirements. I further understand that any breach of patient’s confidentiality may result in corrective action against me as described in The University of Southern Mississippi School of Professional Nursing Practice student and faculty/staff handbooks.

Student Acknowledgement

Faculty/Staff Acknowledgement

Clinical Course Number/Name:

Faculty/Staff Name (print): Faculty/Staff Signature: Date:

Semester/Year:

Student Name (print):

Student Signature:

Clinical Course Faculty Name (print):

Clinical Course Faculty Signature:

Date:
1. **Rationale or background to policy**: In order to establish that students are able to complete the physical and intellectual requirements of the nursing program; the following Technical Standards must be met with or without reasonable accommodations.

2. **Policy Statement**

   Students admitted to the School of Professional Nursing Practice must comply with the Technical Standards outlined in this policy.

3. **Procedures**:

   a) Decisions related to admission and/or retention in the nursing program will be made on a case by case basis since apart of the decision rests on the nature of the “reasonable accommodations” that are needed in order for the student to be successful, once admitted.
   
   b) The student must meet the essential Technical Standards so that he or she will be able to perform the requirements of the program in a reasonably independent manner.
   
   c) Once admitted to the program, students must pass all courses at an acceptable level and master all essential clinical competencies regardless of the disability and associated reasonable accommodation.
   
   d) Students will be assessed continuously for their ability to meet technical standards.
   
   e) A student-signed copy of the Technical Standards Statement must be submitted to the College.
   
   f) Student Services office prior to the student’s School of Nursing admission and if and when a g) student’s technical standards abilities change.

   **To obtain reasonable accommodations, students must:**

   1. Provide documented evidence of physical clearance by licensed primary care provider as requested on the School of Nursing history and physical form.
   
   2. Do the following if his/her status related to the technical standards changes after admission to the School of Nursing: obtain a report from a healthcare provider regarding the student’s limitations, accommodations needed, and a documented release to return to nursing school.
   
   3. Provide verified completion of all referrals as indicated by the primary care provider on the history and physical form or other provider documentation.
   
   4. Submit to the school and college any additional reports obtained from referrals.
   
   5. Submit to the college and the immediate instructor in the school any instructions for emergent treatment and contact information for significant others.
TECHNICAL STANDARDS STATEMENT

1. The ability to see, hear, touch, smell, maintain equilibrium, and distinguish colors (sensory perception)
   - Obtain, use, and interpret information from diagnostic maneuvers, (e.g. palpation, auscultation, percussion, etc.) and other diagnostic representation of physiological phenomena while conducting comprehensive physical and mental assessment of a client consistently, quickly, and accurately.
   - Obtain information from written documents and computer information systems (including literature searches and data retrieval) and identify information presented in images from paper, videos, transparencies, slides, graphic images and digital and analog representations
   - Observe demonstrations and conduct return performances
   - Observe the client accurately at a distance and close at hand, noting non-verbal as well as verbal signs
   - Obtain accurate readings from diagnostic instruments
   - Become aware of environmental alarms (e.g. fire alarms, monitors, smoke) quickly and consistently.

2. Communication ability (oral, writing, etc.) with accuracy, consistency, clarity and efficiency
   - Acquire information from written documents and computer information systems (including literature searches and data retrieval) and identify information presented in images from paper, videos, transparencies and slides
   - Accurately elicit information via speech, hearing, and observation, including a medical history and other information required to adequately and effectively evaluate a client’s condition
   - As pertinent to the circumstances, communicate (oral and written) information about the client’s condition effectively and efficiently with faculty, clients, families, and all members of the healthcare team
   - Communicate with all members of the healthcare team quickly, effectively, and efficiently using oral and written English

3. Manual dexterity, gross and fine motor movements
   - Directly perform procedures and interventions (e.g. Basic Life Support techniques, physical assessment) sufficient to provide safe and effective nursing care according to prescribed therapeutic regimens
   - Practice in a safe manner avoiding injury to self or others and respond appropriately to emergencies and urgent situations
   - Practice standard precautions against contamination and cross contamination with infectious pathogens (e.g. wearing personal protective equipment; working with sharp objects and hazardous chemicals; treating clients with infectious diseases)
   - Execute motor movement reasonably required to provide general care and emergency treatment to clients including moving and lifting
4. **Ability to learn; think critically; analyze, assess, and solve problems; and use good judgment (skills required include, but are not limited to: conceptualization, integration, and quantification)**

- Obtain information from demonstrations and experiences in the basic and applied sciences, including, but not limited to, information conveyed through lecture, group seminar, small group activities, and physical demonstrations
- Synthesize information to develop a plan of care
- Engage in successful problem-solving and critical thinking to judge which theory and/or strategy of assessment and intervention is most appropriate
- Demonstrate effective intellectual ability, exercise proper judgment, and timely and accurately complete responsibilities attendant to the delivery of care to clients
- Measure, calculate, analyze, and use numerical skills quickly to problem solve in applicable situations.

5. **Emotional stability and ability to accept responsibility and accountability (behavioral and social skills, abilities, and aptitude)**

- Develop effective and appropriate relationships with clients, colleagues, co-workers and relevant others
- Adapt and function effectively under the various circumstances and rigors (including stress) that are inherent in the clinical practice of nursing
- Convey a sense of sensitivity, compassion, and empathy with clients
- Demonstrate integrity, honesty, concern for others, good interpersonal skills. Interest in and motivation to help others are representative of emotional health
- Accept responsibility, accountability, and ownership for one’s own actions or role as an emotionally mature member of the healthcare team

*Items with bullets represent examples for each Technical Standard category and are not intended to be an exhaustive list.

**References:**

Mississippi Board of Nursing: Nursing Practice Law and Rules and Regulations (9/1/01)

American Association of Colleges of Nursing: Education Center – Guidelines for Accommodating Students with Disabilities in Colleges of Nursing

SUNY Upstate Medical University at Syracuse: CON’s Technical Standards

University of Michigan Medical College: Technical Standards

University of Massachusetts Medical Center: Technical Standards for UMMS

Grand Valley State University: Technical Standards for the Master in Physician Assistant Studies
I have reviewed the “Technical Standards Statement” and am able to meet these standards with ________ or without ________ reasonable accommodation.

In addition, I understand that if I have a disability that qualifies under the Americans with Disabilities Act (ADA) and I require accommodations, I should contact the University’s Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Mailing address: 118 College Drive # 8586, Hattiesburg, MS 39406-0001; Voice Telephone: (601) 266-5024 or (228) 214-3232; TTY: 1-800-582-2233; Fax: (601) 266-6035.

________________________________________
Print Name

________________________________________
Signature

________________________________________
Date
1. **Rationale or background to policy:** The purpose of this policy is to define and describe the Privacy Rule and HIPAA requirements. Undergraduate and graduate nursing students are required to observe these rules and requirements for protection of health information within the School of Nursing, the College, the University, and our affiliated healthcare agencies.

2. **Policy Statement**

   **Overview:** The Standards of Privacy of Individually Identifiable Health Information ("Privacy Rule") established a set of national standards for the protection of certain health information. The U.S. Department of Health and Human Services ("HHS") issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). The Privacy Rule standards address the use and disclosure of individuals’ health information ("protected health information") by organizations ("covered entities") subject to the Privacy Rule, as well as standards for individuals’ privacy rights to understand and control how their health information is used. The entire Privacy Rule, as well as guidance and additional materials, may be found at [http://www.hhs.gov/ocr/hipaa](http://www.hhs.gov/ocr/hipaa).

   **Guidelines for Corrective Action:** Protected health information (PHI) is confidential and protected from access, use, or disclosure except to authorize individuals requiring access to such information. Attempting to obtain or use, actually obtaining or using, or assisting others to obtain or use PHI, when unauthorized or improper, will result in counseling and/or corrective action up to and including dismissal from the nursing program or termination of employment at the School of Professional Nursing Practice.

   **Definitions and Caveats:**
   - PHI = Protected health information; this includes all forms of patient-related data including demographic in formation
   - Depending on the nature of the breach, violations at any level may result in more severe action (dismissal or termination)
   - Levels I-III are considered to be without malicious intent; Level IV connotes malicious intent
   - At Level IV, individuals may be subject to civil and/or criminal liability
   - For any offense, a preliminary investigation will precede assignment of level of violation
<table>
<thead>
<tr>
<th>Level of Violation</th>
<th>Examples</th>
<th>Minimum Disciplinary or Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>• Misdirected faxes, e-mails &amp; mail.</td>
<td>• After investigation, the incident may be presented to the Professional Conduct Committee and/or Admissions, Progression and Graduation committee for disciplinary action.</td>
</tr>
<tr>
<td></td>
<td>• Failing to log-off or close or secure a computer with protected PHI displayed.</td>
<td>• The affiliated healthcare agency Privacy Officer may be notified of all incidents.</td>
</tr>
<tr>
<td></td>
<td>• Leaving copy of PHI in a non-secure area.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Dictating or discussing PHI in an non-secure area (lobby, hallway, cafeteria, or elevator).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Failing to redact or de-identify patient information for operational/business uses.</td>
<td></td>
</tr>
<tr>
<td>Level II</td>
<td>• Requesting another individual to inappropriately access patient information.</td>
<td>• After investigation, the incident may be presented to the Professional Conduct Committee and/or Admissions, Progression and Graduation committee for disciplinary action.</td>
</tr>
<tr>
<td></td>
<td>• Inappropriate sharing of ID/password with another classmate, colleague or encouraging sharing of ID/password that would allow access to protected health information.</td>
<td>• The affiliated healthcare agency Privacy Officer may be notified of all incidents.</td>
</tr>
<tr>
<td>Level III</td>
<td>• Releasing or using aggregate patient data without affiliated healthcare agency approval for research, studies, publications, etc.</td>
<td>• After investigation, the incident will be presented to the Professional Conduct Committee and/or Admissions, Progression and Graduation committee for disciplinary action.</td>
</tr>
<tr>
<td></td>
<td>• Accessing or allowing access to PHI without having a legitimate reason.</td>
<td>• The affiliated healthcare agency Privacy Officer will be notified of all incidents.</td>
</tr>
<tr>
<td></td>
<td>• Giving an individual access to your electronic signature.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Accessing patient information due to curiosity or concern, such as family member, friend, neighbor, co-worker, famous or “public” person, etc.</td>
<td></td>
</tr>
<tr>
<td>Level IV</td>
<td>• Releasing or using data for personal gain.</td>
<td>• After investigation, the incident will be presented to the Conduct Committee and/or Admissions, Progression and Graduation committee for disciplinary action.</td>
</tr>
<tr>
<td></td>
<td>• Compiling a mailing list to be sold for personal gain or for some personal use.</td>
<td>• The affiliated healthcare agency Privacy Officer will be notified of all incidents.</td>
</tr>
<tr>
<td></td>
<td>• Disclosure or abusive use of protected health information.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Tampering with or unauthorized destruction of information.</td>
<td></td>
</tr>
</tbody>
</table>
3. Procedures:

a) A complaint regarding a breach inpatient privacy maybe brought to the Professional Conduct Committee with the assurance that no retaliatory measures will be taken against the person bringing the complaint.

b) The Professional Conduct Committee will document the complaints received and their disposition and maintain the document in a locked, secured file.

c) Students who violate the protection of health information are subject to sanctions, which may include, but are not limited to: unit or course grade reduction; failure of course; suspension or dismissal from program. School of Professional Nursing Practice faculty and/or staff who violate the protection of health information are subject to sanctions, which may include, but are not limited to: counseling, reassignment, suspension, or termination. Additional sanctions may be imposed by the affiliated healthcare agency according to their policy if applicable.

d) All University of Southern Mississippi School of Nursing students enrolled in practicum courses for the first time will complete a training program regarding HIPAA regulations and policies during the first week of the academic semester. Each will be asked to sign a form indicating understanding of The University of Southern Mississippi School of Nursing policies and procedures related to HIPAA and the Confidentiality Statement.

e) If a breach in confidentiality occurs, the violator will complete are training program as soon as possible following the incident.

f) All students, faculty and staff will complete retraining within one month following significant change in privacy practices.

g) All students must sign a University of Southern Mississippi School of Professional Nursing Practice Confidentiality Statement prior to accessing patient files in any agency used for clinical education.

h) All student documents related to patient assignments journals, care plans, papers, assignment sheets, etc. must be protected to assure privacy of the patient(s) information by de-identifying the health information. Clinical course faculty and the affiliated healthcare agency policies will guide the de-identification method to be used.

i) Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means including electronic means.

j) Any documents submitted to faculty should contain no protected health information (PHI) or the information should be de-identified. For example: course papers, care plans, interview information, etc.

k) If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.

l) Per the University of Southern Mississippi School of Nursing, college, and Clinical Agency Identity Verification Policy, only students and clinical faculty wearing the approved clinical identification badges will be granted access to patient information by the clinical agency.

m) Student and Faculty IDs are to be worn in a visible location on the uniform, street clothing, or scrubs when representing The University of Southern Mississippi School of Nursing. The ID is not to be worn at any other time, such as during an off-clinical work setting.

n) There should be no disclosure of PHI of patients by University of Southern Mississippi School of Nursing students or faculty.

o) Students and faculty should consult the course faculty if a student has a question about PHI related to disclosures required by law, disclosures for public health activities, disclosures about victims of abuse, neglect or domestic violence; law enforcement purposes, disclosures about decedents, disclosures for cadaver organ, eye, tissue donation, disclosures to avert a serious threat
to health or safety, disclosures for specialized government functions, disclosures for
q) workers’ compensation.

r) If documents containing PHI are in use by students or faculty in the clinical setting, the
s) document(s) must be shielded so others may not see the information. If the person using the
documents leaves the area, the documents must not be left in public view. Secure the documents
according the affiliated clinical agency’s policy and procedure.

t) If faxing, copying or printing documents containing PHI it is the user’s responsibility to assure protection
of the PHI.

u) Documents containing PHI should only be shredded by the person authorized to have the PHI.

Related Procedure: HIPAA Regulations in Nursing Research and/or Professional Projects

1. Any student or faculty research or professional projects should maintain the protection of health
information collected during the duration of the project by including no identifying patient
information on project instruments. If a code is used to re-identify the participant information, the
codebook must be maintained in a locked, secured file. If an informed consent document is
signed, the documents should be maintained in a locked, secured file apart from any
patient/subject information. Informed consent documents should be submitted to The
University of Southern Mississippi College Administrative Office at the end of the project. The
documents will be stored according to Human Research guidelines.

2. In the event protected health information collected during a research project was disclosed,
the student and the student’s committee chairperson should report the disclosure to the
Professional Conduct Committee. The Professional Conduct Committee will determine if a
disclosure of PHI was made for 50 or more individuals involved in a research project. If so, an
accounting of the disclosure should include the following:

a. name of research activity

b. a description of the project in plain language including the purpose for the research and
selection of criteria for the records

c. a description of the type of PHI disclosed

d. the date or period of time of the disclosure

e. name, address and phone number of the sponsor of the research

f. the name of the researcher to whom the PHI was disclosed

g. a statement that the PHI of the individual may or may not have been disclosed during the research
activity.

3. If there were fewer than 50 individuals involved in the research, the Professional Conduct
Committee must provide an accounting for every disclosure of PHI for each individual
whose PHI was disclosed. In addition, if an individual involved in a research study of 50 or
more individuals, requests an accounting for the disclosure of PHI pertaining to the
individual, the Professional Conduct Committee must make a reasonable attempt to satisfy
this request. Notification to any affiliated healthcare agency’s Privacy Officer will be
performed and their policies regarding confidentiality breach will be followed as well.
### Related Procedure: Guidelines for Student Advisement in Breach of Confidentiality Policies

<table>
<thead>
<tr>
<th>Type of Offenses</th>
<th>Process</th>
<th>Corrective Action</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Inadvertent or accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information. Example: sending/faxing information to incorrect address.</td>
<td>Discussion between clinical faculty and student.</td>
<td>Re-education and/or process improvement.</td>
<td>Verbal or written communication between clinical faculty and student only. Not placed on advisement file.</td>
</tr>
<tr>
<td>II. Failure to follow existing policies governing patient confidentiality. Example: talking about patients in areas where others might overhear, failure to obtain consent to release information, failure to fulfill training requirements.</td>
<td>Discussion between clinical faculty and student.</td>
<td>Re-education and/or process improvement.</td>
<td>Verbal or written communication between clinical faculty and student only. Not placed on advisement file.</td>
</tr>
<tr>
<td>III. Repeat Type I or Type II Offenses.</td>
<td>Discussion between clinical faculty and student. May refer to Professional Conduct Committee to address corrective action.</td>
<td>Re-education and process improvement. Disciplinary sanctions may include removal from clinical site, probation, or other disciplinary action.</td>
<td>Verbal and written communication between clinical faculty, student, and Professional Conduct Committee. Documentation in student advisement file.</td>
</tr>
<tr>
<td>IV. Inappropriately accessing a patient’s record without a legitimate need to know the information. Inappropriately sharing patient information through social media.</td>
<td>Discussion between clinical faculty and student. May refer to Professional Conduct Committee to address corrective action.</td>
<td>Re-education and process improvement. Disciplinary sanctions may include removal from clinical course, probation, or other corrective action.</td>
<td>Verbal and written communication between clinical faculty, student, and Professional Conduct Committee. Documentation in student advisement file.</td>
</tr>
<tr>
<td>V. Accessing and using patient information for personal gain or to harm another individual.</td>
<td>Notification to Professional Conduct Committee; committee convenes to address corrective action.</td>
<td>Corrective actions may include, but are not limited to: removal from clinical course, probation, suspension, expulsion.</td>
<td>Verbal and written communication student and Professional Conduct Committee. Documentation in student advisement file in collaboration with Admissions, Progression, and Retention Committee.</td>
</tr>
</tbody>
</table>
1. **Rationale or background to policy:** To offer guidelines for use of the clinical simulation lab.

2. **Policy Statement**

   The Simulation Lab is a professional setting. Students are responsible for exhibiting professional behavior and for taking care of equipment at all times while in the Simulation Lab.

3. **Procedures: The following rules apply to all students and faculty:**
   
   b. **NO FOOD OR DRINK IN THE LAB.** This is a professional lab, so please help take care of it. This rule is to prevent foreign material from being introduced into expensive simulation equipment as well as for housekeeping purposes to prevent infestation with vermin and other creatures. If anyone is observed with a beverage or food in the lab, the instructor will be notified immediately.
   
   c. **RETURN ALL UNUSED SUPPLIES.** All unused/unopened supplies are to be returned to the stretcher, cart, counter or wherever designated before leaving the lab following class or any practice. No supplies are to be taken from the lab.
   
   d. **TURN OFF ALL EQUIPMENT BEFORE LEAVING THE LAB.** If using lights, equipment with batteries or lights, or simulators (instructors will usually take care of the simulators), make certain the light/equipment is turned off before leaving the lab following class or any practice session. Simulators will not be used without an instructor or the lab coordinator present.
   
   e. **NO ITEMS ARE TO BE PLACED ON THE FLOOR OF THE LAB.** There are no tables or extra chairs in the lab. The same rules for cleanliness apply in the CSL as in any acute/non-acute care healthcare environment. No soiled linen is to be placed on the over-bed trays, IV poles, bedside tables or the floor; and the soiled linen is not to be left dangling outside the linen hamper designated for soiled linen.
   
   f. **CUBICLES ARE TO BE LEFT IN THEIR ORIGINAL ARRANGEMENT.** If it is necessary to move anything in the cubicle (chair, wastebasket, etc.), please move the item(s) back to their original location in the cubicle. There are to be no wrappers, paper, rubber bands, paperclips, etc. left on the floor in the lab. **DO NOT USE THE BEDSIDE TABLE DRAWERS FOR ‘GARbage.’** If this is found following a lab class, the class instructor will be notified. No coats, hats, sweaters are to be hung on IV poles.
   
   g. **REMAIN AWARE THAT THE CLINICAL SIMULATION LAB IS AN ACUTE CARE ENVIRONMENT.** While in the lab, students will maintain the same professional behaviors expected in all healthcare environments. At no time will the human patient simulators be referred to as “dolls” or “dummies.” They are patients: please treat them as such. **DO NOT PLAY WITH, MOVE, OR REARRANGE ANY MANIKINS.**
   
   h. **STUDENTS WHO WISH TO PRACTICE AFTER LAB CLASS HOURS, MUST SCHEDULE AN APPOINTMENT.**
1. **Rationale or background for policy**: To offer guidance to students, faculty and staff.

2. **Policy Statement**

To transfer the University-owned (state) property from the area within the Learning Resource Center and/or the Simulation Lab to the individual removing the property item (loaning) to ensure accountability for all property.

3. **Procedures**

- Faculty and/or students who wish to check out equipment that has either an identification number or a USM number/barcode.
- The individual must sign a Property Loan Receipt (blank forms in sign-out book) which transfers responsibility for the equipment to them from the Learning Resource Center and/or the Simulation Lab.
- Make certain an accurate description and most importantly, the number is written on the form. Ask the expected return date, write on the form.
- When the equipment is returned, the same Property Loan Receipt is signed by the individual with the return date.
CHAPTER IV: GENERAL POLICIES AND PROCESSES

SCHOOL OF PROFESSIONAL NURSING PRACTICE

ABSENCES

Undergraduate:

- Refer to course syllabus.
- Refer to “Absences” area in the “General Academic Information” section of the Undergraduate Bulletin.

BSN AWARDS

The following awards may be given:

1. The National Dean's List (certificate):

   This award is given by the School of Professional Nursing Practice and The National Dean's List office to recognize students who have excelled in their classes. This award is given twice a year (May/December) based on the following criteria:
   
   - BSN student
   - Top 10% from each graduating class based on highest overall GPA

   A list of graduating students with current overall GPA is obtained and the top 10% of each class is selected to receive the award. The names and addresses of these students are compiled into one list and forwarded to The National Dean’s List office by March of each year to be included in the yearly National Dean's List Publication.

2. The National Collegiate Nursing Award (certificate):

   This award is given by the School of Nursing and the US Achievement Academy to recognize students who excel in class and who demonstrate outstanding citizenship and leadership.

   This award is given twice a year (May/December) based on the following criteria:
   
   - BSN student
   - SNA member or professional organization
   - GPA of 3.0
   - Dependability, responsible, good citizenship, leadership skills
   - Enthusiasm, positive attitude, spirit of cooperation
   - Written instructor’s recommendation
Nominations can be by self, other students or instructors. Written documentation verifying eligibility will be turned into the committee. GPA's are verified with Student Services and the committee selects the recipients. The names and addresses of these students are compiled into one list and forwarded to the US Achievement Academy by March of each year to be included in the USAA yearbook, the National Collegiate Nursing Awards.

3. Bates-Sisemore Excellence in Maternal-Child Nursing Award: (Plaque)

This undergraduate award is given in honor of Professor Lucy Bates and Professor Mary Sisemore in recognition of their years of outstanding service at the University of Southern Mississippi, School of Nursing in the promotion of maternal and child health. The amount of the award is $150.00, to be awarded twice yearly, in May and December based on the following criteria:

- BSN students who have completed the maternal or child health course and are in good standing in other courses—Hattiesburg campus only
- 2.5 minimum GPA in nurse’s courses
- 3.0 GPA in maternal or child health nursing
- 500-word essay detailing the applicant’s career plans and interest in maternal or child health nursing, to be submitted to maternal child health nursing faculty by March 15th for May/October 15th for December graduation through the Coordinator of Student Services
- Recommendation from the course faculty in maternal child health nursing on the Hattiesburg campus

Recipient's name and essay must be mailed to Professor Bates upon selection.

Lucy Bates
38 Elks Lake Road
Hattiesburg, MS 39401

The recipient is encouraged to send a written thank-you to the donors of the award: Drs. Karen and Joel Christopher Lundy, 89 James Switzer Road, Purvis, MS 39475

4. Elizabeth C. Harkins Award (Plaque):

This award is named after the founder of the nursing program at USM, Sister Elizabeth C. Harkins. This award is provided to recognize students who have demonstrated outstanding nursing scholarship. One Harkins Award is given for each of the following groups in May and December based on the following criteria:

- 1 BSN student from each campus
- Highest nursing GPA + Highest overall GPA, if needed (Overall GPA all courses required for the nursing degree)

The School Director will form a committee of faculty from each campus to be responsible for reviewing graduating senior GPA’s from their respective campuses to obtain the list of potential recipients for the Harkins Award. The faculty members will vote to choose the award recipients.
4. Jerri Laube Morgan Award (plaque):
This award is named in honor of Dr. Jerri Laube Morgan who was previously a Dean at the College of Nursing. This award is presented twice a year in May/December to one generic BSN student based on the following criteria:

- Academically talented, non-traditional undergraduate (BSN only) student (over age 25)
- GPA of 3.25 or greater on all course work for the nursing program
- Family/multiple responsibilities
- Active in community service such as scouting, blood drives, funding for health related causes

The criteria will be posted for graduating seniors review and they will nominate themselves or others from their class along with documentation of how the nominee meets the stated criteria. The members of an NFC-appointed Committee will then vote on the recipient of the award.

6. Spirit of Nursing Award (Plaque):

This award was originally established by the US Army to recognize students who exemplify the Spirit of Nursing in practice. This award is given twice a year (May/December) by the School of Nursing and the US Army based on the following criteria:

- BSN student
- Typed essay, one double-spaced page, on the topic “How is the Spirit of Nursing evident in your practice of nursing?”

Students must submit their essay to a committee who will select the recipient. The recipient will be required to complete the application form of the US Army in order to compete for the National Award. Although this award is given by the CoN twice a year, only one recipient’s name can be sent forward by March 1st of each year. The committee will determine the best candidate from the recipients of the award and will forward the appropriate information to the US Army by March 1st of each year. (See form.)

7. Nursing Eagle Award (Plaque):

The Nursing Eagle Award is presented twice a year in May/December to a Hattiesburg and a Gulf Park student based on the following criteria:

- BSN student
- Demonstrates an awareness of professional/social responsibilities
- Demonstrates qualities of leadership
- Makes significant contributions to community service, student organizations, and class activities

Students from each graduating class will submit nominations for this award to their faculty advisor with documentation of how the nominee meets the criteria. The nominating student will write a letter of recommendation for the nominee. The student
will obtain a recommendation from a faculty member, if nominating himself/herself. The committee will then vote on the recipient.

8. The Art & Heart of Nursing Award:

This award was established by the USM-Gulf Park, School of Nursing, Class of 2006, in order to honor a graduating senior or seniors each year that exhibits excellence in what is called the art and heart of nursing. The art and heart of nursing is exhibited by a student:

- Whose primary purpose is to nurture not only their patients but fellow nursing students towards the best within themselves
- who is consistently compassionate, empathetic, and respectful of other students, patients, and faculty
- who provides nursing care that not only honors the body, but the mind, heart and spirit of each patient as well
- who empowers and encourages fellow students in their nursing career
- who is committed to not only healing but supporting their patients
- who consistently provides the best possible care to each patient regardless of race, creed, religion, socioeconomic status, or moral beliefs
- who is the epitome of the patient advocate?
- who gives the extra special effort in caring for each and every patient

Nominations for this award maybe made by any member of the senior class or School of Nursing faculty at the same time each year when all other nursing awards are being nominated. Nominations must be submitted in writing or via email to the Art & Heart of Nursing Award committee, who will then prepare a ballot with the top 5 nominations for voting. The Art & Heart committee may devise nomination ballots to be used if they wish. The ballots with the top5 nominations shall be presented to all senior class members and School of Nursing faculty for voting NOT LESS THAN one month prior to graduation. The top vote winner(s) shall be the recipients of the award. If the senior class members and School of Nursing Faculty feel that more than one member of the senior class is deserving of this award, then the award may be given to the top two vote winners. Ballots will be collected by the Art &Heart of Nursing Award committee and counted and a winner or winners will be determined. The top 5nominees will all receive certificates acknowledging their achievement. The winner or winners of this award will be presented with a certificate and recognized at graduation or a senior recognition ceremony and their name(s) will be added to the Art &Heart of Nursing plaque that shall hang in the USM Gulf Park, School of Nursing.
COMMUNICATION WITH FACULTY

All faculty members have office telephones as well as e-mail addresses by which students may reach them. Refer to the USM Directory for phone numbers and email addresses (www.usm.edu). If faculty members are not in their offices, students may leave a message with faculty voice mail or with the School of Nursing Administrative Assistants:

- **School of Professional Nursing Practice**
  - Telephone: 601-266-5288
  - Website: [http://www.usm.edu/nursing/faculty-information](http://www.usm.edu/nursing/faculty-information)

- **Gulf Park Campus Administrative Assistant**
  - Telephone: 228-865-4517
  - Website: [http://www.usm.edu/gulfcoast/college-nursing](http://www.usm.edu/gulfcoast/college-nursing)

TRANSPORTATION

Each student is responsible for his/her own transportation to and from clinical facilities and all planned field trips. Students are required to register automobiles with the Department of Campus Security and to carry automobile liability insurance as required by within the State of Mississippi. Students must adhere to all campus and clinical agency parking and traffic regulations.
1. **Rationale or background to policy:** The purpose of this policy is to describe acceptable use of personal electronic devices in the classroom, faculty/staff offices, and in clinical settings.

2. **Policy Statement:**

   **Electronic Devices:** Electronic devices include, but are not limited to, laptops, electronic tablets, e-readers, smart phones/watches, blue tooth and other devices that are able to digitally capture information.

   **Recording:** Recording includes audio, video, audio-visual, photographic, and/or other digital capture of activities in classrooms, faculty and staff offices, and clinical settings.

   It is accepted that ODA exceptions to this policy may be required in accordance with students’ needs as approved and coordinated among students, faculty, and the ODA office.

   The term *faculty* is assumed to be the teacher of a class or clinical course. Recording in an office situation applies to any faculty or staff member within the School of Professional Nursing Practice.

   Failure to adhere to this policy may subject violators to disciplinary action in accordance with School of Professional Nursing Practice, College, and/or University policies.

**Classroom Policy:**

Students’ must turn off or silence electronic devices during class times. In the classroom and/or in class syllabi, faculty will outline any additional rules regarding the use of electronic devices during class lecture time.

Laptops or electronic tablets may be required for class examinations, and students must abide by faculty members’ instructions regarding the use of these devices for exams. Use of other electronic devices is prohibited during examinations. *With faculty approval,* students may use standard, non-memory capable, simple functioning calculators only if calculations are required to complete an exam. However, if a calculator is available via the testing platform, such as Canvas, Respondus, or Kaplan, the platform’s calculator must be used rather than a personal calculator.
All class informational materials used by faculty or provided to students by faculty for a specific class are for the exclusive purpose of the teaching-learning process for students registered in the class during the semester in which the information is shared by faculty. Students are prohibited from reproducing, distributing, or sharing these materials in any manner without written permission of faculty. Copyright and/or intellectual property rights may apply.

**Classroom Procedure:**

a. Audio, video, audio-visual, or photographic recording of classroom activities and information requires the express permission of faculty.

b. Faculty are responsible for identifying the purpose of the request and plans for use and/or distribution of recorded information as well as obtaining permission from any person who will be audio, video, and/or photographically recorded by an electronic device during classroom activities.

c. Students are responsible for using recorded information only for the purposes agreed on by faculty, the student doing the recording, and all other parties involved.

**Faculty/Staff Office Policy:**

In faculty/staff offices, students, faculty, and staff are prohibited from recording any discussions between students, faculty, and/or staff without the express permission of all parties involved. These discussions may include, but are not limited to, test reviews, tutoring sessions, formal/informal advisement, investigations into unethical behavior, and disciplinary sessions.

**Clinical Setting Policy:**

Students’ use of personal electronic devices is restricted while students are in a clinical facility, **but first and foremost, use is subject to the rules of a particular clinical facility**. Audio, video, audio-visual, and photographic recording is strictly prohibited while students are on the premises of any clinical facility.

Faculty will guide students in case of emergency or in other special situations in which a student may need to communicate using an electronic device, such as a cell phone.

**Clinical Setting Procedure:**

a. Unless otherwise instructed by faculty, students’ personal electronic devices must remain in "off" mode when students are a clinical facility.

b. Students may use personal electronic devices when they are on faculty-authorized break and are not performing clinical work.

c. Use of personal electronic devices is restricted to areas recognized as public access areas (e.g., entrance and exit lobbies, cafeterias).

d. Students who wish to use personal computing devices (e.g., smart-phone or tablet computer) for clinical references must abide by policies and rules for their use in this way as outlined by the clinical facility and faculty member.
1. **Rationale or background to policy**: To provide guidance on required student technology.

2. **Policy Statement**
   It is required that students purchase their own personal laptop computer at the beginning of their course of study. Laptop computers are required for students to bring and use on campus for access to class required computing programs (e.g., electronic health record, online examinations, learning management system). Specifications (*) for a computer should follow current published recommendations. Contact the USM Help Desk 601-266-HELP (4357) or email helpdesk@usm.edu for specifications.

3. **Procedures**:
   a. Students may be eligible for financial aid assistance for the purchase of computing requirements. Contact the financial aid office.
   b. Complete a Request on SOAR: Computer Revision Request Applications are processed on-line through SOAR.
   c. You will need to navigate the following path once you have logged in to SOAR: Self Service> Student Center> Finances > Revise My Financial Aid.
   d. Students are responsible for ensuring that their laptops meet all USM specifications for compatibility. Specifications (*) for a computer should follow current USM published recommendations. Contact the USM Help Desk 601-266-HELP (4357) or emailhelpdesk@usm.edu for specifications.
   e. *Wireless internet connectivity required
   f. *Additional software may be required in specific courses
1. **Rational or background to policy:** To offer guidance to students, faculty and staff.

2. **Policy Statement**

   In case of an incident involving injury, damage, or having potential impact on the health of any person (faculty, staff, or others), an anecdotal description of the incident should be completed by any person knowledgeable about the incident. Complete the Incident Report Form and submit it to the appropriate Program Coordinator and/or School of Nursing Director.

3. **Procedure**

   Clinical setting:
   
   Upon observing a reportable incident, the reporter will:

   a. Follow the agency guidelines and complete the appropriate agency form in collaboration with clinical instructor and agency personnel.
   
   b. Report the incident to the coordinator of the student’s program, the Director of the School of Nursing and the Associate Dean.
   
   c. Complete the School of Nursing Incident Report Form and submit it to the School Director.
   
   d. Copy report to the Program Coordinator, School Director, Associate Dean of the college, and the student’s file.
INCIDENT REPORT FORM

The University of Southern Mississippi
School of Professional Nursing Practice
Incident Report Form

Date(s) of Incident: ___________________________ Date of Report: __________________

Place Incident Occurred: ______________________________________________________

Person Involved in the Incident: ______________________________________________

If Student, Name: ___________________________ ID Number: ______________________

Course: _________________ Semester: ______________ Faculty: _______________

Describe the Incident:

INITIAL Action(s), such as medical care, etc.:

Describe Follow-up action(s), such as medical care, etc.:

Disposition (further recommendations):

Signature of Reporter ___________________________ Date __________________

Send original to the School of Nursing Director:

Signature of School of Nursing Director _________________ Date ________________

School of Nursing Director will send copies to: Program Coordinator, Associate Dean of College, and Student Services (to be place in student’s file).
1. **Rationale or background to policy:** The purpose of this policy is to define and describe acceptable use of social media within the School of Nursing.

2. **Policy Statement**

Social media may be defined and described as sharing information through social networks and the Internet for rapid knowledge exchange and dissemination among many people. Nurses, nursing students, and nursing faculty (referred to collectively as “nurses”) have a professional obligation to understand the nature, benefits, and consequences of participating in social networking of all types.

Nurses must be aware that social networking venues are shared by their patients and colleagues. Unintended consequences of social media use can breach a patient’s privacy, damage a patient’s trust in the individual nurse and the profession, and further damage a nurse’s professional and personal future. Employers and educational institutions may also monitor social networking sites and make judgments, positive or negative, about a nurse’s professional suitability. Sharing patient information, even with names removed, maybe enough to trigger a HIPAA (Health Insurance Portability and Accountability Act) violation and its associated penalties.

**Principles for Social Networking**

1. Nurses must not transmit or place online individually identifiable patient information. Nurses must know their legal and ethical responsibilities, as well as their own organization’s policies, regarding their responsibility to protect patient privacy, whether online or offline. Merely removing someone’s name (or face, in the instance of images) from a communication does not necessarily protect that person’s identity. Under federal law (HIPAA), protected “individually identifiable information” includes health information that identifies the individual or can reasonably be used to identify the individual, in any form (oral, written, or otherwise) that relates to the past, present, or future physical or mental health of an individual.

2. Nurses who interact with patients on social media must observe ethically prescribed patient–nurse professional boundaries. The precepts guiding nurses in these matters are no different online than in person.

3. Nurses should evaluate all their postings with the understanding that a patient, colleague, educational institution, or employer could potentially view those postings. Online content and behavior has the potential to either enhance or undermine not only the individual nurse’s career, but also the nursing profession.

4. Nurses should take advantage of privacy settings available on many social networking sites in their
personal online activities and seek to separate their online personal and professional sites and information. Use of privacy settings and separation of personal and professional information online does not guarantee, however, that information will not be repeated in less protected forums.

5. As the patient’s advocate, nurses have an ethical obligation to take appropriate action regarding instances of questionable healthcare delivery at an individual or systems level that reflect incompetent, unethical, illegal, or impaired practice. Nurses who view social media content posted by a colleague that violates ethical or legal standards should first bring the questionable content to the attention of the colleague so that the individual can take appropriate action. If the posting could threaten a patient’s health, welfare, or right to privacy regarding health information, the nurse has the obligation to report the matter to a supervisor or designated person within the institution or entity for follow-up. If the questionable practice is not addressed in the employment setting and seriously jeopardizes the patient’s safety and well-being, the nurse may need to report the problem to external authorities. Accurate reporting and factual documentation, not merely opinion, should always support such responsible actions.

6. Nurses are encouraged to participate in the development of policies and procedures in their institutions and organizations for handling reports of online conduct that may raise legal concerns or be professionally unethical. Such official channels can protect the rights of those participating and can offer remedial action for the patient, while offering fairness, support, and non-punitive correction and training for a nurse’s inadvertent mistakes.

The School of Professional Nursing Practice acknowledges and approves provisional guidelines for social media use as endorsed by The University of Southern Mississippi (10-17-11).

http://www.usm.edu/provost/guidelines-instructional-use-social-media-usm

Reference:
1. **Rationale or background to policy:** To offer guidelines to students on OSHA standards precautions.

2. **Policy Statement**

Nursing professionals have a responsibility to use standard precautions in all instances where there might be a risk to exposure to HIV, Hepatitis B, and/or other blood-borne pathogens. CDC guidelines are available at: http://www.cdc.gov/niosh/topics/bbp/universal.html

3. **Procedures**

The procedures utilizing the OSHA guidelines include: https://www.osha.gov/SLTC/etools/hospital/hazards/bbp/bbp.html

1. Treat all biological material as potentially infective.
2. Wear gloves while handling potentially contaminated bodily fluids (HIV, HBV, or other blood-borne pathogens).
3. Wash hands after removing gloves
4. Wash hands immediately if they become contaminated with blood or body fluids.
5. Use caution with self and others while using needles, angiocaths, and other skin-piercing implements.
6. Dispose of skin-piercing implements and glass in the closest puncture-resistant containers without touching the sharps.
7. Do not recap non-sterile needles.
8. Dispose of all materials that are potentially contaminated with bodily fluids in bio-hazardous containers.
9. Dispose of all potentially contaminated bodily fluids following the agency policies.
10. Attach warning label to all specimens from known hepatitis and other isolated patients.
11. Handle all blood and blood products wearing gloves.
12. If eye contamination is possible then so is mouth and nose, use eye protection and mask.
13. Report any contamination on to skin or mucous membranes, including the specific situation following the policies of the clinical site and the School of Nursing Policy 1093, for completing an Incident Report Form.
1. **Rationale or background to policy:** To provide specific guidelines in relation to uniform regulations and dress code requirements for students in the Undergraduate BSN nursing program.

2. **Policy Statement**

The nursing uniform has both practical and symbolic significance. It should be worn for clinical experience, and should not be worn as street dress. One purpose of the uniform is to minimize the transfer of organisms between the clinical unit and the outside. A second purpose of the uniform is to identify the wearer as a nursing student. For this reason, the uniform should not be worn any place which would reflect on the character of the individual identified as a nursing student, and by association, on the profession of nursing or the School or College or University. The uniform and dress code policies will meet regional, state, and national patient care standards and accreditation regulations.

Appropriate casual (“street”) clothes must be worn when uniforms are not required in attendance to scheduled classes. Faculty members have the right to prohibit any style or article of dress they deem unprofessional, (e.g., ripped clothing, tank tops, halter tops, or low-cut necklines, T-shirts imprinted with unprofessional logos or slogans).

Professional dress is considered a version of uniform dress and may be required on occasion as directed by nursing faculty for on and off-campus teaching/learning experiences, including pre-clinical visits to affiliated healthcare agencies. Nursing faculty will set and enforce uniform and dress code policies specific to their courses and affiliated healthcare agencies’ standards. Students engaged in laboratory experiences must comply with the School of Nursing uniform/dress code. Students not in compliance with the dress code may be dismissed from the clinical unit and given an “unsatisfactory” clinical grade.

**DEFINITIONS:** Full clinical uniform consists of:

- **School of Professional Nursing Practice uniform:** approved style black pants or skirt and black top with SON embroidered patch on left upper sleeve plus gold fabric bands sewn to bottom edge of short sleeve tops. Uniform and lab coat styles are gender-specific. Style and cut of clinical uniform shall be straight or flared leg and may be worn with or without a cargo pocket. The uniform pant shall sit-at/above the waistline (no low-cut or hip huggers). Maternity-style uniforms may be worn and must adhere to same clinical standards as described. White lab coat must be purchased with uniform.
- **Alternate clinical uniform as described and assigned by clinical faculty and affiliated agency.** Specific style and color requirements will be described in the course syllabus.
- **White shoes** – all leather, closed heel and toe (e.g., no clogs) in good condition; clean and polished. White, leather athletic shoes are allowed; manufacturer logo may be outlined in a neutral color (e.g., gray, black, or navy).
- **Plain white pantyhose or white socks; socks must cover ankle top (e.g., crew style).**
• School of Nursing photo identification badge: worn on outermost garment layer. Clinical facility identification badge as required by clinical facilities.
• Bandage scissors.
• Stethoscope with bell and diaphragm.
• Penlight.
• Hemostats (optional).
• Watch with second hand. Watchband may be metal (yellow, silver, white, black), or solid white or black leather or plastic bands. Watch face and watch band must be plain without metal or stone adornments. No smart watches or Fitbit s.

Professional dress consists of:
• Business casual dress clothes: conservatively styled slacks/skirts, tops/shirts or dresses. No denim jeans, skirts, or jackets. Closed heel and toe style business shoes. Recommend rubber soles with low heels. Pantyhose or knee high hose, as appropriate. Socks that cover ankle (e.g., crew style). No cropped or Capri length pants. Pants must have tailored, length-appropriate hem, without frays. No baseball caps or hooded garments. No sunglasses while inside the building. Blue jeans, shorts, and leggings are not considered appropriate dress for professional students working or collecting information in the clinical area.

Uniform and Professional Dress Regulations
1. The full uniform or lab coat over professional dress clothes is to be worn when collecting data in an agency as directed by your clinical faculty.
2. The name tag and CON photo ID should be clearly visible at all times.
3. No jewelry with the following exceptions:
4. One (1) wedding band (metal without stones or ornamentation).
5. One pair of studded (post)earrings: solid and round in shape without decoration [gold, silver, white (pearl) or clear stone] under 4 mm in piercing of both lower ear lobes.
6. No other body piercing should be visible; facial piercings are not permitted. No tongue piercings. No gauges.
7. No necklaces. Exclusion: medical alert bracelets or necklaces maybe worn. Medical alert necklaces should be worn underneath the uniform.
8. It is expected that all students maintain clean and neat uniforms and/or professional dress (clean, wrinkle-free, of appropriate length and hemmed). Dresses and skirts shall be no more than 2 inches above the knee.
9. Tattoos, whether permanent or temporary cannot be visible and will be kept covered at all times.
10. Hair must be clean, secured, in a neat and simple style, off the collar and out of the eyes. Extreme, eccentric, or trendy haircuts or hairstyles are not authorized. Designs cut into the hair are prohibited. If students use dyes, tints, or bleaches, they must choose those that result in natural hair colors. Colors that detract from a professional nursing appearance are prohibited. Therefore, students should avoid using colors that result in an extreme appearance. Hair color must be a naturally found human hair color.
   a. Females will ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair-holding devices comply with the standards below. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during clinical activities. Barrettes, hair clips or pins shall be minimal and
match hair tone/color. Hair, including braids, will be neatly and inconspicuously fastened or pinned, so no free-hanging hair is visible. Extensions, weaves, wigs, and hairpieces are authorized; however, these additions must have the same general appearance as the individual’s natural hair and meet grooming standards as described.

b. Males will keep their face 100% clean-shaven or with neatly groomed facial hair when in uniform or in professional dress on clinical duty. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during clinical activities. Mustaches are permitted; if worn, males will keep mustaches neatly trimmed, tapered, and tidy. Mustaches will not present chopped o

c. off or bushy appearance, and no portion of the mustache will cover the upper lip line or extend sideways beyond vertical line drawn upward from the corners of the mouth. Beard growth if present will not exceed 1/4 inch and be kept trimmed and shaped. Facial hair growth shall not be shaped into goatees. Male students are discouraged from wearing beards/mustaches intermittently (e.g., starting and stopping new facial hair growth) throughout the clinical rotation. Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the sideburn will be clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.

11. Excessive cosmetics are not allowed and students are encouraged to substitute unscented personal care product fragrances.

12. Fingernails are to remain clean and clipped short. No nail polish, overlays or artificial nails. Clear polish is not allowed. Nails should not extend beyond the tip of the finger.

13. Undergarments shall not be visible (extending beyond the clothing) when in uniform or professional dress. Undergarments should adequately conceal the body and be of a conservative style and color (e.g., solid white or flesh-toned shade). A plain, solid black short or long-sleeved t-shirt maybe worn under the official School of Nursing uniform top. Undershirts should have no visible logos or colored topstitching.

14. If a student has special requirements regarding School of Nursing uniforms and/or hospital scrub clothes, due to religious or physical reasons, the student must discuss this with faculty on the first day of class.

15. Personal telephones, pagers and other radio-frequency devices tend to hinder job performance and interfere with electrical diagnostic, monitoring, treatment and lab equipment. For this reason, use of personal telephones and pagers during clinical time and in clinical settings is not allowed.

16. Clinical simulation lab is considered a clinical experience; therefore, all uniform and professional dress code policies apply during attendance.

17. Additional uniform and professional dress requirements that are specific to the affiliated clinical agency’s policy and procedures will be adhered to by students and faculty while assigned to the clinical agency.
1. **Rationale or background to policy:** Graduation with Latin Designation is applicable to undergraduate students only (BSN and RN-BSN). To graduate with Latin designation (*Summa cum laude, Magna cum laude, cum laude*) nursing students must meet various rigorous requirements.

2. **Policy Statement**

There are two avenues to graduate with Latin Designation available to students in the College of Nursing. Students may choose either Senior Honors through the Honors College or Latin Distinction through the School of Professional Nursing Practice.

---

**Senior Honors**

1. To enter Senior Honors, a student must have completed general honors in good standing or a GPA of 3.25 or higher on at least 40 hours, written recommendations from two professors, and the approval of the student’s major department.

2. Senior Honors students must enroll in HON 301, a one-hour Prospectus Writing course, during the junior year (and preferably the first semester of the junior year). To successfully complete the course, students must prepare and submit a satisfactory prospectus.

3. Senior Honors students must enroll in a three-hour Honors Research course (HON 492), or the 492 course offered in the student’s primary field of study, in the semester in which the student will graduate. To successfully complete the course, students must prepare and submit a significant senior thesis.

4. Senior Honors students must pass comprehensive examinations in his/her major discipline in the semester in which he/she will graduate.

Please review the current Honors College Handbook for details related to additional senior honors requirements and deadlines. The Honors College Handbook is available at [http://www.usm.edu/sites/default/files/groups/honors-college/pdf/honors_college_handbook.pdf](http://www.usm.edu/sites/default/files/groups/honors-college/pdf/honors_college_handbook.pdf)

3. **Procedures:** As stated in Policy Statement.
1. **Rationale or background to policy:** To give direction to students who wish to belong to or form a student organization. Students are invited to participate in College Committees and School of Nursing Committees, as appropriate.

2. **Policy Statement**
   a) School of Nursing students are encouraged to form an operational forum for the various student activities and to discuss their issues and/or concerns.
   b) Each forum shall have class officers. Officers are elected on each campus (Hattiesburg and Gulf Park) by the end of the first semester of the junior year.
   c) Officers may include a president, vice-president, secretary, and treasurer.
   d) Student representatives will be elected in the fall semester from each campus to serve on one of the following School of Nursing Committees: Curriculum Committee, Policy Committee, and/or Program Evaluation Committee.
   e) Student representatives will be elected in the fall semester from each campus to serve on College Committees, as appropriate.
   f) Students are also encouraged to serve on National Nursing Committees (see attached) and University committees as desired.

**Procedures:** As stated in Policy Statement. Guidelines for officers:

**A. PRESIDENT (1st semester senior)**
   1) Designate the time and place for all regular class and/or special meetings: Class meetings should be held once-a-month during the academic year or as scheduled by the President.
   2) Preside at all meetings or designate another officer in his/her absence.
   3) Prepare an agenda for meetings and communicate to the class.
   4) Establish ad hoc committee meetings as necessary.
   5) Notify Class Advisors of meetings two weeks prior to the scheduled time.
   7) Consult with Class Advisors about class issues, concerns and/or projects.
   8) Help organize fund-raisers.

**B. VICE-PRESIDENT**
   1) Work with Class Advisors to organize senior class graduation composite pictures.
   2) In the event that the President cannot finish the term, fulfill the role of President.
   3) Help organize fund-raisers.
C. SECRETARY

1) Record minutes from all regular and/or special meetings of the Senior Class.
2) Maintain a “Senior Class Notebook” which contains copies of all the minutes from all meetings. It should be filed in the office of the Program Coordinator for each campus.
3) Help organize fund-raisers.

D. TREASURER

1) Keep all funds from fund raisers.
2) Consult with Class Advisor on financial issues.
3) Keep all financial records available to the class.
4) Give a financial report at all meetings.
5) Help organize fund-raisers.
ORGANIZATIONS:

GAMMA LAMBDA CHAPTER, SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Sigma Theta Tau is the International Honor Society of Nursing. The Gamma Lambda Chapter at The University of Southern Mississippi was established in March 1978. The purposes of the Sigma Theta Tau International are -

- To recognize superior achievement;
- To recognize the development of leadership qualities;
- To foster high professional standards;
- To encourage creative work; and,
- To strengthen commitment to the ideals and purposes of the profession

For more information, contact: Gamma Lambda Chapter President or http://www.nursingsociety.org/

ORGANIZATION: NATIONAL STUDENT NURSES’ ASSOCIATION

Both the Gulf Park campus and Hattiesburg campus have a chapter of the National Student Nurses Association. NSNA members provide community service and enjoy membership benefits including:

- Student discounts on journals
- Discounts on malpractice/liability insurance
- Discounts on medical equipment
- Opportunity to enter various contests at state and national levels
- Scholarship opportunities

Payment of dues provides membership in all levels of the organization, i.e., The Mississippi Association of Student Nurses” (MASN), the National Student Nurses” Association (NSNA), and the campus chapter. Membership includes subscriptions to the MASN Pulse Point newsletter and Imprint, the NSNA journal. Chapter members may attend both the state and national conventions at reduced rates. Members wishing to attend the State and/or National Conventions should seek approval from course faculty prior to application deadline.

ORGANIZATION: CHRISTIAN NURSES FELLOWSHIP (Hattiesburg Campus)

Christian Nurses Fellowship (CNF) is both a professional organization and ministry of and for nurses and nursing students. CNF Membership is a way for nurses and nursing students to identify with others in the mission of promoting a Christian worldview in nursing education and practice.

Purposes of the organization are to:

- Bring the good news of Jesus Christ to nursing education and practice.
- Meet for prayer, Bible discussion, mutual encouragement and outreach.
- Mentor nurses and nursing students as faithful followers of Jesus Christ with a Christian worldview.
- Influence nursing from within as a moral and ethical conscience

Payment of dues provides membership in the Nurses Christian Fellowship (NCF) national organization and the campus chapter.
Membership includes:

- *Journal of Christian Nursing (JCN)* subscription
- Free continuing education through *JCN*
- Newsletters
- Discounts on selected NCF events
- Networking opportunities with Christian nurses around the world
- E-mail news service
- A membership card
- Eligibility to wear membership pin

**ORGANIZATION: NURSES WORKING FOR CULTURAL DIVERSITY**

Nurses’ Working for Cultural Diversity (NWCD) is an association to assist future nurses to recognize and value differences among groups of people and consider the implications for health care in the 21st century. Membership is open to all USM students enrolled in the School of Professional Nursing Practice. Members enrolled as nursing majors are considered regular members. Members enrolled in pre-nursing major at USM are considered associate members.
SCHOOL OF PROFESSIONAL NURSING PRACTICE

Title of Policy: Consent and Release Authorization
Number: SON 1106
Effective Date: Spring 2018
Revision Date:
Approved by: SPNP

1. Rationale or background to policy:

The purpose of this policy is to outline a process to obtain students’ consent to release their personal information to clinical placement facilities and teaching sites. Facilities must receive this information to verify students’ qualifications to participate in educational programs offered at the facilities and/or for auditing and accreditation purposes.

2. Policy Statement

All students are required to sign the Consent and Release Authorization form upon admission to any nursing program at the University of Southern Mississippi.

3. Procedures:

   a) The College’s Office of Student Services is responsible for having students sign the Consent and Release Authorization Form upon admission to any nursing program.

   b) A student who does not sign the Consent and Release Authorization form will not be allowed to participate in clinical or practicum components of the nursing program.

   c) The signed consent and Release Authorization will remain valid throughout the student’s enrollment in the nursing program unless the student revokes the consent in writing.

   d) If student revokes their Consent and Release Authorization, they will no longer be allowed to participate in clinical or practicum components of their nursing program.

   e) If a student withdraws from or graduates from a nursing program and is subsequently readmitted or admitted to a different nursing program, a new Consent and Release Authorization Forma is required.
I authorize The University of Southern Mississippi College of Nursing and clinical facilities and training sites, whether in or outside of the State of Mississippi, to request and receive my health clearance information and all associated documents, including lab reports, immunization history, criminal background check, drug testing, and personal identifiers, such as SSN, date of birth, address and telephone number, in conjunction with my status as a student requesting placement in clinical facilities and training sites. It is my responsibility to keep the clinical requirements current for each semester. I agree to maintain all original documents and be prepared to show them each semester if requested by the assigned health care facility.

I further authorize The University of Southern Mississippi College of Nursing to release my health clearance information and all associated documents in its possession, including but not limited to lab reports, immunization history, criminal background check, drug testing, and personal identifiers, such as SSN, date of birth, address and telephone number, to clinical facilities and training sites which may require it in connection with my participation in clinical training. This information is being released so that the clinical facilities and training sites may verify my qualifications to participate in the educational program offered at that facility or for auditing and accreditation purposes. I understand that any statements, prescriptions, or other evidence I have placed in my records commenting on contested information contained in the records listed above will be released along with the records to which they relate.

I also understand that a clinical facility or training site may require additional screening or that additional screening may be required during the course of the program. I understand I am required to pay for any and all additional screening (criminal background checks; drug screens, etc.) as may be required. I understand that the results of such screens must be sent directly to the College of Nursing and the clinical facilities or training sites to which I am assigned.

I understand agencies may refuse me access to clients/patients based on information contained in the reports and that their criteria may differ from the criteria of the College of Nursing. I also understand that unsatisfactory results from any required criminal background check or drug screening may result in a failure to be approved for required placement assignments, and as such may result in my inability to progress through the College of Nursing programs and ultimately, my dismissal from the programs.

I release The University of Southern Mississippi, its College of Nursing, the Board of Trustees of the Mississippi State Institutions of Higher Learning, the State of Mississippi, and their trustees, officers, directors, employees and agents from any liability or damage in connection with the release of any of the aforesaid information.

I may revoke this consent at any time by providing written notice of such revocation to the College of Nursing. I understand that revocation of this consent may result in ineligibility to enroll in and/or continue in any College of Nursing clinical or practicum course. This authorization is in effect for the duration of my participation and enrollment in The University of Southern Mississippi College of Nursing programs unless revoked in writing.

_________________________________________  ______________________________________
Student Signature                        Emplid Number

_________________________________________  ______________________________________
Student Name (Print)                     Phone Number

_________________________________________  ______________________________________
Date                                      Email

School of Professional Nursing Practice Student Handbook 2017-2018 96