

**BARTON COLLEGE**  
**School of Health Sciences**

**Judy Howard Hill Nursing Program (BSN)**  
**Masters of Science in Nursing Program (MSN)**

**STUDENT POLICY MANUAL**



**#BartonBoldConnected**  
**#BartonNursing**

## Preface

This manual is published by the Judy Howard Hill Nursing and MSN in Nursing in the School of Health Sciences at Barton College. It contains policies that apply specifically to the nursing program. The manual is intended to be used in conjunction with the *Barton College General Catalog* and the *Barton College Student Handbook*.

The *Nursing Student Policy Manual* is subject to review annually and at other times at the discretion of the School of Nursing faculty. Changes will be communicated to students in a timely manner.

Revised 9/2023/sis

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**BARTON COLLEGE**  
**School of Health Sciences**  
**Judy Howard Hill Nursing Program and Master of Science in Nursing**

**Mission Statement**

The Judy Howard Hill Nursing Program and the Master's of Science in Nursing, in concert with Barton College, is dedicated to preparing graduates to function in present and emerging nursing roles as collaborative members of interdisciplinary health care teams. Based on a liberal arts tradition, the Nursing Programs provide a scholarly environment that fosters the utilization of research, experiential learning, and public service in a variety of health care settings. The nursing faculty is committed to student success and demonstrates this commitment by providing a supportive environment that challenges and nurtures students to become engaged learners, effective communicators, and responsible to their profession, their community, and the world. The development of clinical judgment is central to the instructional mission of Nursing. The integration of courses in the humanities/fine arts, and the biological, physical and social sciences into the nursing program provides comprehensive preparation for the practice of humanistic, scientific nursing within a culturally diverse community.

**Purpose Statement**

The purpose of The Judy Howard Hill Nursing Program and the Master's of Science in Nursing is to prepare professional nurses to address the health care needs of diverse populations. The nursing faculty endeavor with collective mindfulness to educate theoretically grounded nurses who can use critical thinking, clinical reasoning and sound judgment in the delivery of care to clients at varying levels of health throughout the lifespan. Accordingly, faculty and students demonstrate the spiritual and humanistic values of a caring profession in addressing the health needs of persons across diverse cultures and lifestyles. The School of Nursing program prepares graduates to function initially as direct care providers, beginning educators, leaders and researchers. All nursing courses emphasize the individual's relationship to the environment and the global community.

Education of the professional nurse at the baccalaureate level prepares graduates to function in present and emerging roles as collaborative members of interdisciplinary health care teams. Nursing education, combined with the humanities/fine arts, biological, physical, and social sciences, provides a sound basis for humanistic and scientific nursing.

Education of the graduate student in nursing deliberately builds on the BSN. The MSN offers two concentrations to prepare students for either education of future professionals in nursing or administration within the profession. The MSN education concentration is designed to prepare graduates for current and evolving roles in post-secondary nursing education and address gaps in nursing education caused by growing healthcare needs. The MSN leadership concentration prepares students to address healthcare delivery system challenges anticipating healthcare administrative roles in which nursing will provide leadership. The curricula maintain the tradition of a curriculum that evidences the continuing development of critical thinking, writing

and communication skills while providing the clear foundation for both advanced practice education, advanced nursing education, and nursing leadership.

As students prepare for new and emerging roles in various complex education and leadership settings, they will demonstrate social responsibility, accountability and global awareness, consistent with the College's tradition of Christian values. Graduate education will further the expected outcomes of the (2010) IOM Future of Nursing Recommendations preparing students for further education in population-based evidence-based practice completing the Barton mission to serve the region and beyond through improved population health-based outcomes.

## **Philosophy**

The philosophy for the Judy Howard Hill Nursing Program and the Master's of Science in Nursing in the School of Health Sciences at Barton College emerges from the philosophical, theoretical and scientific knowledge bases of nursing. Informed caring (Swanson) drives the understanding of holistic professional nursing. Caring is described as a nurturing way of relating to a valued other toward whom one feels a personal sense of commitment and responsibility. Nursing care is nurturing delivered as a set of interrelated processes that evolve from the nurse's own values, convictions, knowledge and interaction with the patient (Swanson). Informed caring supports nursing care delivery that promotes dignity, respect, and empowerment for all aspects and recipients of care including: persons, (individual, family, group, community, or population); the environment; health; and nursing.

### **Conceptual Framework**

The integration of the concepts of: caring, leadership, advocacy, visionary practice and supported by the additional concepts of nursing process, communication and holistic care provide the foundation for professional nursing education at Barton College. Leadership is the discipline and art of guiding, directing, motivating, and inspiring others toward the achievement of common goals. Advocacy is the primary mechanism utilized which enables, empowers, and encourages students to become nurses who nurture and support their clients' health care with appropriate knowledge, skills and attitudes of individual rights, safety, and quality of care. Visionary practice provides powerful forces for shaping organizations and building the future of professional nursing. Visionary practice commits the professional nurse to engagement in life-long learning, evidence-based practice and continuous quality improvement.

The nurse, as a professional health care provider, accepts responsibility and accountability for nursing care delivery. The nurse ultimately functions as a coordinator and collaborator with the client and other professionals. Development of functional aspects with progressive complexity prepares professional nurses to serve as direct care providers, educators, researchers, and leaders which substantiates the requisite educational preparation in critical thinking, communication and therapeutic intervention and supports the need for development of personal qualities of initiative, decision-making, resourcefulness, and ability to respond to changing needs and environments.

The nursing process guides effective decision-making and intentional problem-solving in the professional practice of nursing. This process includes assessment, analysis and diagnosis, planning, implementation, and evaluation. These principles include: raising vital questions and

problems, gathering and assessing relevant information, making well-reasoned conclusions, open-mindedness, and communicating effectively (Paul & Elder, 2005).

Communication in the field of nursing is an integral part of comprehensive, effective, and safe and quality interdisciplinary and nursing practice. Communication is multi-modal, involving the use of verbal, written, and technological skills to interact with clients, families, colleagues, and other members of the health care team. It provides a purposeful form of exchange that serves as a point of human contact between nurse and patient and supports informed caregiving.

Holistic care expects the understanding of individuals, families, communities, and populations in integrated context of biological, psychological, socio-cultural, ethical, and spiritual dimensions and needs. Beliefs guiding holistic nursing practice include: (a) the needs of individuals' bodies, minds, and spirits are assessed and addressed in the informed care giving process, (b) health and disease are natural parts of the human experience, (c) individuals have the capacity for self-care and self-healing (d) the cultural values, beliefs, and practices of the individual are honored and incorporated into the care giving process, (e) individuals have a dynamic relationship with their environment, and (f) nurses empower individuals for self-care (Cherry & Jacob, 2017).

Human beings possess the ability to adapt and make purposeful choices and decisions about their lives. This ability depends upon their position in the health-illness continuum. This adaptive ability of the individual is dependent on innate and learned competencies and the context of the situation. The environment includes all situations, events, circumstances and controls that affect the development, behavior, and adaptation of individuals, families, groups, communities and populations.

## References

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## Expected Program Outcomes

The expected program outcomes demonstrate contemporary practice in nursing education. Using the Carnegie Report (*Educating Nurses: A Call for Radical Transformation, 2010*) on nursing education and *Institute of Medicine Report on Nursing, (2010)* and incorporating the American Association of Colleges of Nursing *Essentials of Baccalaureate Nursing Education (2008)*, the faculty embrace the Barton College School of Nursing curriculum in a contemporary model that embraces the culture, tradition and emphases of the liberal studies at Barton College. The following describe the expected program outcomes and the related Essential (AACN, 2008):

Graduates of the baccalaureate nursing program will (Includes related Essentials from the AACN, 2008):

- Essential I     Incorporate the artistic delivery of concepts inherent in the liberal arts foundation into complex generalist nursing care.
- Essential II    Apply leadership concepts, skills, and decision making in the provision of high-quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings.
- Essential III   Value the importance of lifelong learning as an essential element for personal growth of nurse and client and the enhancement of professional development in the nursing role.
- Essential IV    Demonstrate skills in using patient care technologies, information systems, and communication devices that support safe nursing practice and reflect nursing's unique contribution to safe patient outcomes.
- Essential V     Value social advocacy through participation in various political processes including health policy, finance, regulation, and health care economics.
- Essential VI    Provide generalist nursing care that incorporates communication and collaboration among healthcare professionals to deliver high-quality complex safe patient care.
- Essential VII   Demonstrate health promotion, disease, and injury prevention to improve the health of individuals, families, groups, communities, and populations in formal and informal health care systems.
- Essential VIII  Demonstrate professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice that are fundamental to the discipline of nursing.



Essential IX Utilize complex clinical decision-making, diagnoses, planning, implementing, and evaluating client-centered nursing care for individuals, families, groups, and communities along the lifespan.

Utilize the college values and Christian ideals in the practice of nursing.

Expected program outcomes building on previous baccalaureate achievement, are linked directly to the expected outcomes and the corresponding Essentials of Master's Education for Advance Practice Nursing (AACN, 2011). The following identify the program outcomes for graduates of the Master's in Nursing program at Barton College:

- Outcome I:
  - Essential I: Background for Practice from Sciences and Humanities  
Integrates scientific findings from nursing, biopsychosocial fields, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.
- Outcome II:
  - Essential II: Organizational and Systems Leadership  
Demonstrates organizational and systems leadership critical to the promotion of high quality and safe patient care emphasizing ethical and critical decision making, effective working relationships, and a systems-perspective.
- Outcome III:
  - Essential III: Quality Improvement and Safety  
Articulates and applies methods, tools, performance measures, and standards related to quality, within an organization.
- Outcome IV:
  - Essential IV: Translating and Integrating Scholarship into Practice  
Applies research outcomes within the applicable settings, resolves practice problems, works as a change agent, and disseminates results.
- Outcome V:
  - Essential V: Informatics and Healthcare Technologies  
Utilizes evolving communication and patient-care technologies and to deliver, enhance integrate and coordinate care.
- Outcome VI:
  - Essential VI: Health Policy and Advocacy  
Intervenes at the system level through the policy development process employing advocacy strategies to influence health and health care.
- Outcome VII:
  - Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes  
Communicates, collaborates, and consults with other health professionals to manage and coordinate care as a member of the interdisciplinary health care team.

- Outcome VIII:
  - Essential VIII: Clinical Prevention and Population Health for Improving Health  
Demonstrates integration of broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates in diverse populations.
- Outcome IX:
  - Essential IX: Master's-Level Nursing Practice  
Demonstrates advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into education and leadership.
- Outcome X:
  - Demonstrates the college values and Christian ideals in the practice of advanced nursing.

\*\*Advanced nursing interventions may include both direct and indirect care components.

## **Admission Policies**

### ADMISSION POLICY FOR THE NURSING PROGRAM

#### Undergraduate Admission

Students must meet the following requirements to be eligible for consideration for admission to the professional nursing courses (nursing program).

1. Cumulative grade point average of 2.9. Note: If the student has taken less than 9 semester hours at Barton College, the admission GPA for the nursing program will be the global or career GPA as determined by the Registrar.
2. Achieve a minimum grade of “C” in Chemistry 200, Biology 206, 311, 312, MTH 130, PSY 101, and SOC 101, and NUR 214.
3. Barton College utilizes Nursing CAS, the centralized application service for nursing, to process applications. Apply online or log into your existing account at [www.nursingcas.org](http://www.nursingcas.org). On the Add Program page, select Barton College’s nursing program and submit your application. Use the applicant help center or contact Nursing CAS for support with your application process. (Health form must be completed within six months of application deadline.) Application is due by May 15.
4. Submit a signed statement from a licensed health care provider that the applicant has the physical and emotional health to provide safe nursing care by May 15. Statement must be signed within six months of the application deadline.
5. Provide evidence of current CPR American Heart Association certification.
6. Complete the HESI Exam (Health Education Systems Incorporated) with an expected score of 100.

*NOTE: Application packets must be fully completed and submitted on or before May 15 each year. Late or incomplete applications will not be considered.*

Students who have previously applied and were not admitted to the nursing program may reapply. Students who reapply will follow the entire procedure as described in the Admission Policy.

#### Admission Procedure

Admission to the Nursing program will be based on successful completion of all requirements and is subject to the resources available. Barton College is approved by the North Carolina Board

of Nursing for 120 students actively enrolled in the nursing program. If the number of applications for admission to the nursing program exceeds the resources available and/or approved student enrollment numbers, students will be ranked for admission based on a score computed which includes the:

- GPA numeric value with the addition of 1% of the HESI score.

Additionally, the following factors may be considered:

- Length of enrollment at Barton
- Grades achieved in pre-requisite courses (Minimum: Nur 214, C; Chem 200, Bio 206, 311, 312, MTH 120 or 130, C)
- Number of courses repeated

### Graduate Admission

Students must meet the following requirements to be eligible for consideration for admission to the graduate program in nursing.

Completed application packet

Graduate from a regionally accredited BSN program

Minimum 3.0 GPA on previous college course work

Minimum one-year registered nurse practice experience

### **Provisional Admission**

A student may be granted provisional status when he/she does not fully meet all the necessary requirements for admission to the Graduate Program, but his/her circumstances warrant provisional admission. Students with an overall bachelor's GPA that falls below 3.0 on a 4.0 scale due to unavoidable, extenuating circumstances that affected their undergraduate averages or progressive improvement in their undergraduate work that warrants provisional admission will be considered for provisional admission.

Students can attain full graduate standing after completing nine or more graduate credit hours with a minimum 3.0 GPA.

Full graduate standing is granted when the deficiencies responsible for the provisional status are corrected through additional course work. The student must also maintain a satisfactory academic record (3.0 GPA) on all course work taken in a graduate classification.

### Continuous Enrollment

Once enrolled, students are expected to be continuously enrolled in the program and progress each semester according to the Nursing curriculum plan. Students who leave the program for any reason and later wish to continue in the program must notify their advisor and/or the Dean of the School of Nursing. Students returning must meet current admission requirements. Nursing courses required for the major more than two years old must be repeated.

## STUDENT UNIFORM PROCUREMENT POLICY

Each undergraduate student is responsible for ordering his/her student nurse uniforms from the college designated uniform company. The School of Nursing will provide an order form. The student will order according to their measurements, **NOT CURRENT SIZE**.

Female students will order a package that includes:

- 2 uniforms pants
- 2 uniform shirts
- 1 short white scrub jacket
- 1 navy blue long sleeve undershirt (optional, but strongly suggested)
- Head covering (Optional)

Male students will order a package that includes:

- 2 uniform shirts
- 2 pairs of uniform trousers
- 1 short white scrub jacket
- 1 navy blue long sleeve undershirt (optional, but strongly suggested)
- Head covering (Optional)

Official Barton College School ID with Picture is required for all students.

Students will be expected to also have, as part of the uniform: white uniform shoes, (no tennis/athletic/cloth shoes), white uniform hose or white socks as appropriate, (no low cut athletic socks), a watch with a second hand, a stethoscope, a sphygmomanometer, a pen-light flash light, a pair of bandage scissors, and a pair of hemostats. Many of these items will be available through the uniform company.

Full payment must be submitted to the uniform company by the student in order for uniforms to be shipped.

The School of Nursing at Barton College assumes **ABSOLUTELY NO RESPONSIBILITY** for uniform procurement, sizing, returns, etc.

RN/BSN and graduate students dress is business casual unless otherwise directed by clinical agencies. Barton College name pins and lab coats will be worn. Shoes should be closed toe and heel.

## Clinical Policies

### POLICY ON STUDENT DISCLOSURE OF CRIMINAL RECORDS

The School of Nursing requires all undergraduate students to complete a Criminal Background Check (CBC). The Criminal Background Check shall be performed prior to admission to the School of Nursing.

The process of conducting the Criminal Background Check will be as follows:

1. Students must submit a satisfactory Criminal Background Check (CBC).
2. The CBC must cover the past 10 years, or the time period since the student's 18<sup>th</sup> birthday, whichever is less.
3. The CBC must cover all states where the student has lived or worked during the last 10 years or since turning 18 years of age.
4. All previous felony/misdemeanor convictions must be made known to the Dean of the School of Nursing in writing prior to the CBC. False or incomplete information provided to College officials by the applicant is cause for denial of admission to the School of Nursing or for immediate dismissal.
5. Current felony/misdemeanor charges must be made known to the Dean of the School of Nursing within 24 hours of the charge, in writing. Court documentation of adjudication of said charges must be made in a timely manner. Providing false or incomplete information is subject to dismissal from the program.

The CBC is required prior to participating in the clinical component of this program. Prior to the clinical experience, clinical agencies may review positive CBCs and determine individual student eligibility for access to the clinical agency. The clinical agency has the right to deny students' access based on CBC reports/criminal history. The School of Nursing will follow the policy of the clinical agency regarding students' eligibility for access to the clinical agency based on record of a criminal history.

**A student who is determined to be ineligible for clinical at any facility for any reason may be dismissed from the Nursing Program.**

**Note: If a student is not continuously enrolled in the nursing program, an updated CBC may be requested.**



## DRESS CODE POLICY

### General Appearance Guidelines

These guidelines apply anytime the student is in uniform. Barton College student nurses, RN-BSN and MSN students are expected to adhere to the following guidelines concerning general appearance:

1. Barton College Student ID are to be always worn in the clinical areas.
2. Uniform, hose/socks, and shoelaces should be neat and clean, and shoes should be polished. Any white uniform style undershirt (short-sleeve or long-sleeve) may be worn underneath the uniform.
3. A watch with a second hand is to be worn for all clinical and laboratory activities.
4. Due to safety and infection control issues rings cannot be worn in the clinical areas; however, one ring (simple band) will be allowed. One simple stud earring may be worn in each ear. **Other body piercing jewelry is not permitted. No jewelry of any other type may be worn.**
5. Hair must be clean and short enough to be **off** the uniform collar, covered and out of the face or “worn up”, secured, no ponytails, and **off** the collar while in uniform and when in the clinical areas. Hairstyles must be professional in appearance. Hair may not be a color not found in natural hair.
5. Beards and mustaches must be closely trimmed, neatly groomed, and not impair the fit of a mask or other protective devices used by the clinical facility.
7. Conservative make-up may be worn in the clinical setting. Professional appearance is required of all students.
8. Fingernails are to be natural and trimmed even with the end of the fingers.
9. Personal hygiene should be used to control body odor, but no heavily scented cosmetics such as perfume should be used.
10. Stethoscope, bandage scissors, pen with black ink, pencil, and note pad should be carried at all times in all clinical areas.
11. **Chewing gum is not permitted in the clinical areas.**
12. Smoking is not permitted during clinical, in the clinical area, or during post-conference.
13. Tattoos are discouraged. Anytime a student is in uniform or in the clinical area, tattoos may not be visible.
14. No food or beverages in the patient care areas or computer areas.

### Clinical Dress Requirements

The student must adhere to all aspects of the uniform policy when any part of the uniform is worn. Wearing the uniform is a privilege and should be confined to appropriate settings. Uniforms should be clean, unwrinkled and have no odor, such as cigarette smoke.

Dress requirements may vary according to the clinical site as described below. When in the clinical area for study purposes, computer training, or assignments, the student should be in full uniform or wearing a white lab coat over conservative attire. When not in full uniform, the attire should be neat and conservative. Students should wear neat and conservative dress slacks or skirts and

blouses/shirts/sweaters/jackets. Dresses should be knee-length or longer. Shoes should be leather, flat-soled, fully enclosed, and worn with hose or dark socks. Socks must cover the ankle. No athletic shoes, jeans, sweatpants, sweatshirts, tank tops, t-shirts, shorts, or sundresses are permitted.

- NOTE: Uniforms are expected to be pressed (ironed) and well fitted. Students inappropriately attired in clinical settings may be asked to leave the clinical setting. Any time missed will be considered unexcused.

### Hospital Clinical Areas

While in the hospital clinical areas for planned clinical learning opportunities, students must wear the complete uniform as specified below:

Female: Uniform, hair cover (optional), white hose/socks, white shoes, and Barton ID.

Male: Uniform, hair cover (optional), white socks, white shoes, and Barton ID.

Uniforms must be clean, fitted properly, and of suitable length. Socks must cover the ankle.

### Behavioral Health/Community Clinical Areas

Students should wear uniform pants with a collared white shirt. Closed toe and heel shoes must be worn. Clogs, sandals, and flip-flops are not permitted. Lab coats with Barton ID will be used.

### RN-BSN and MSN Students in Community Clinical Areas

Scrub uniforms with lab coats will be worn. Closed toe and heel shoes must be worn. Clogs, sandals, and flip-flops are not permitted.

### Classroom/Laboratory

When attending classroom/laboratory, students will wear complete uniforms unless otherwise directed.

## CLINICAL PERFORMANCE POLICY

Clinical time refers to any in-hospital clinical rotation, outside agency rotation, lab simulation or event, or any other scheduled event where attendance by the student is considered required. If a student misses more than one clinical event each semester, they will fail the course for that semester. In the event the student misses more than one clinical event but feels there are extenuating circumstances that caused their absence, they may appeal the decision in person to the nursing faculty and present any supporting documentation. If this occurs, the faculty will render a decision on whether an extenuating circumstance existed, and whether the student should receive an excusal for their absence. Extenuating circumstances may include, but are not limited to, catastrophic events such as death of an immediate family member, medical emergency, or court/legal proceedings. Minor illness is not considered an extenuating circumstance.

Late arrival at any clinical event is not acceptable for any reason. A late arrival is defined as arriving greater than 1 minute after the scheduled event start time, up to 15 minutes. Students who arrive greater than 15 minutes after the start of a clinical event will be considered absent and will be sent home for the day. Two late arrivals in one semester will equal one clinical absence. Leaving early prior to the end of a clinical event will be considered an absence. Due to hospital onboarding requirements, make up clinical days cannot be offered to individual students.

Students in the School of Nursing are expected to perform client care in a safe, effective manner as directed by the Nurse Practice Act of North Carolina. "Unsafe Practice" in any component of the clinical/practicum experience will result in an automatic grade of "F" for the course regardless of any other grades earned in the course. "Unsafe Practice" is defined by the Barton College School of Nursing as:

1. An act or behavior which threatens or has the potential to threaten any aspect of the client, a family member or substitute familial person, another student, a faculty member, or other health provider safety.
2. Also included is an act or behavior which violates the:
  - a. *N.C. Nursing Practice Act*
  - b. *Code of Ethics for Nurses of the ANA*
  - c. *Standards of Nursing Practice of the ANA*

Examples of unsafe/unacceptable practice may include, but **are not limited to**, the following:

1. dishonesty in any form.
2. improper advances (physical and/or emotional) toward a client.
3. violation of client confidentiality.
4. a demonstrated intent to administer and/or the administration of an incorrect medication with resultant or potential harm to the client.
5. impairment while in the clinical setting.

6. inappropriate behavior including being totally dependent and/or unreasonably independent and/or insubordinate.
7. unsafe environmental practices.
8. inadequate preparation.
9. inadequate utilization of nursing process.
10. care not reflective of a holistic approach to the client.
11. negligence and malpractice.
12. inadequate and/or inaccurate documentation.
13. failure to notify level coordinator and/or faculty of any physical or emotional factors which may interfere with providing safe nursing care.
14. failure to notify clinical instructor of any incident that may result in unsafe practice.
15. Incivility.

**As the above list is not inclusive, any student with unsafe, unethical or unacceptable practices may result in expulsion without readmission to the school of nursing.**

Students in the School of Nursing are expected to satisfactorily meet all clinical objectives. Failure to achieve all clinical objectives will result in an automatic grade of “C” or below and the student will be ineligible to progress in the School of Nursing.

#### CLINICAL REGULATIONS POLICY

1. **It is the student’s responsibility to meet all objectives for class and clinical regardless of the number of “excused” absences. Failure to meet the required objectives for class and/or clinical will result in failure of the course.**
2. Social visiting  

Social visiting is defined as any contact between student and patient/client other than that required during assigned times in the clinical areas. To ensure maintenance of a therapeutic relationship, social visiting of assigned patients/clients is not permitted during the clinical rotation. Neither the College nor the School of Nursing will assume any responsibility or liability for any nursing actions taken by the student at any time during which the student is not under the supervision of nursing faculty.
3. Visitors  

Students are not to be accompanied or visited by non-nursing individuals at any time while in the clinical area.
4. Cell phones and Smart Watches

Cell phones and Smart watches shall not be in the students possession while in a patient care area. Cell phones must be kept in the break room or lounge area. Analog watch with a second hand is required for clinical.

NOTE: Each year, prior to attending clinical, all students are required to complete Barton College Blood-borne Pathogen Training and HIPAA Training in addition to any and all clinical agency requirements

## CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION POLICY

All students are required to show proof of successful completion of current CPR certification prior to beginning clinical experience each academic year. This requirement must be fulfilled by completing the American Heart Association Basic Life Support Course for Health Care Providers. CPR courses must include infant, child, and adult components. To assist students in meeting this requirement, a CPR course will be scheduled in August of each academic year. Students will demonstrate continuous certification for the periods of August-May. Students will be responsible for any costs of certification or recertification.

RN-BSN and graduate students will meet the requirements of the assigned clinical agencies.

## Health Policies

### HEALTH EVALUATION POLICY

#### Admission Criteria

Prelicensure students are required to have a satisfactory physical examination as part of the application procedure for admission to the professional nursing program. The health report must be submitted to the School of Nursing through NursingCAS by May 15. In addition, students must submit a statement of physical and mental health signed by a licensed health care provider indicating the student is capable of providing safe nursing care. Physical examination forms are available from the School of Nursing.

A negative two-step tuberculin skin test, negative chest x-ray, or TB Screening Form must be submitted as part of the admission process. In addition, an updated skin test or a **post-negative chest x-ray “TB Screening form”** must be submitted annually. Hepatitis B vaccine series must be started or a positive Hepatitis titer must be submitted as part of the admission process. Completion of the series must occur prior to the beginning of the clinical rotations of the junior year. The student who chooses not to have the Hepatitis B vaccine series must sign a waiver. That waiver may be rescinded by the completion of the Hepatitis B vaccine series or submission of a positive Hepatitis titer. All students must provide documentation of annual flu vaccination or medical documentation of not being able to receive same.

In addition to complying with the College immunization requirements as specified by North Carolina state law, students must also provide evidence of immune rubella results. Students who receive a “negative” (non-immune) or “equivocal” rubella titer should receive a rubella immunization and submit documentation to the School of Nursing through NursingCAS. Varicella immunity must be demonstrated by providing varicella titer results. Students who receive a “negative” (non-immune) or “equivocal” varicella titer should receive the immunization series and provide documentation to the School of Nursing.

#### Monitoring of Health Requirements

Each student is responsible for maintaining results of a current tuberculin skin test, chest x-ray, or TB Screening Form on file in Nursing. Tuberculin skin tests must be repeated every 12 months. Students must provide evidence of negative tuberculin skin test or chest x-ray prior to one year from the date of the previous tuberculin skin test or chest x-ray. After initial negative chest x-ray for positive PPD, a yearly “TB Screening Form” must be on file in the Nursing Office.

Each student is responsible for ensuring completion of the Hepatitis B vaccine series in accordance with the specified dates for immunizations. Students must provide evidence of the initial and each subsequent Hepatitis B immunization. Students must comply with the specified immunization schedule for Hepatitis B in order to satisfy the requirement.

Students must comply with the specified annual immunization schedule for influenza unless medically unable to receive same.

Students are expected to obtain PPD, chest x-ray, or TB Screening form each summer and submit results to the School of Nursing prior to the first day of class in the fall semester.

Tuberculin skin test or chest x-ray results, TB Screening Forms, or immunization records should be submitted only to the Secretary of the School of Nursing. Failure to submit written proof of compliance will result in suspension from nursing class and clinical.

Students who are suspended may return to class and clinical when the specified health requirements have been satisfied and written proof has been provided to the School of Nursing. (Refer to Procedure for Compliance Monitoring of Student Tuberculin Skin Tests, Hepatitis B Immunizations, and CPR Instruction.)

RN-BSN and Graduate students must meet the health requirements of assigned agencies.

### Physical and Emotional Health

Students are expected to demonstrate physical and emotional health that is indicative of the student's ability to provide safe nursing care to the public. In the event a student's physical or emotional health interferes or has the potential to interfere with the provision of safe nursing care, the student is required to inform the level coordinator. Failure to do so will be regarded as unsafe nursing practice.

Informal counseling is available from members of the nursing faculty, and students are encouraged to take advantage of such services. The counseling services of the Student Affairs Division and the Chaplain of the College are offered to students to assist students' development and adjustment within the college community from the time of admission through graduation.

Pertinent information that can affect clinical performance may be shared with appropriate clinical instructors and level coordinators for the safety of students and patients. The student will be informed before such information is shared.



PROCEDURE: COMPLIANCE MONITORING OF STUDENT  
TUBERCULIN SKIN TESTS, HEPATITIS B IMMUNIZATIONS,  
AND CPR CERTIFICATION

The following procedure is used to monitor and ensure student compliance with School of Nursing requirements for current tuberculin skin test or chest x-ray results, completion of Hepatitis B vaccine series, and current CPR certification.

1. Upon admission, each student's name will be added to the computer-generated master spreadsheet which is used to monitor tuberculin skin test, Hepatitis B, and CPR instruction requirements as students' progress through the program. Transfer students who are admitted to the nursing program will be added to the spreadsheet upon enrollment in their first clinical nursing class.
2. The administrative assistant of the School of Nursing is responsible for entering data and maintaining an up-to-date spreadsheet of the required information for each nursing student. A designated faculty member will serve as a resource person and provide assistance as needed for the administrative assistant.
3. All documentation of updated information should be submitted **only** to the administrative assistant in Nursing. Students must provide a photocopy of immunization record or health provider record documenting the required Hepatitis B immunization or tuberculin skin test. (Students are responsible for making any necessary photocopies and should **NOT** ask the administrative assistant to make copies). Students must present actual CPR card to the administrative assistant for visual inspection.
4. The administrative assistant will notify the appropriate level coordinator of any student who fails to provide the required information by the specified date. Students who fail to comply with the requirements will be immediately suspended from class and clinical. Any such absences will be considered as unexcused. Upon providing the required documentation to the administrative assistant, the student will be allowed to return to class and clinical.

## IMMUNIZATIONS AND COMMUNICABLE DISEASE EVALUATIONS POLICY

RN-BSN students and Graduate Students will provide evidence of the following immunizations and/or communicable disease evaluations when admitted to the program. Prior to admission to the School of Nursing, prelicensure students (all declared nursing majors and others) will provide evidence of the following immunizations and/or communicable disease evaluations:

1. TUBERCULOSIS—Evidence of a negative two-step tuberculin skin test, chest X-ray and TB Screening Form. A negative tuberculin skin test is required each subsequent year. Students with a history of a positive PPD result must provide evidence of previous chest x-ray results and documentation of asymptomatic status.
2. RUBELLA—Evidence of a positive rubella titer. The student who is rubella “negative” or “equivocal” is required to receive a repeat rubella vaccine and submit documentation of immunization.
3. HEPATITIS B—Evidence of vaccination against Hepatitis B. The series must be started prior to admission. The student may choose to:
  - a. submit titer evidence of immunity,
  - OR
  - b. sign a waiver relieving the School of Nursing and Barton College of all liability in the event they should contract Hepatitis B while performing as a student nurse.
4. VARICELLA—Evidence of a positive varicella titer. The student who is varicella “negative” or “equivocal” is required to complete the immunization series and provide documentation to the School of Nursing.
5. TETANUS DIPHTHERIA ACELLULAR PERTUSSIS (TDAP) —Evidence of vaccination within the past 10 years. Vaccination with Td only does not satisfy the requirement.
6. INFLUENZA: All students are required to provide documentation of annual influenza vaccination unless medically unable to receive the vaccination. Documentation must be provided of same.

**NOTE: 7. Beginning Fall, 2021, all students must have proof of Covid Vaccination, or submit a request for medical or religious exemptions. While the exemption may be granted in the School of Nursing at Barton College, it may not be accepted at the clinical agency to which the student is assigned. Therefore, refusal to receive vaccination may result in the student’s inability to graduate. Effective today, August 29, 2021, the Pfizer vaccine has received full FDA approval.**

## IMMUNOCOMPROMISED NURSING STUDENT POLICY

The purpose of this addendum to the Barton College AIDS Policy is to prescribe additional guidelines and procedures for responding to situations involving immunocompromised nursing students. Barton College School of Nursing is committed to: 1) providing safe care and treatment for all individuals involved with the immunocompromised student in the clinical and lab aspects of the Nursing program, and 2) ensuring that the immunocompromised nursing student's condition is not worsened by exposure to microorganisms in the clinical setting.

Barton College nursing students who know or have reason to believe they are immunocompromised or infected with HIV are urged to share that information with their Clinical/Lab Instructors on a confidential basis.

Confidentiality of the student's medical status will be observed except for certain individuals on a "need to know" basis. If a patient, student, or faculty is exposed to infection by an HIV positive student, the HIV positive student will be requested to sign a Release of Information. Medical information will then be released to appropriate individuals e.g. Health care provider of exposed individual. Failure to provide this release may result in dismissal.

### Procedures and Responsibilities:

Students will be given the following instructions:

1. Follow good personal hygiene at all times with special emphasis on good hand washing technique.
2. Wear gloves for direct contact with mucous membranes or non-intact skin of all patients.
3. Observe standard precautions which require the use of barriers such as gloves, gowns, masks, or protection eyewear, when exposure to blood or body substances is anticipated.
4. Do not perform direct patient care or handle patient care equipment if exudates or vesicular/pustular lesions or weeping dermatitis are present. Return to direct patient care may occur only after a signed release from a physician is provided to the Clinical/Lab Instructor indicating that the signs and symptoms of an infectious disease are under control (example: fever, respiratory or skin infection, etc.) and the student can safely perform direct patient care and/or needs a change in clinical assignment.

The Clinical/Lab Instructor will do the following:

1. Monitor and document student performance on a regular basis. For the safety of the patient/lab partner, incorrect technique or practice will be documented and corrective action taken. An infraction of incorrect technique may result in immediate dismissal.

2. Follow policies, as with any other student, related to excessive absences or leaves of absence – with or without medical reasons.
3. Inform the appropriate health care provider of the exposure after Release of Information form is signed by the student in the event that a patient, student, or faculty is exposed to an infection by the student.
4. Review the student's assignment as the student's infection progresses to ensure patient/student safety. Changes in assignment may be required in accordance with the limitations imposed by the State Health Director.
5. Refer the immunocompromised student to his/her physician as needed.
6. Counsel and instruct the student about restriction in clinical/lab practices, personal hygiene, standard precautions, and provide written instructions.
7. Report all confirmed positive HIV findings to the State Health Director. The notification shall be made in writing to the Chief, Communicable Disease Control Section, P. O. Box 27687, Raleigh, NC 27611-7687.

## CLINICAL EVENT POLICY

Events may occur that require follow-up. Any event of such a nature requires clinical institution/agency documentation requires additional documentation for the School of Nursing. The Clinical Event Report Form (Appendix A) will be used for documentation and must be completed within 24 hours of the event. An example of such an event includes the Body Fluids/Accidental Exposure Policy as described in the Barton College Regulatory Documents (Appendix B). Other examples include, but are not limited to, medication errors, falls, or student injury.

## General Policies

### PERSONAL AND PROFESSIONAL CONDUCT AND RESPONSIBILITY POLICY

The Judy Howard Hill Nursing Program and the Master's of Science in Nursing is committed to providing an effective learning environment, assisting students in achieving their educational objectives, and fostering professional growth and behavior. Students are held to the standards of the Barton College Honor Code and are expected to represent Barton College and Nursing in a positive manner.

#### Learning Environment

To promote an optimal learning environment, students are expected to:

- Utilize resources that reflect understanding of holistic person to include textbooks, current publications, journals, and research studies in preparing for class and planned learning experiences.
- Initiate new learning experiences independently.
- Accept instructor guidance utilizing alternatives to improve performance.
- Integrate previously learned knowledge and skills into practice.
- Analyze self and progress made toward successful accomplishment of learning objectives.
- Analyze manifestations of stress in own behavior, utilizing constructive ways to cope with increased anxiety/stress.
- Examine personal health needs and how those needs affect one's ability to meet course objectives.
- Demonstrate respect in interactions with faculty and peers.
- Analyze own performance, interpersonal relationships and problem-solving ability.
- Analyze the impact of ethical standards and legal responsibilities on professional nursing practice.

Students are expected to refrain from behaviors and /or activities that disrupt the learning environment such as:

- Incivility.
- Using cell phones and other electronic devices that are not contributing to the specific learning experience.
- Engaging in conversation that disrupts or interferes with other students' ability to hear or concentrate in class.
- Arriving late for class.
- Leaving the classroom while class is in session without prior approval.
- Sleeping during class.
- Using profanity and other inappropriate language and gestures that are disruptive in class.

## Personal and Professional Conduct and Communication

Students are expected to interact and communicate with peers and faculty in a courteous, respectful, and civil manner consistent with the *Barton College Student Conduct Procedures Handbook*. At no time should a student threaten or endanger the health or safety of a member of the Barton College community. Furthermore, students are expected to demonstrate responsible social conduct and good citizenship that reflect positively on the School of Nursing and the nursing profession.

In achieving these standards, the nursing student shall:

- Refrain from disruptive, offensive language and derogatory statements in all professional settings and written communications (including social media).
- Use discretion when transmitting information via public domain (social media).
- Demonstrate understanding and utilization of professional communication and the chain of command.
- Deport themselves and dress in a manner that demonstrates regard for professional roles.

This includes but is not limited to:

- Appropriate attire; no visible undergarments or inappropriate skin (i.e. midriffs, cleavage of the breasts or buttocks). Please check your appearance before leaving home.
- Remove hats when in class.
- Body piercing of the face and tongue are not appropriate.
- Extremely revealing attire is not appropriate; pajamas and sleeveless t-shirts (“wifebeaters”) are not acceptable.
- Hair color not found in nature on humans is not appropriate.

NOTE: Repeated offenses may result in dismissal from class/program.

## Social Media

Students should utilize professional judgement when using social media such as, but not limited to, Facebook, Snapchat, Google Hangout, Instagram, Twitter and any other social media. The student shall not post any derogatory statements about Barton College, Barton College Judy Howard Hill Nursing Program and the Master’s of Science in Nursing, clinical sites, patients, faculty and preceptors. Refer to the National Council of State Boards of Nursing brochure Nurses Guide to the Use of social media which is located at [www.ncsbn.org](http://www.ncsbn.org)

## ATTENDANCE POLICY

It is recognized that emergencies and unforeseen illnesses will occur at some time during the academic year. As stated in the *Barton College General Catalog* "absences are generally excused only for personal illness, family emergency, or for required participation in a college function." In all cases, the student must assume the responsibility for proving that an absence should be excused. Faculty may require medical information or other validation from appropriate sources before excusing an absence. However, despite reasons for absences, the School of Nursing faculty believes classroom and clinical attendance are imperative to the successful attainment of course objectives. Excessive absences negatively affect evaluation of achievement of course objectives.

The following policies apply to all nursing courses:

### Class Attendance:

Students are expected to attend all class experiences on time and prepared as well as remain in class for the duration of the class. In the case of absence or lateness, the student is expected to notify the assigned instructor and coordinator prior to incidence. Absences, excused or unexcused, in excess of 10% of the course may result in a failing course grade. Not being in your seat at the beginning of class or returning from break is counted as an absence. Regardless of whether absences are excused or unexcused, it is the responsibility of the student to meet all clinical and classroom objectives.

It is the responsibility of the student to determine if any work has been missed during an absence. Students are expected to contact the appropriate faculty member on the first day back regarding make-up work. The faculty member and the student will establish a time line for the completion of the missed work. Make-up of missed tests and quizzes are managed at the discretion of the lead instructor in the course where the work has been missed. Procedures for making up quizzes and tests, with an approved absence, may vary from course to course.

### Clinical Attendance:

Students are expected to attend all clinical experiences on time and prepared and remain for the duration of the class. In the case of absence or lateness the student must contact the clinical instructor prior to the incident.

### Notification of Absences:

Students who must be absent are to notify their instructor of the day/clinical by email prior to the beginning of the class or shift. Per Barton College, email is the official mechanism for notification.



## Graded Assignments

Assignments are to be completed on time. For each day an assignment is late, points may be deducted from the grade given on the assignment (weekends excluded). Assignments submitted late, but on the same day constitute lateness and will have five points deducted from the assignment.

\*Clinical experience consists of classroom lab, health care agency experience, and pre-and post-experience conferences.

## PROGRESSION POLICY

### Progression in the Nursing Program

Following admission to the Nursing Program, students must earn a minimum grade of "B-" (80) in each of the following clinical courses: Nursing 301, 304, 309, 306, 318, 401, 406, 417 and 460, in order to progress and successfully complete the nursing program. Additionally, each student must achieve an evaluation of "Satisfactory" in each clinical rotation to successfully pass each course. In the clinical nursing courses, any student who earns a final course grade less than "B-" and/or achieves an evaluation of "Unsatisfactory" in any clinical rotation will not be allowed to progress.

Students must also earn a minimum grade of "B-" (80) or better in any required course in the Nursing major in order to progress. Final grades may be rounded (ex. 79.45 rounds to 80).

Students who earn grades less than "B-" in a required course in the nursing program may be eligible to repeat the course the next time the course is offered, with permission of the dean of the school of nursing and upon meeting the requirements of the Readmission Policy. Students who need to repeat a course for the second time must submit a petition to the dean of the school of nursing.

Grades of "C" or above are required in prerequisite course in the following statistics courses: Bus 210, Mth 250.

Graduate students are expected to earn a B- or higher in all courses.

NOTE: Certain nursing program courses may be offered during the summer session. Clinical nursing courses are not offered during the summer semester. Summer offerings vary.

### GRADING SCALE FOR NURSING AND CLINICAL NURSING COURSES

94-100	A	73-76	C
90-93	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
<b>80-82</b>	<b>B-</b>	60-62	D-
77-79	C+	59 and Below	F

## READMISSION POLICY

Students may request readmission to the nursing program when a break in continuous enrollment occurs. This interruption may be related to personal circumstances or academic failure to progress. In either case, students must complete an application for readmission. Students who are readmitted to the nursing program will be required to complete the current nursing curriculum requirements as specified in the College Catalog for the academic year in which the student returns to the nursing program. Students who anticipate readmission to the nursing program should be aware that The Judy Howard Hill Nursing Program and the Master'S of Science in Nursing offers clinical nursing courses and upper division nursing courses on an annual basis. Courses cannot be taken out of sequence to accommodate a break in continuous enrollment.

Students receiving a grade of “C+”, “C”, “C-“, “D+”, “D-”, or “F” in any of the following courses: Nursing 304, 306, 309, 318, 401, 406, 417, 460 may request to repeat the course. The readmission application packet should be submitted during the semester that immediately precedes the student’s anticipated return to the program. In order to be considered for readmission, the following readmission requirements must be met.

- Completed application for readmission to the School of Nursing. The application form includes specific questions related to student performance in the School of Nursing. The application also requires the student to submit a personal development plan that includes objectives, activities, and evaluation.
- Current 2.9 cumulative GPA (Attachment: student copy of current transcript)
- Current physical exam by a licensed health care provider within six months of the application deadline.
- Current statement of physical and mental health from a licensed health care provider within six months of the application.
- Current tuberculin skin test result within the past year that will be valid for the entire academic year.
- Current HIPAA certification within the past year.

(It is understood that evidence of all other required medical information is on file in the School of Nursing).

Only in unusual circumstances would a student who has been dismissed for unsafe practice be readmitted to the professional nursing courses.

Each student's request will be handled on an individual basis. Criteria considered by faculty in discussing the request will include the student's past performance in class and clinical, an appropriate personal development plan, and completion of all readmission requirements. A two-thirds majority of the nursing faculty must approve the request for readmission in order for the student to be readmitted. Readmission decisions will also be influenced by total enrollment in the School of Nursing and available spaces in relation to approved number of students.

### STUDENT DISMISSAL POLICY

Students may be dismissed from Nursing 304, 306, 406, 417, 470, and 472 or any graduate course at any time for any of the following reasons:

1. Unsafe practice
2. Incivility
3. Physical or emotional health problems that prevent delivery of safe nursing care or the successful attainment of course objectives as determined by the Dean and any combination of the following: level coordinators, nursing faculty, and Student Affairs Committee of the School of Nursing.
4. Ineligible for clinical.
5. Principles of Just Culture as defined by NCBON.org

Evidence to substantiate any of these behaviors must be clearly documented. When an instructor identifies that a student is demonstrating any of these behaviors, the student will be notified, and a conference will be held. The level coordinator will then meet with the student and instructor to discuss the circumstances surrounding the behavior. The instructor and the level coordinator together will determine if dismissal is appropriate. If the instructor and level coordinator are one and the same, the Dean of the School of Nursing will appoint a full-time clinical nursing faculty to consult on the matter. (The Dean of the School of Nursing and/or level coordinator may be consulted at any time during the dismissal procedure.) The student may not be permitted to practice in the clinical area until the situation is resolved.

## PLAGIARISM AND HONOR CODE VIOLATION POLICIES

All students are expected to comply with the Barton College Honor Code. Honor Code violations will be reported according to the Barton College Judicial System.

### Plagiarism

Plagiarism is the copying without giving credit, of a theme or part of a book, magazine, or manuscript (published or unpublished). This applies to any written assignments.

The College Catalog defines plagiarism in the following manner:

"Plagiarism is defined as presenting as one's own the writing or work of others. Whenever phrasing is borrowed, even if only two or three words, the indebtedness should be recognized by the use of quotation marks and mention of the author's name. The language of another is not made the writer's own by omission, rearrangement, or new combinations; such an act is plagiarism."

*(Barton College General Catalog)*

Should a faculty member suspect a student of plagiarizing any assignment for class or clinical, that faculty member and other faculty members as is deemed appropriate will review the work to be reasonably sure of the plagiarism. If two students are involved, the faculty member will review and compare both of the students' work to be reasonably sure of the plagiarism. If the faculty determines reasonable certainty of plagiarism, the student(s) will be equally responsible. The faculty member will confront the student(s) and question them regarding the suspected plagiarism.

### Cheating

In any instance, cheating, whether giving or receiving unauthorized help on any academic work or intentionally attempting to gain from someone else through dishonesty or misrepresentation, is and will be treated as a serious offense.

The following are examples of student behaviors that represent an adequate basis to suspect students of cheating. These examples are not intended to include all situations.

#### Tests

Looking at another student's test.

Assisting the offender by making tests/test answers accessible for another to see.

Talking during a test.

Use of hand or other signals, e.g. coughing, sign language, talking.

Use of a cell phone or Smart Watch

Use of unauthorized notes, books, study materials during a test.

Leaving the room prior to the end of the test without permission.

Removing test materials (tests, test cards, test answer key, copying information from test) from the testing area/feedback area without permission.

Unauthorized sharing of test content with students whose testing time is different.

#### Assignments

Submitting work that is the result of collaboration with another individual when the assignment was intended to be done independently.

Using other students' written work in preparation of one's own work (i.e. care plans drug cards, condition sheets, bib cards, mental health assessments, process recordings, workbooks, etc.).

Assisting the offender by making written work accessible.

While cheating is not always plagiarism, plagiarism is always cheating. Therefore, if allegations of plagiarism are substantiated, the nursing faculty may choose to apply penalties from either cheating and/or plagiarism policies.

If allegations of cheating are substantiated, the nursing faculty will take the following actions:

1. A first offense will result in a grade of zero for that work.
2. The second offense may result in indefinite suspension, failure of the course, and/or dismissal from the College.

Nursing faculty will keep a record of a student's substantiated allegations of cheating in the student's School of Nursing record.

## UNDERGRADUATE TEST PROCEDURE AND REVIEW POLICY

### Purpose:

The purpose of test review is to provide students an opportunity to continue the learning process after testing on specific content. Every nursing course provides the opportunity for test review. Test review allows students time to reflect on test questions, examine their thought process, and identify content areas where further study is needed.

### **Testing Procedures**

These procedures apply to all clinical and non-clinical nursing major (and nursing pre-requisite) courses including: NUR 301, 304, 309, 306, 318, 401, 406, 417 and 460.

### **Matters Pertaining to Test Administration:**

Two faculty members will be present during each test. The faculty of record will note who the additional proctor in the room is for each test.

Assistance will not be given during the test. Questions will not be answered. If a typographical error is noted and causes a question, the student may point this out to the faculty of record who will stop and address the issue and make a correction in writing on the board.

Proctors may circulate during the test. Attention will be given to the protection of academic integrity.

Lockdown browser may be used in certain courses for testing.

When students complete the test and leave the classroom, they must move away from the classroom doors. Conversation regarding the test shall not occur. Discussion of the test with other students constitutes a violation of academic integrity.

If a test is missed for illness or other reason, it must be made up on the first day back to class.

Test review will occur ONLY after all members of the class have taken the test. Tests will be available for review for two weeks after grades are posted. Final Examinations are not reviewed by students. Students shall leave the building after Final Examinations.

**NOTE: Each student is responsible for a simple calculator for their personal use during testing. No scientific calculators or any other electronic devices will be allowed. No calculators will be provided.**

**Test and Final Examination Considerations:**

Students may not have hats, sweatshirts with pockets, jackets with pockets or any garment that may be used to conceal materials during a test. No items may be on or around the desk, except approved paper and pens/pencils. Book bags and purses will be placed along walls at the front of the classroom. No cell phones or Smart Watches are allowed during a test. All scratch paper shall be turned in to test proctor upon completion of test.

Students will sit facing forward, with adequate spaces between them. If they are seated closely together, students may be asked to move to another location. No students may leave the test during the administration. Health needs should be managed prior to the test beginning.

**Feedback Procedures:**

1. Faculty will provide test feedback within 1-2 weeks following test administration.
2. Individualized test reviews are at the discretion of course faculty.
3. During test feedback/review
  - a. Student will be permitted to review the test.
  - b. Faculty will provide correct responses for each test item.
  - c. Students will be provided an opportunity to write item specific questions/comments they may have on the back of the last page of the paper test or as otherwise directed by faculty conducting the review.
  - d. Faculty will review and consider submitted comments.
  - e. No discussion or talking between students will be permitted or test review will immediately cease.
  - f. Test review is a privilege. Failure to comply with established guidelines gives faculty the right to deny privilege to the class as a whole or individual learners.
4. Students are not permitted to copy test questions at any time. Copying test questions will be considered as a violation of the Honor Code and actions then taken according to the *Student Policy Manual*.



## SUBSTANCE ABUSE POLICY

- I. Policy:** The Judy Howard Hill Nursing Program and the Master's of Science in Nursing has zero tolerance for illicit drug use and/or substance abuse.

**Informed consent:** As a condition of admission to the School of Nursing, students agree to comply with this policy.

### Definitions:

1. A nursing student is any full-time or part-time student admitted to the School of Nursing.
2. Substance abuse is the non-prescribed use of any legal drug as well as the use of illegal drugs or alcohol.
3. Cannabidiol (CBD) is considered a banned substance.

## II. Procedure

### A. Drug Screening Program

#### 1. Preclinical Drug Screen

Prior to a nursing student's initial clinical experience, the student must obtain a drug screen at a National Institute on Drug Abuse (NIDA) certified laboratory. Validated copies of test results shall be sent to the Level or Program Coordinator. Confidential written results of the drug screen will be forwarded to the SON Dean's Office and, subsequently, to the student. There will be a group list of those qualified to attend clinical as a result of the screen. Before these results are available, students may not attend off-site clinical experiences. Therefore, students should arrange for testing in time for results to be available before the first day of classes in the first semester in which clinical courses are taken. All expenses associated with drug testing are the responsibility of the student.

#### 2. Random Drug Testing:

Students in the School of Nursing are subject to random drug testing. Random testing is performed on an unannounced, unpredictable basis on students whose identifying information (Barton College Student ID Number) has been placed in a testing pool from which an arbitrary selection is made. Random drug testing is done at the discretion of the faculty in the School of Nursing and may be at any time during the semester. If selected to be tested, the student will be notified by email from the Dean of the School of Nursing. The student will be directed to report for testing at a prescribed

location. The student will have 4 hours during which to comply with this requirement. The student is responsible for the cost of all drug testing, random or otherwise.

### 3. Testing Based on Reasonable Suspicion

- a. A student may be subject to testing at any time when, in the judgment of a faculty member, there is reasonable cause to suspect the student is engaging in the use of non-prescribed or illegal drugs. Such individualized reasonable suspicion may be based on information from any source deemed reasonable by the faculty member, including but not limited to:
  - i. Observed possession or use of substances that reasonably appear to be illegal drugs or legal drugs used illegally.
  - ii. Conviction for a criminal offense related to the possession, use or trafficking in drugs.
  - iii. Observed abnormal appearance, conduct or behavior, including unusual patterns of absence from school or excessive tardiness that is reasonably interpretable as being caused by the use of drugs.
- b. Individualized reasonable suspicion means:  
If the available facts were conveyed to a (hypothetical) reasonable person unfamiliar with the student, that person would conclude that there is a factual basis for determining that the student is using a prohibited drug.
- c. When individualized reasonable suspicion is found to exist, the student shall be subject to the SON policy on Dismissal for Unsafe Practices.
- d. In the case of individualized reasonable suspicion drug testing, the student will be tested at the nearest hospital emergency department or at Wilson Immediate Care. Once the student has been confronted by the faculty member of the need for reasonable suspicion drug testing, the faculty member will remove the student from the clinical setting and accompany the student to the ED. For student and public safety, the faculty member may request that the student take a cab to the drug testing laboratory from Barton College. The student must present for drug testing within two hours of being confronted by the faculty member. The student is responsible for all expenses associated with drug testing. A consent and release form will be signed by the student for drug testing (Appendix C). Validated copies of the drug test results will be sent to the SON and, subsequently, to the student.

- e. Once the faculty member has confronted the student in the clinical area and removed the student from the patient care area, the faculty member shall notify the Level Coordinator.

**B. Consequences of Failure to Participate in or Cooperate with Testing**

An instance of failure or refusal to participate in or cooperate with testing shall be deemed to be an occasion of impermissible drug use that justifies dismissal under the SON Policy on Dismissal for Unsafe Practices.

**C. Consequences of Impermissible Drug Use**

When prohibited drug use has been confirmed through positive test results, the student shall meet with the Dean of the School of Nursing or designated representative of the Dean. The student may be subject to dismissal under the SON Policy on Dismissal for Unsafe Practices.

**D. Confidentiality of Information Concerning Drug Use**

Any information concerning a student's alleged or confirmed use of drugs will be given to the clinical agencies that require this information for clinical practice.

**E. Grievance Policy**

At any time during this process the student is eligible to pursue the College Grievance Policy as outlined in the Barton College Student Handbook.

**\*This is subject to change based on clinical policy requirements.**

## USE OF THE NURSING BUILDING POLICY

To preserve the beauty of the building, students are asked to assume responsibility for trash disposal and clean up any spills of food or drink. Students are expected to demonstrate respect for all property in the building.

When using classrooms for study group meetings or individual study, students are expected to leave the classroom in order for the next class. Desks, tables, and chairs should be returned to the proper places before leaving the room.

To conserve energy and equipment, students are asked to turn off lights, close windows, and lock doors when leaving classrooms. Audio-visual equipment should be turned off after each use and left ready for the next person's use. If no one else will be using the equipment, it should be returned to its proper place.

## CLASS ORGANIZATIONS POLICY

### Election of Class Officers:

Each year, the nursing class will elect the following class officers:

President  
Vice-President  
Secretary  
Treasurer  
Representative to BCANS  
Representative to School of Nursing Student Affairs Committee  
Representative to School of Nursing Curriculum Committee  
Representative to the Faculty Organization (Class Presidents)

Elections should be held no later than the fourth Wednesday of classes in fall semester for the junior and senior classes. Class elections will proceed according to the following guidelines:

1. The level coordinator will preside until the election of class president. At that time, the newly elected president will assume duties and preside.
2. Nominations will be made by the class (with the concurrence of the nominee).
3. Students nominated will be asked to leave the room while voting occurs.
4. The student receiving a majority of votes will be elected.

Class officers should be in good academic standing and demonstrate qualities consistent with the School of Nursing Mission and Philosophy. Class officers should be highly motivated and willing to give of their time planning to regularly attend School of Nursing meetings if selected to serve.

### Class Funds Policy

Each class organization may accumulate funds by means of class dues and/or fundraising as determined by the class. Each class will be assigned an account number and class monies will be submitted to the cashier in the Barton College Business Office for deposit. The Treasurer will be responsible for making deposits and maintaining financial records. Disbursement of funds may occur only when voted by the class. Each class will retain funds acquired from year to year. Following graduation, any funds remaining in the senior class account will be transferred to the School of Nursing Alumni account.

**APPENDIX A**

**CLINICAL EVENT REPORT FORM**

Complete one copy for the central file. No other copies are to be made or retained. Follow the attached guide.

Student Legal Name \_\_\_\_\_

Date \_\_\_\_\_

ID # \_\_\_\_\_

Time \_\_\_\_\_

Agency \_\_\_\_\_

Unit \_\_\_\_\_

***For Completion by the Student:***

Specific event: Give detailed description of situation and surrounding incident. Use pertinent history, but do not use patient identifiers such as name, room number, address, medical record number, etc.

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**For Completion by Student and/or Faculty:**

Action: Include reporting of event and sequelae. If student injured, state how injured, treatment received, and by whom.

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\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## APPENDIX B

Create Document	Barton College	Edit Document
Print Document	Regulatory Publication	
<b>Document Title:</b> Body Fluids/Blood; Accidental Exposure To - Nursing Program		<b>Number:</b> 2 - 33
<b>Effective Date:</b> 3/15/1997		<b>Authority:</b> CR
<b>Revision History:</b> 7/1/1990, 8/23/1996		

Historically, the School of Nursing has had a non-discriminatory practice of clinical assignments for student learning. These assignments are based on learning objectives and student learning needs.

It is recognized, therefore, that on occasion and during a clinical practicum, a faculty member or student may accidentally become exposed to contaminated blood or body fluids. Primary emphasis remains on prevention of such incidents. To accomplish this, faculty and students are to adhere to the following measures:

1. Strict attention is to be paid to good handwashing practices before and after patient contact.
2. Gloves are to be worn at all times when the individual is likely to come into contact with blood or body fluids.
3. Eye shields are to be worn when performing any function in which blood or body fluids may be splashed in the eyes.
4. Faculty and students are to adhere to the standard policies and practices of isolation techniques adopted by the various clinical agencies.

In the event of accidental exposure to blood or body fluids, the faculty and/or student are to adhere to the following procedures:

1. Report the incident immediately to the Employee Health Service at the clinical agency. Students are to report the incident to their clinical faculty. Faculty are to report the incident to the appropriate Nurse Manager immediately and to the Dean of the School of Nursing. The Dean of the School is to report the incident to the Vice President of Student Life and the College Health Service.
2. A written account of the incident is to be completed on the form provided by the agency for such incidents. One copy is retained by the agency and two copies are forwarded to the Dean of the School of Nursing. One copy is to be placed in the student/faculty file.
3. Faculty and students are to follow the agency policy pertaining to exposure to blood and/or body fluids.
4. Financial responsibility for laboratory testing and/or any follow-up treatment will be as follows: Faculty will file under Worker's Compensation through the College within five (5) days of the incident; students will file through the Student Nurse Professional Liability Insurance.



**Appendix C**

**Notice of Drug Testing**

TO: \_\_\_\_\_  
(Name of Student)

FROM: \_\_\_\_\_  
(Faculty, School of Nursing)

RE: Reasonable Suspicion Drug Testing

Based on individual reasonable suspicion that you may be engaging in the impermissible use of drugs prohibited by the School of Nursing at Barton College, you are to report to the nearest hospital emergency department or Wilson Immediate Care located at 1725 S. Tarboro Street, Wilson, NC 27893, no later than \_\_\_\_\_ (time) on \_\_\_\_\_ (date). You will be required to provide a urine and/or blood sample and/or submit to an alcohol breathalyzer test at that time, in accordance with:

- a) The policies and procedures established by the School of Nursing at Barton College.
- b) Your signed consent to the provisions of the policy and the program for Substance Abuse.

Confirmed confidential written results shall be sent to:

Dean  
School of Nursing  
Barton College  
P. O. Box 5000  
Wilson, NC 27893-7000

\_\_\_\_\_  
Signature of Nursing Student

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
Signature of Clinical Faculty

\_\_\_\_\_  
Date and Time