

# Bachelor of Science in Nursing

## STUDENT HANDBOOK



**2022 - 2023**

From the Desk of the Chair:



WELCOME TO THE  
SOUTHERN UNIVERSITY  
AT NEW ORLEANS  
INAUGURAL NURSING  
CLASS OF 2022

On behalf of the Department of Nursing's faculty and staff, I would like to extend my sincerest welcome. We are so excited to have you begin your path to professional nursing with us. Each of you have already earned a mark of distinction as a member of the first cohort admitted to the new Bachelor of Science in Nursing program, Fall 2022. You will represent and set the standard of a SUNO student nurse for many more to come behind you. Hold your head high as we begin the journey through academic excellence in undergraduate nursing together. We offer a rigorous, evidenced-based curriculum to facilitate your socialization into the professional nursing role. It won't be easy, but it will be worth it!

## **INTRODUCTION**

The Bachelor of Science in Nursing (BSN) Student Handbook is designed to assist your orientation to and successful matriculation in the Department of Nursing. You are expected to be familiar with policies and procedures stated in this handbook as well as University policies which are found in the Southern University in the Southern University at New Orleans Student Handbook and the Southern University General Catalog. Students will be held accountable and responsible for information in these publications.

It is the responsibility of students to read and become familiar with the BSN Student Handbook. Students are responsible for adhering to university regulations as well as regulations set forth in this handbook.

Policies specified within this handbook are subject to review during the academic year. If any changes occur, students will be notified. The changes will be reflected in the BSN Student Handbook and will be made available to students via email, public relations announcements, and other media forms.

## TABLE OF CONTENTS

I.	Southern University at New Orleans Mission.....	p. 7
II.	Institution Vision .....	p. 7
III.	Accreditation .....	p. 7
IV.	Department of Nursing Accreditation Status .....	p. 7
V.	Department of Nursing Philosophy .....	p. 7
VI.	Mission Statement and Vision Statements .....	p. 9
VII.	Student Learning Outcomes.....	p. 9
VIII.	Admissions .....	p. 10
	A. Admissions Criteria .....	p. 10
	B. Student Core Performance Standards.....	p. 11
	C. Transfer Students.....	p. 11
	D. Readmission.....	p. 12
	E. Academic Advising.....	p.12
IX.	Progression and Retention.....	p. 13
	A. Courses with Practicum Component .....	p.14
	B. Interruption in Progression .....	p.14
	C. Content Specific Proficiency .....	p. 15
	D. Progression to the Level IV .....	p. 15
	E. Predictor Exam.....	p. 15
	F. Graduation.....	p. 15
	G. Dismissal .....	p. 15
X.	Professional Conduct .....	p. 15
	A. HIPPA Statement.....	p. 16
	B. FERPA.....	p. 17
	C. Honor and Accountability.....	p. 17
	D. Employment .....	p. 17
	E. Academic Dishonesty.....	p. 18
	F. Social Media.....	p. 19

G. Grievance .....	p. 20
H. Appeal Process.....	p. 20
XI. Course Requirements.....	p. 21
A. Class Attendance.....	p. 21
B. Clinical Experience.....	p. 22
C. Grading Scale .....	p. 23
D. Guidelines for Examinations.....	p. 23
E. Guidelines for Classwork During Extreme Emergency .....	p. 24
F. Uniforms, Supplies and Equipment Expense.....	p. 25
G. Dress Code .....	p. 25
H. Class Requirements .....	p. 28
I. Class Participation .....	p. 29
J. Written Assignments .....	p. 29
K. Late Assignments.....	p. 30
L. Dosage Calculation Test.....	p. 30
M. Test Review .....	p. 31
N. Clinical Requirements .....	p. 31
O. Liability Insurance – Students .....	p. 31
P. Policies for Clinical Practice .....	p. 34
Q. Variance Reporting.....	p. 36
R. Clinical Warning Policy .....	p. 38
S. Clinical Probation.....	p. 39
XII. General Information	
A. Community Service- Learning Hours .....	p. 40
B. Student Health and Welfare.....	p. 40
C. Change of Health Status .....	p. 40
D. Student Representation on Committees .....	p. 41
E. Pinning Ceremony .....	p. 41
F. Requirements for Graduation.....	p. 42
G. National Council Licensure Examination for Registered Nurses .....	p. 43

H. Change of Address.....	p. 43
I. Forms.....	p. 44
J. Reasonable Accommodation .....	p. 44
K. Communication .....	p. 44
XIII. Student Organizations and Awards.....	p. 44
A. Awards.....	p. 44
B. Organizations.....	p. 44
XIV. SUNO-DON Drug Screen Policy .....	p. 45
A. Drug Testing Upon Admission and Continuance .....	p. 45
B. Responsibility of Obtaining Drug Screen .....	p. 46
XV. APPENDICES.....	p. 47
Appendix A – Health and Physical .....	p. 48
Appendix B – Academic Alert .....	p. 51
Appendix C – Clinical Probation .....	p. 52
Appendix D – Student Grievance .....	p. 53
Appendix E - Variance Report .....	p. 55
Appendix F – Change in Health Status.....	p. 58
Appendix G – Clinical Warning.....	p. 59
Appendix H – KWAP Service Learning Timesheet.....	p. 60

## **SOUTHERN UNIVERSITY AT NEW ORLEANS**

### **I. INSTITUTION MISSION**

Southern University at New Orleans, a public, historically black university, empowers and promotes the upward mobility of diverse populations of traditional and nontraditional students through quality academic programs, teaching, research, and service to achieve excellence in higher education using various teaching and learning modalities.

### **II. INSTITUTION VISION**

Southern University at New Orleans is a premier, cutting-edge institution that endeavors to advance the educational standing of students by preparing them to participate in and contribute to a global society and workforce development with the necessary skills, knowledge and dispositions to improve their life-long learning skills and contributions to society through a TEAM (“Togetherness Empowers All Mechanisms”) approach.

Core Values: Respect, Academic Excellence, Inclusion and Diversity, Accountability, Integrity, Transparency, and Service

### **III. ACCREDITATION**

Southern University at New Orleans is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master’s, and doctorate degrees. Questions about the accreditation of Southern University and A&M College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](http://www.sacscoc.org)).

### **IV. ACCREDITATION STATUS/STATE BOARD APPROVAL**

The Southern University at New Orleans’ Bachelor of Science in Nursing Program has initial approval from the Louisiana State Board of Nursing 17373 Perkins Road Baton Rouge, LA 70810; Telephone number (225)755-7500 E-mail: [lsbn@lsbn.state.la.us](mailto:lsbn@lsbn.state.la.us).

The LSBN requires that once a program is granted full approval by LSBN, the program shall achieve national nursing accreditation prior to the first cohort’s graduation so the first graduates will have the benefit of graduating from an accredited program. The Southern University at New Orleans’ Bachelor of Science in Nursing Program will seek accreditation from the Commission on Collegiate Nursing Education (CCNE) at the appropriate time.

### **V. DEPARTMENT OF NURSING PHILOSOPHY**

The philosophy of Southern University at New Orleans’ Department of Nursing encapsulates and extends upon the institutional mission and philosophy. SUNO fulfills the role of a public university in providing service to the greater metropolitan New Orleans community, the state of Louisiana and beyond. The faculty of SUNO’s Department of Nursing are considered university officers who are required to contribute to the attainment of the mission of the institution.

We believe Persons are the recipients of care and defined to include individuals, groups, families, communities, or populations who are cared for in multiple and varied settings and to promote, maintain and restore health or provide palliative or end of life care.

## Key Concepts in Nursing Practice

**Person** are unique bio/psycho/social beings whose health is influenced by internal and external environments such as culture, social determinants of health and economics. They should be viewed holistically in the context of their families/support systems and afforded respect, justice, compassion and with regard to their developmental stage. They have the right to be informed and understand their own health status and included in making effective decisions about their care.

**Environment** is both internal (such as physiological, developmental and psychological functions) and external, (such as family, social contacts, work conditions, housing, economics, community safety, cultural mores, education, local/state/national policies). Internal and external conditions contribute to individual/groups/communities and population levels of health and wellness. Effective Nursing strives to optimize environments to promote health & well-being, prevent illness and restore health or provide supportive chronic or end of life care.

**Health** is a dynamic and multi-dimensional state of wellbeing across the life span that may range from high level wellness to disease and/or dysfunction and ultimately to death. Optimal health maximizes persons' potential and has physical, psychosocial and spiritual dimensions. Health care status will be facilitated through the collaborative efforts of recipients of care and health care professional.

**Caring** is vital since nursing is a humanitarian service profession, compassionate care and service for the greater good of the people is essential. Human caring is one of the central missions of the profession. It requires a social, moral, scientific, and spiritual engagement of the nurse and a commitment to self and other to engage in moral actions associated with preservation of humanity, human dignity, and caring help to inform our knowledge and nursing practice.

**Nursing** is a professional practice discipline that assists Persons to meet their health needs or to provide end of life care. Nursing is an art calling on engagement and relationship building to build trust and respect and a science utilizing the nursing process and nursing science. It requires critical thinking, scientific theories, evidence-based practices clinical judgement to deliver safe and effective nursing care. Nursing promotes health and wellness and prevents illness through patient centered compassionate caring. Nursing care is most often delivered within a multi-dimensional health care team and requires interdisciplinary collaboration via multiple communication modalities. Nursing embraces professionalism reflected by ethical humanitarian values including advocating for dignity, respect, equity, inclusion and social justice for all recipients of care and for a global multicultural society. Nurses also embrace the professional values of accountability for one's self and nursing practice, including continuous professional engagement, and lifelong learning.

**Nursing Practice** is both an art and a science, which requires application of theoretical and research-based knowledge and principles in the care of the patient. The baccalaureate prepared nurse practices in nursing in a variety of settings. This nursing practice is performed at a generalist level and focuses on assisting patient systems to use adaptive mechanisms to meet both wellness and illness needs. Students at the baccalaureate level are expected to evaluate and utilize research findings in nursing practice. Nursing practice occurs within a dynamic health care system. To meet patient system needs, collaboration and coordination with other health care disciplines are necessary.

**Nursing Education** is a mutual venture between faculty and students that requires active participation of both. It is the responsibility of faculty to provide a teaching learning environment that is welcoming and respectful, where faculty are committed to student success and where



students feel challenged and supported by faculty. It is the responsibility of students to take advantage of learning opportunities, to question and exchange ideas and to be actively engaged in self-evaluation of learning.

SUNO faculty are aligned with the University's commitment to serve students from the local community, to value diversity and support for social justice, equity and inclusion in society without barriers or prejudice. Nursing education is guided by theory and knowledge from nursing science, the arts and humanities, and the social and biological sciences. Nursing curriculum is dynamic and requires continual quality review.

Bachelor level students are prepared as a generalist to deliver safe, competent, ethical nursing care in a variety of health care settings. Professional nursing education requires knowledge skills and values that will have a foundation in genuine caring for others health and well-being and recognize multiple factors affect individual health and health care delivery including physical, psychological, social, economic, cultural, political, levels of government and national and world policy issues. Graduates are prepared to further develop into nursing leaders and are positioned to pursue advanced training and education in nursing.

The baccalaureate prepared nurse is expected to assume the following roles: provider of care, manager/leader, teacher, change agent, and advocate. Within each of these roles, the baccalaureate prepared nurse adheres to the professional, legal, and ethical standards of the American Nurses Association and the Louisiana State Board of Nursing. The professional nurse assumes responsibility and demonstrates accountability to individuals, families, groups, communities, and society.

Socialization into these roles is accomplished by the integration of professional standards of practice, values, and ethics. The assimilation of role identity and professional socialization occurs in the educational setting. Students who have been adversely affected by educational, social, or economic deprivation require more support in preparing for the professional role. Socialization of students to professional nursing behaviors and role functions is a deliberate process. Role socialization is accomplished through provision of an environment that fosters self-esteem and self-worth, and through role modeling in clinical and classroom environments.

## VI. MISSION AND VISION STATEMENTS

**Mission:** The mission of the Southern University at New Orleans Department of Nursing is to increase the number of underrepresented minority nurses prepared at the baccalaureate level to provide safe, competent, culturally appropriate, holistic care in the local community and beyond.

**Vision:** Produce nursing graduates that practice autonomously and interdependently as a member of the healthcare team to positively impact the lives of individuals, families, and communities they serve.

## VII. STUDENT LEARNING OUTCOMES

The student learning outcomes are derived from the American Association of Colleges (AACN) BSN Essentials and Quality, Safety, Education for Nursing (QSEN) and are the expected outcomes of the overall program.

The student learning outcomes provides the foundation for the curriculum and at the conclusion of the program, the student will be able to:

1. Communicate and collaborate effectively within the health care team using interpersonal, professional and information technology knowledge and skills

2. Utilize the scientific method critical thinking, problem solving and evidenced based practice concepts in planning and delivering nursing care
3. Demonstrate knowledge and use of professional standards ethical values, and legal standards in safe and effective nursing practice
4. Plan and deliver care with consideration of client values, customs, culture, religion and beliefs
5. Apply leadership and management concepts, skills and decision making into nursing practice
6. Demonstrate basic understanding of the role of the nurse in health promotion disease/injury prevention and population health across the lifespan
7. Demonstrate a basic understanding of system influences on patient safety and nursing practice including health care policy, regulation, resource management, technology, economics, and politics

#### **AACN Essentials for Baccalaureate Generalist Nursing Practice and QESN Competencies**

BSN Essential I: Knowledge for Nursing Practice	QSEN: Patient Centered Care
BSN Essential II: Person-Centered Care	QSEN: Teamwork and Collaboration
BSN Essential III: Population Health	QSEN: Evidence Based Practice (EBP)
BSN Essential IV: Scholarship for Nursing Practice	QSEN: Quality Improvement (QI)
BSN Essential V: Quality and Safety	QSEN: Safety
BSN Essential VI: Interprofessional Partnerships	QSEN: Informatics
BSN Essential VII: Systems-Based Practice	
BSN Essential VIII: Informatics and Healthcare Technologies	
BSN Essentials IX: Professionalism	
BSN Essentials X: Personal, Professional, and Leadership Development	

## **VIII. ADMISSIONS**

### **A. Admissions Criteria**

1. Admitted to Southern University at New Orleans and a student in good standing.
2. Completion of the first 31 hours of the prerequisite courses outlined in the curriculum plan or the course equivalents with no grade lower than a “C”. Maintain a minimum grade of “C” in all required courses.
3. Grade-point average of 2.7 (4.0 scale) in all required courses. Only required courses of the first year will be utilized to determine GPA. The Department of Nursing considers only the last grade or last attempt at coursework to calculate the GPA.
4. Students are limited to a total of two (2) repeats among the 31 prerequisite hours to be eligible to apply to the BSN program.
5. Submission of results of the nursing pre-examination, the HESI (Health Education System, Inc.) Nursing Admissions Assessment Test (A2).
6. Applicants are required to submit a writing sample and interview.

7. The Department of Nursing reserves the right to interview candidates.
8. Meeting the minimum requirements for admission does not guarantee program admission.
9. Students must have approval to enroll in a clinical nursing course by the Louisiana State Board of Nursing (LSBN).
10. Students transferring from another nursing program must meet minimum admission and progression requirements of the BSN Program. Furthermore, transfer students must have a letter of good standing submitted from the nursing program from which they are transferring which states they are eligible to re-enter that program.
11. Returning students or students transferring from another university in other disciplines must meet all admission requirements for the BSN program.
12. Only complete application packets will be reviewed on a first come, first served basis.
13. The Chair of the Department of Nursing takes formal action on recommendations from the Admissions/Progression Committee and notifies applicants by written communication.
14. Consistent with the guidelines of Southern University at New Orleans, no applicant is denied admission to the Department of Nursing on the basis of race, creed, sex, national origin, or physical handicap.

#### **B. Student Core Performance Standards**

Below are listed the core performance standards of the Department of Nursing. The Department of Nursing expects that all applicants for admission possess and demonstrate the skills, attributes, and qualities set forth below, without reasonable dependence on technology or intermediaries.

- a) Critical thinking
- b) Interpersonal
- c) Communication
- d) Mobility
- e) Motor Skills
- f) Hearing
- g) Visual
- h) Tactile

#### **C. Transfer Students**

Students entering this program must meet the admission requirements of Southern University at New Orleans and make an additional application to the Bachelor of Science Nursing Program.

A qualified student in good standing at any approved baccalaureate Department of nursing may apply for admission by transfer. Any student desiring to transfer must follow policies in the current Southern University at New Orleans catalog. All transfer students must apply for admission and be accepted by Southern University at New Orleans prior to applying to the

nursing program. The amount of credits transferred and placement of the student is based on an evaluation of the courses the applicant presents in comparison with those required for the degree from the Department of Nursing. Southern University at New Orleans Admissions Office evaluates general education courses. They determine the courses and the amount of credit accepted from other universities. Students receive an analysis report from the Office of Admissions (Official SUNO Transcript Analysis). Transfer courses must be equivalent to those taught at Southern University at New Orleans. At the present time, evaluation and acceptance of nursing course credits from other schools/universities is done on an individual basis. SUNO-DON only admits a new cohort each Fall semester.

#### **D. Readmission**

A student in good standing in nursing and whose enrollment in nursing courses is interrupted for two or more consecutive semesters may reapply for admission, and acceptance will be based on:

- a) admission requirements for new catalog; and
- b) space availability

Procedure:

1. A student desiring readmission must submit a complete Application for Admission form during the open application period.
2. The Admissions/Progressions Committee will:
  - a) review the application and related data, and
  - b) make a recommendation to the Chair regarding the request.
3. The student will receive written notification from the Chair regarding the status of their application.

#### **E. Academic Advising**

All full-time faculty members will be assigned by the Chair of the DON to act as advisors to students enrolled in the Nursing major. Advising duties include ensuring students enroll in the required courses to meet the graduation requirements of their major; advising students of academic policies guiding their satisfactory progress, and; referring students who appear in need non-academic related counseling to the appropriate university support services.

Academic advising is critical to support the retention and progression of the student nurse's matriculation in the program. The academic advisor plays a key role in the growth and development of the future professional registered nurse. Academic advising is a two-way process that involves collaboration between student and faculty member. The student responsibilities include:

- Schedule a meeting with academic advisor twice a semester.
- Consult with academic advisor before taking courses off campus.
- Consult with academic advisor about deficient grades and a remediation plan.
- Solicit the support and advice of academic advisor as needed.

Appointments should be made for advising. All faculty members post office hours at the beginning of each semester in order to accommodate students.

**The ultimate responsibility rests with the student to make and keep appointments with their academic advisor.**

## **IX. PROGRESSION AND RETENTION**

To progress in the nursing program, the student must:

1. Maintain at least 2.0/4 semester GPA.
2. Achieve a grade of “C” in all nursing courses.
  - a. Students who fail to achieve a “C” in any nursing course are expected to repeat the course at the next available opportunity.
  - b. Students may only enroll in a nursing course twice.
  - c. In accordance with Southern University at New Orleans policy, payment of fees constitutes official enrollment; therefore, courses dropped prior to the 14<sup>th</sup> class day will not be considered as an enrollment for that course in the Department of Nursing.
  - d. Students who fail any two (2) nursing courses (NURS 201 and above) or any one nursing course twice will not be allowed to progress in the nursing program.
  - e. Students may not progress in nursing courses until the failed prerequisite course(s) has been successfully completed.
  - f. Students who fail to achieve “C” on the second attempt in the same nursing course will not be allowed to progress in the Department of Nursing.
  - g. Maintain satisfactory physical and psychological health status for optimal theoretical and clinical performance. (**Appendix A** – Health and Physical Form)
  - h. In addition to the policies and procedures outlined here, the student must meet progression requirements of the University as stipulate under “Scholastic Probation, Suspension, and Readmission Regulations” as stipulated in the current University Catalog. (**Appendix B** – Academic Alert Form)
  - i. To progress from one Level to the next Level, students must successfully complete all courses and requirements listed in Level I, Level II and Level III respectively.
3. Procedures
  - a. The Admissions/Progressions/Committee will review course and level reports submitted at the end of each semester to ascertain the progression status of each student.
  - b. Recommendations for progression or retention are made to the Chair of the undergraduate nursing program and the Dean of Arts and Sciences.
  - c. Students who need to repeat a nursing or pre-requisite course must submit a written request fourteen (14) days prior to the beginning of the semester, and indicate their intent to return to that course.
  - d. Students’ that fail either a didactic/theory or clinical course that are co-requisites, must repeat both courses to progress.

## A. Courses with Practicum Component

Nursing courses with a practicum component are considered clinical courses. Clinical courses are designed for students to receive theory knowledge and demonstrate application of knowledge in a hospital, clinic, home, school, outpatient, and/or lab environment.

Clinical courses are those courses with co-requisites of theory and practicum components. A student who fails the theory component but passes the practicum component must repeat both theory and practicum. A student who fails the practicum component and passes the theory component must repeat both practicum and theory. In this instance, the failure of a clinical course with a practicum co-requisite is considered one (1) failure. For example: If a student fails Introduction to Nursing theory and passes Introduction of Nursing practicum, the student must repeat both Introduction of Nursing theory and Introduction of Nursing Practicum.

Likewise, if a student fails Fundamentals of Nursing Practicum and passes Fundamentals in Nursing theory component, the student must repeat both Fundamentals of Nursing Practicum and Fundamentals of Nursing theory. This occurrence is considered one failure. A second occurrence in the same course or another clinical course is considered a second failure and the student will be dismissed from the professional component. Furthermore, if the student sustains a failure in a clinical course and another nursing course at the same level, dismissal will occur.

Students must earn a minimum theory grade of “C” or better and a practicum grade of “P”, “S”, or “C” whichever is applicable in order to successfully complete any clinical/lab course and progress to the next level nursing courses. The student must also successfully pass the clinical performance evaluation to be successful in any clinical course.

Some nursing courses in the professional component require a demonstration of skill attainment via return demonstration. Students must achieve a Satisfactory “S” or Pass, “P” on all return demonstrations. The student will be allowed **two attempts**. If unsuccessful after the first attempt, students will have **a week to complete their re-demonstration**. They are responsible for scheduling up to three (3) remediation sessions with faculty/staff. Failure on the second demonstration attempt to achieve a “S” or “P” will result in a warning and documented on the clinical probation form. (**Appendix C- Clinical Warning Form**)

Tardies and absences for return demonstrations should follow guidelines as set forth in the respective syllabus. **If the absence is unexcused, the missed return demonstration will be considered an attempt.**

## B. Interruption in Progression

A student who interrupts the nursing curricular sequence for any reason for a period of one semester or longer must meet with the BSN Program Chair prior to readmission to the Department of Nursing. The reason for interruption includes but not limited to unsuccessful dosage calculation testing, financial hardships, pregnancy, positive drug test, physical illness or earning a “D” or “F” in a course.

Any returning student must apply for readmission and meet the admission criteria in effect at the time of the planned readmission. *Readmission to the professional component or course is not automatic and depends on space and faculty availability.*

### **C. Content Specific Proficiency**

The purpose of the content specific proficiency exam is to assess the student's readiness to progress to the next level. Content specific proficiency exams are preparatory exams to determine ability to complete and pass the National Council Licensure Examination – Registered Nurse (NCLEX-RN). Successful completion of a national standardized content proficiency exam will be calculated as a percentage of the final theory course grade.

Students take a standardized content proficiency exam in specified theory courses.

### **D. Progression to Level IV**

In order to progress to Level IV, all required nursing courses through Level III in the curriculum must be successfully completed. Progression and/or graduation will be halted if required nursing courses are not successfully completed.

### **E. Predictor Exam**

Students enrolled in NURS 408N will have to successfully complete a standardized predictor exam prior to graduation. This exam will be used to determine the likelihood of the student passing the National Council Licensure Examination Registered Exam (NCLEX RN) and provide advice and counsel for remediation as indicated by exam analysis. Under these circumstances, remediation will be highly encouraged, especially if the student is eligible to apply for graduation, the student will be asked to commit to a remediation plan with a timeline before applying to take the NCLEX after graduation.

### **F. Graduation**

Graduation requirements are described in the SUNO catalog (see link below), and include successful completion of the required curriculum, a GPA of at least 2.0, and meet residency requirements.

### **G. Dismissal**

**Dismissal** from the nursing program will occur whenever a student has:

- Failed two nursing courses in the professional component.
- In the professional component, failure is defined as achievement of a grade of "D" or "F" or if the student withdraws from the course with a failing grade at the time of withdrawal.

If a student is dismissed from the Department of Nursing, a student may appeal to the Admissions, Progression, and Retention Committee in the Department of Nursing. A recommendation from the committee will be forwarded to the BSN program chair for review. The Program Chair will forward the recommendation to the Dean of Arts and Sciences for review and a decision related to the appeal.

## **X. PROFESSIONAL CONDUCT**

It should be clearly understood by all nursing students that the Chancellor, Vice Chancellor of Academic Affairs, the Dean of the Arts and Sciences, and the Chair of the BSN Program at the recommendation of the nursing faculty, have the authority to require withdrawal from the school, to drop from the rolls, and to refuse readmission of any student at any time if circumstances of legal, ethical, health, social, or academic nature justify such action. Some examples of the circumstances include the following:



- A deliberate attempt to cover up any error or negligent performance during clinical experience.
- Unsafe, unethical, illegal practices with patient care.
- Failure to comply with clinical agency policies and regulations.
- Violations of the Department of Nursing's drug testing policy.
- Violations of the University Code of Student Conduct.
- Violations of the Department of Nursing's policies as stated in the Student's Handbook.

Students enrolled in the Department of Nursing are responsible and accountable for their actions related to patient care. Faculty will determine whether a student's conduct and actions are appropriate for patient welfare. Should it be determined that a student's conduct in the clinical setting is detrimental to patients' health and/or safety, faculty may dismiss the student from the clinical course with a grade of "F" and recommend dismissal of the student from the Department of Nursing.

#### **A. HIPAA Statement**

All those in healthcare must now comply with the federal regulation of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures & must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to request for information by healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the patients consent of treatment.

In order to protect patient privacy, all personal identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a Federal law. Penalties for wrongful disclosure range from fine and/or imprisonment.

Each semester, students must review HIPAA requirements and sign both HIPAA statement and Confidentiality agreement required by the clinical agencies. It may be necessary to complete additional forms and paperwork as required by health care agencies in which practicum experiences are assigned.

<https://www.hhs.gov/hipaa/for-professionals/index.html>



## B. FERPA

Students have a right to privacy. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, which are:

- The right to inspect and review your education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of your education records that you believe are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Southern University at New Orleans in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Supervisors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which you may seek or intend to enroll.

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## C. Honor and Accountability

Students are expected to conform to the code of student conduct as stated in the Southern University at New Orleans General Catalog.

<https://www.suno.edu/assets/suno/PDFs/Academics/Academic-Catalogs/MEGA-MEGA-2020--2022-SUNO-CATALOG-Updated.pdf>

## D. Employment

Students should be aware that: (1) the SUNO Department of Nursing assumes no responsibility for their activities as employees of an agency; (2) they are personally responsible and liable for any activity in which they participate while employed; (3) professional liability insurance purchased by students is valid only in their student role, not their employment role; (4) individuals who practice illegally may jeopardize their future nursing practice since persons who are convicted of violation of the Nurse Practice Act may not be eligible to take NCLEX-RN and subsequently receive licensure.

Students employed in an agency have a responsibility, personally, and professionally, to engage in only those activities which fall within their job description as nonprofessional workers (i.e., aides, assistants, technicians). They have responsibility to refuse to participate in activities, which they have not been legally licensed to perform (i.e., giving medications, assuming total responsibility for a division, etc.).

**\*\*\*\*Students should not wear any part of the Southern University at New Orleans Department of Nursing uniform to their jobs.**

## **E. Academic Dishonesty**

The Department of Nursing has zero tolerance for academic dishonesty. SUNO Department of Nursing faculty and staff adhere to university policies regarding academic dishonesty. It is the responsibility of the student to be up to date on the most recent university policies.

The University functions best when its members treat one another with honesty, fairness, respect, and trust. Students should realize that deception for individual gain is an offense against the members of the entire community. Faculty members have a responsibility to take measures to preserve and transmit the values of the academic community. To this end, they are expected to instill in their students a respect for integrity and a desire to behave honestly.

### **Examples of Academic Dishonesty**

**Cheating:** possessing unauthorized sources of information during an examination; copying the work of another student or permitted copying by another student during an exam; completing an assignment, such as an exam, paper, lab report, or computer program for another student; submitting material produced by someone else; submitting out-of-class work as in-class assignment; altering graded work after instructor evaluation and resubmitting it for regrading; retaining exams or other materials after they were supposed to be returned to an instructor, inventing data or falsifying an account of data collection.

Using information or devices that are not allowed by the faculty; such as using formulas or data from a cell phone, or using unauthorized materials for a take-home exam;

- Obtaining and using unauthorized material, such as a copy of an examination before it is given;
- Fabricating information, such as the data for a lab report;
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- Collaborating with others on assignments without the faculty's consent; and
- Cooperating with or helping another student to cheat.

**Plagiarism:** taking the words or ideas of another and either copying or paraphrasing the work without giving credit to the source (e.g., through footnotes, quotations marks, reference citations).

**Other forms:** providing material to another person with knowledge it will be improperly used, processing other students work without permission, selling or purchasing materials for class assignments, altering another student's assignment, knowingly furnishing false or incomplete academic information, altering documents affecting student records, forging a signature or falsifying information on any official academic document.

### **Handling instances of academic dishonesty**

Any act of cheating or plagiarism in a course by a student will be reported to the Vice Chancellor for Academic Affairs and the Dean of Arts and Science and the student will receive an "F" for the course.

If a student has been reported to the Dean for two instances of cheating and/or plagiarism, the student will be charged with persistent academic dishonesty. The student will be given the opportunity to respond to the charge at a hearing.

If the student is found guilty, the student will be suspended for one academic year. If a student is charged twice with persistent academic dishonesty and is found guilty on both occasions of academic dishonesty, the student will be indefinitely suspended from the Department of Nursing.

## **F. Social Media**

Social media has become a vital communication tool in the society today. However, when used for the wrong reasons it can have a great impact. The faculty and staff of SUNO-DON want to ensure that the nursing students understand how social media can impact patient care and nursing practice. Students will be held accountable for following the social media guidelines established by the National Council of State Boards of Nursing. The guidelines can be located at [https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf).

### **Policies Regarding the Use of Social Media**

Due to the significant potential for expended information sharing and collaboration, Southern University at New Orleans supports the positive use of social media. Social media provides a rich forum for the sharing of ideas, diverse opinions, and civil debate. It is recognized that the facilitation of communication and networking is potentially beneficial for academic activities, research collaboration and clinically/career-related activities. Individuals engaged in the use of social media should be cognizant that sites such as Facebook tend to be more entertainment-oriented, whereas, a site such as LinkedIn is more oriented to career-networking. To that end, the Department of Nursing community is reminded of the permanence and wide accessibility of this form of communication and that civil and legal tenants of appropriate faculty/student behavior apply to this mode of communication. Therefore, individuals using social media are reminded of the importance of monitoring the accuracy, tone and content of their personal interactions.

### **Policy on Constructive Use of Social media for Students**

Students are individually responsible for their postings. Since the personal social media page provides an opportunity to contribute to the building of a student's professional reputation, it is important for the student to purposefully attempt to illustrate aspects of their responsible, respectful, accountable nature through their associations with others. It is recognized that the facilitation of communication and networking is potentially beneficial for academic activities, as well as, to assist potential supervisors and employers to identify appropriate individuals to serve within their organization. Students should be aware that social media may be used as a screening by employers to avoid hiring individuals who do not portray a public image congruent with the standards of the company or organization.

The social media page must be monitored closely, especially for unprofessional material which may reflect negatively on the student that was posted by others. Students should avoid posting or allowing any information on their page which may appear harassing, obscene, threatening, hateful, or embarrassing to anyone else, as well as, words, jokes, or comments of a discriminatory nature with regard to gender, sexual orientation, race, ethnicity, age, or religion. Privacy settings should be used to protect students at Southern University at New Orleans so that only individuals with authorized access can see a student's information and posting of identification numbers or demographic information should be avoided. Students should monitor photos posted to ensure that they portray the professional image that the student is attempting to develop and restrict tagging of any photos felt to be professionally compromising.

Although students may feel extremely enthusiastic about clinical experiences, **posting of identification, reference or photographs of any clinical patients is strictly prohibited in personal social media.** These acts are considered a breach of the confidentiality guaranteed to patients.

#### **G. Grievance**

The faculty and staff of the Department of Nursing make every effort to provide students with fair and unbiased experiences. If a student has a grievance concerning grade appeals, sexual harassment, American Disabilities Act (ADA) issue, or U.S. Equal Employment Opportunity Commission (EEOC) issues the student should follow the appropriate University policy. If the student has a grievance concerning grades, evaluations, or workload, the following process should be utilized:

1. The student must submit a signed, written description of the complaint to the person of concern (administrator, faculty, or staff). (**Appendix D** - Student Grievance)
2. The student must communicate and/or meet with the person involved and attempt to resolve the complaint.
3. If complaint remains unresolved, the student may meet with the next level in the chain of command (BSN Program Chair, Dean of Arts and Science and Vice Chancellor AA).
4. If the complaint remains unresolved after meeting with the Department Head and/or Dean, the student must follow the procedure as presented in the Southern University at New Orleans Catalog and Student Handbook.

The student may discontinue the process at any point by submitting a request to withdraw the complaint.

#### **H. Appeal Process**

If a student is affected by the policies for retention and progression or dismissal, then a written appeal can be made one time for the specified condition within the SUNO-DON. An appeal is to ensure that students are not deprived of due process. The appeal will be addressed by the Admission, Progression, and Retention Committee in the Department of Nursing. Students who wish to appeal must follow the stated guidelines set forth below:

1. Meet with their academic advisor to discuss the appeal and appeal process.
2. Submit the appeal, utilizing the approved appeal form, by the designated deadline to the Admissions, Progression, and Retention Committee.
3. Meet with the committee to discuss their case.
4. The committee will submit a recommendation to the BSN Program Chair for decision.
5. Decisions are conferred with the Dean of Arts and Sciences, and are final.
6. The Dean forwards the appeal decision to the Vice Chancellor of Academic Affairs.
7. An appeal on the final decision will be handled by the Vice Chancellor of Academic Affairs.

## **XI. COURSE REQUIREMENTS**

The quality and success of your education are dependent upon many factors, including meeting certain requirements. Specific objectives and requirements for each course will be stated in course syllabus. The following is provided to assist in understanding those requirements that apply to ALL Professional Nursing Courses. Please read carefully; if there are no questions regarding these statements, it is assumed that you understand and agree to comply.

The maintenance and development of appropriate attitudes and values are a requirement of students enrolled in all nursing courses. Trustworthiness and loyalty are included in the behaviors expected. These characteristics are inherent in professional nursing and are requisite to successful completion of nursing courses. Students are expected to treat the instructor and fellow students with respect and refrain from distracting behavior in the classroom and clinical areas. Profanity will not be tolerated. Students who create disturbances in the classroom or clinical area will be required to leave and reported to the Dean of Arts and Sciences.

### **A. Class Attendance**

The BSN nursing program is a professional degree program. To ensure that students prepare for the professional responsibility requirements of the nursing profession, as well as meet the objectives and requirements of each course, professional nursing students are subject to stricter attendance requirements than other academic curricula.

- Students are expected to attend all scheduled class meetings. Many experiences in this curriculum are impossible to duplicate; consequently, absences will prevent the learning/evaluation process from taking place. Students with accumulated absences in any course will be counseled and will be subject to failure.
- Any student that is absent from class because of illness or other unavoidable cause should promptly report the reason(s) to the instructor and present supporting documentation for the excuse. If the student has prior knowledge that he or she will miss certain classes, notification should be submitted to the instructor(s) in advance of the absences. Instructors shall make clear that excuses explain absences, but do not remove them (SUNO Student Handbook).
- Students with accumulated absences in this course will be counseled and will be subject to failure. It is the responsibility of the University to inform the Department of Education concerning the last day of a student's attendance if the student has stopped attending class, but has not officially withdrawn. The attendance policy is enforced for all students in this course.
- The Department of Nursing (DON) recognizes that a student may miss a class for legitimate reasons. The University allows no more than three (3) excused or unexcused absences per course. A student may incur an excused absence under the following documented conditions: illness/hospitalization; death of a parent, grandparent, child, sibling, and/or spouse; official university business or a legal matter.
- When an absence is excused, students are permitted to make up all missed work no later than the end of the semester at the discretion of the course faculty. If the coursework is not able to be successfully completed prior to the end of the semester, the student should withdraw from the class, discuss an Incomplete grade for the course with his/her course coordinator or advisor, or risk failing the course.

- Students who arrive to class five (5) or more minutes late will be marked tardy. Three (3) times tardy, or leaving early from class will be recorded as an absence. Leaving early is defined as leaving the class when at least 15 minutes or more are left before the class is scheduled to end.

**Cell phones must be turned on silent when entering the classroom.**

## **B. Clinical Experience**

The student is expected to attend all clinical experiences. Absences from clinical will jeopardize the student's ability to meet the clinical objectives. Students are required to adhere to the policies and procedures of the course and instructions provided by the course or clinical faculty member. If an absence is unavoidable, the students are required to:

1. Refer to the syllabus or clinical instructor's instructions regarding notification of an absence.
2. Notify the unit/agency ninety (90) minutes prior to beginning of clinical experiences (unless otherwise instructed). The Department of Nursing office is to be notified according to instructions. Provide the reason for the absence.

The student must notify assigned clinical area and the Department of Nursing each day of absence. **Failure to notify the clinical instructor and the clinical unit will result in an unsatisfactory clinical evaluation for the day.** Clinical time cannot be made up, but alternate learning methods may be assigned at the discretion of the instructor.

If a student is tardy or absent from clinical experience, it is the student's responsibility to convey the message to the instructor, clinical agency and the Department of Nursing. **Messages sent with or by classmates are not acceptable.**

Should a student fail to demonstrate evidence of preparation for the clinical assignment, the student will be **dismissed** from clinical and receive an unsatisfactory clinical evaluation for the day.

Students enrolled in the professional program of the Department of Nursing are responsible and accountable for their actions related to patient care. Faculty will determine whether a student's conduct and actions are appropriate for patient welfare. Therefore, the Department of Nursing may dismiss a student from the course with a grade of "F" and from the Department of Nursing when a faculty member determines that a student's conduct in the clinical setting has been detrimental to patient welfare. (**Appendix E - Variance Report**)

Students and faculty are guests in the clinical facilities. As guests, students and faculty must abide by the rules and regulations of the clinical facilities. Professional behavior must be exhibited at all times. Behavior reflects not only on the individual but also on the nursing program and Southern University at New Orleans.

**Professional nursing students who are employed cannot attend clinical if they worked 8 hours or more immediately prior to the scheduled clinical time.** (*Example; if, a student works the night shift and gets off work in the am; the student cannot participate in clinical on that same day; if the student shows up for clinical they will be sent home and will be counted as a clinical absence.*)



### C. Grading Scale

The grading scale for SUNO-DON:

93 – 100	A
85 – 92	B
77 – 84	C
69 – 76	D
60 – 68	F

Individual course test scores are carried to hundredths and are not rounded to a whole number. The final overall course grade is rounded to the nearest whole number as follows: .01-.49 rounds down; .50-.99 rounds up. Example: A score between 76.01 and 76.49 rounds down to 76; The student's final grade would be a "D". A score between 76.50 and 76.99 rounds to 77; The student's final grade would be a "C".

### D. Guidelines for Examinations

Examinations are to be taken on the scheduled date. Should extenuating circumstances (serious illness, death in the family, military obligation) occur at the time of any scheduled examination, it is the student's responsibility to contact the course coordinator prior to the examination. Students reporting late for tests may not be allowed to take the test at that time. The instructor reserves the right to administer a different form of the test, including essay or oral, if a student is tardy or absent for an examination. Make-up exams are to be administered during the last week of the semester or at the discretion of the Course Coordinator.

If a student is unable to be present at an exam, the student must notify the nursing office and course coordinator (instructor) prior to the administration of the examination. Exceptions to notification of course faculty are as follows: (1) \*death in immediate family; (2) accident in route to examination; (3) hospitalization of the student; (4) severe illness that is life threatening and/or impedes activities of daily living or; (5) other. Supporting documents such as policy report, obituary, emergency room report, etc. must be provided to the course instructor upon return to class.

*\*Immediate family includes mother, father, sibling, spouse, child, grandparents, mother/father in law.*

Students who miss an examination or required class assignments due to planned absence for University-approved events, must present the approved University excused absence to the instructor **prior to missing class**.

**Failure to provide appropriate documentation will result in a grade of zero.**

#### ***Make-up Exams***

If an exam is missed and is excused, the percentage of the exam will be added to the final exam. The grade received on the final will be your grade for the missed exam. You will **NOT** be allowed to make up any exams, the second missed exam you will have a zero "0" entered for the grade.

### ***Written Exams***

When written examinations are given to students requiring an answer sheet, answers recorded on the answer sheet will be the official answers to the test, not the test booklet.

### ***Computer Exams***

When examinations are given to students using the computer and the computer becomes inoperable, the student may be asked to move to another computer or given a written exam. In this case, not more than 10 minutes will be added to examination time. Any additional time for the exam will be at the discretion of the faculty member.

Handbags, books, notebooks, purses, back packs, cellular telephones, electronic devices, smart phones, smart watches, water bottles, caps and hats are **not allowed** in any examination area. Other sanctions and restrictions in the testing area may be applied at the discretion of the instructor.

### ***Time for Test***

Time allowed for the test will be announced at the beginning of each test ranging from 1.5 – 2 minutes per item. Nursing students are advised to wear a watch to the test and remain aware of time during the test. No smart watches or any other electronic device can be worn during examinations (ex. Apple watch). When time is called for any test, writing or typing should cease and all documents submitted immediately. Any student not following instructions of faculty member will jeopardize final grade, status in the course, and status in the professional component. Any student who continues to write or type after a faculty member ends the exam time, will have violated the academic dishonesty policy and will be considered cheating.

\*\*\*\*A student who arrives after the start of an exam and a student has completed the exam.

**The student arriving late will be allowed to take the exam only for the time remaining upon entrance.** A student who arrives after the start of an exam may be admitted as long as no other student has left the room or computer lab to take the exam; however, **no additional test taking time will be allotted.**

## **E. Guidelines for Classwork During Extreme Emergencies**

During extreme weather or other emergency situations, the President of the university may declare either Closure Status or Remote Learning Status for a period of one or more days.

During these times, students and faculty are responsible for following the local news and staying aware of the most current university information offered by;

- (1) official emergency notifications through the SUNO's website
- (2) all emergency guidelines of the university.

**CLOSURE STATUS.** When the university is officially closed, all teaching operations are suspended. During these days, there will be neither classroom nor online teaching, no expectation of class participation, no assignments due, and no tests or quizzes administered.

**REMOTE LEARNING STATUS.** When the university is open but it is unsafe to travel to or work on campus, students and faculty are responsible for continued learning through remote (online) means. During these days, teaching will occur and class participation is expected. Assignments, tests, and quizzes will be administered as planned unless otherwise directed by the faculty instructor.



Under this status, for learning to continue:

- Students must
  - 1) maintain access to Moodle, SUNO email, phone, and textbooks and other course materials
  - 2) remain in contact with their course instructors
- Faculty will
  - 1) conduct teaching through online means,
  - 2) ensure opportunities for student progress and completion,
  - 3) adjust course requirements as necessary to accommodate special courses like labs, and clinicals, and preceptorships.

#### **F. Uniform, Supplies, and Equipment Expenses**

In addition to regular SUNO fees, students admitted to the Department of Nursing should anticipate the following estimated expenses:

- Books - Student must purchase all e-books and/or textbooks needed for each course at every level. Recommended texts are valuable assets.
- SUNO-DON ID
- Badge holder
- Dress requirements: (1) authorized uniforms with Department of Nursing patch centered on left sleeve of the uniform 1" below shoulder seam: (2) authorized lab coat with patch centered on left sleeve 1½" below shoulder seam.
- Approved Polo Shirt with Patch
- Nursing Tote Bag
- White shoes, White socks/hose.
- Watch with a second hand.
- Stethoscope - dual head with both bell and diaphragm (adult and pediatric).
- Scissors: bandage scissors.
- Pen light
- Small pocket notebook for clinical
- Measuring Tape - for measuring centimeters
- Pen - black OR blue pen

#### **G. Dress Code**

It is the responsibility of each student to maintain professionalism when working with healthcare team members and administration, patients in the hospital, clinics, schools, community settings, and when attending classes.

### There are Clinical Uniform Regulations:

1. Full uniform is required in clinical areas unless otherwise specified by the instructor.
2. Full uniform must be purchased through the approved vendor which consists of:
  - Official SUNO-DON white uniform pant suit or dress;
  - students wear approved SUNO-DON royal blue tops in the Pediatric Rotation
  - Official SUNO-DON emblem sewn on the upper left sleeve.
  - Official Department of Nursing name tag;
  - White socks or White stockings.
  - Approved all white enclosed, leather, clean, nursing shoe.

Each student serves as a representative of the Department of Nursing and Southern University at New Orleans. It is important that each student's appearance and behavior enhance the image of the Department of Nursing and SUNO.

The following guidelines and recommendations are offered to assist each student in maintaining or developing his/her own acceptable standards of professionalism in dress. It is the student's responsibility to determine and conform to the policies of the agency in which he/she is practicing.

Failure to conform to the dress code will result in a student being denied entry into clinical areas and dismissal from the Department of Nursing. It is the student's responsibility to conform to the policies of the agency.

### ***Identification***

It is important to remember that all nursing students must wear an official SUNO-DON identification (ID) emblem, the badge holder with the student ID and an appropriate name on both uniform and lab coat. The clinical agency may require the student to wear an agency ID in addition to or instead of SUNO-DON ID. The following dress code is to be followed by all professional nursing students.

### ***Class Attire***

Attire for the class will be blue/black/khaki pants or skirts with the approved class polo shirt with appropriate SUNO-DON. The pants cannot be jeggings, leggings, capris, or be made of jean material. Blue, black or khaki pants or skirts may be worn. Pants should not be above the ankle or skinny jeans. Any closed toe shoe or tennis shoe. NO FLIP FLOPS or HEELS. Faculty members reserve the right to send any student home who is determined to be dressed inappropriately.

### ***Jewelry***

Jewelry for women is limited to a watch with a second hand, wedding band, and one pair of small stud type earrings. **The stud earring must not exceed the ear lobe(s).** Jewelry for men is limited to a watch with a second hand and wedding band. No other jewelry, piercing, or gauges are allowed to be worn in the clinical setting, while administering patient care, or during simulation lab time. If there are any questions, students are to contact their clinical instructor prior to clinical experience.

### ***Hair/Cosmetics/Nails/Body Art***

Natural hair color should be worn at all times. Unnatural hair colors are not allowed in the clinical setting (pink, green, purple, orange, etc.) Hair styles and cuts should be conservative. Extremes in hair styles such as cutouts and Mohawk are not allowed. Hair styles extended higher than 1 ½ inches are not to be worn in clinical area. All hair styles must be positioned above the collar and off the face to prevent threat of harm to the student or the patient's safety and well-being. Pony tails are allowed in the clinical setting if the hair is neat and secured at the nape behind the shoulder off the collar (i.e., standard clip, banana clip or braid). Barrettes are to be black, white, gold or of the same color as the hair (no bows or jeweled barrettes). Hair scarves or coverings are not permitted unless for religious/cultural practices.

Facial hair is allowed for men. However, mustaches and beards must be neatly trimmed.

Conservative make-up may be worn. **False eyelashes are not allowed.** Perfume, cologne, aftershave, or strong-scented powders should not be worn because of their effect on patients/residents.

Fingernails must be short and should not to extend beyond the finger tips to assure safe and effective patient care administration. Acrylic, silk, gel, powder dip, or other types of nails are not permitted in class or clinical. Nail polish is not permitted.

Tattoo marks and designs (body art) must be covered and not visible while in uniform. If there are any questions, or if tattoos cannot be covered (e.g., ring tattoos), the student must contact their clinical instructor prior to the clinical experience.

In addition to policies stated in this document, students must conform to hospital/agency policies regarding dress code (i.e. hair, covering of body art, uniforms, wearing ID badges, etc.).

### ***Uniforms***

**When choosing your uniform please avoid the terrible TOO's:**

1. TOO TIGHT
2. TOO SHORT
3. TOO LOW CUT
4. TOO SHEER
5. TOO CONFINING

Students dressed inappropriately will be notified by a faculty member or the clinical instructor immediately.

Uniforms must be clean and pressed with hem-lengths for dresses/skirts no shorter than mid-knee. Appropriate underwear must be worn. Only solid white, beige, and colors that are not visible through the material are to be worn.

### ***Uniform shoes***

Students are required to wear comfortable clean white leather shoes without perforations present. **\*\*Open toe or open heel shoes are not allowed.**

### ***Lab Coat***

Laboratory coats are to be worn over the uniform anytime the student enters or leaves the health care agency, or in any other lab area as required by the institution or faculty member. Laboratory coats are not to be worn during direct patient care. Lab coat must be fingertip length. Pins or jewelry are not to be worn on uniform or lab coat.

### ***Hygiene***

Proper body hygiene is essential and demonstrates professionalism. Cleanliness of the student and uniform are of utmost importance. The student must come to class and clinical with a pleasant body odor.

### ***General***

Gum chewing is not permitted in the classroom, simulation lab, or during clinical. SUNO is a smoke free institution. All health care agencies are smoke free institutions. Smoking is not allowed in or around the Department of Nursing. Smokers should use breath fresheners. Students who smoke also need to make sure that their uniforms do not smell like cigarette smoke.

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

## **H. Class Requirements**

Class attendance is regarded as an obligation as well as a privilege. All students are expected to attend regularly and punctually all classes in which they are enrolled. Failure to do so will jeopardize a student's scholastic standing and may lead to immediate suspension from the University.

A student who arrives fifteen (15) minutes after class has begun is asked to enter the back of the room and sit in the designated area so as not to disturb the other students.

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

Students are held accountable for thorough, safe practice and are expected to be prepared for clinical and laboratory practice in relation to given assignments.

The following are class requirements for all students enrolled in the Department of Nursing:

- Attend all classes, conferences, examinations, orientation sessions, and arrive on time for class and clinical experiences.
- Complete all assigned course work and/or activities as required for class according to specified guidelines.
- Participate in classes by contributing constructively to discussions.
- Successfully complete all exams as well as clinical competency performance exam.

- Utilize computer lab, student study area, and student resource area to complete written assignments.

## I. Class Participation

Active class participation is required by all students enrolled in SUNO-DON. Students are responsible for retention and application of information from all previous nursing and support courses.

To participate in class the student should:

- Contribute constructively to discussions.
- Locate copies of all assigned articles or other readings.
- Utilize other resources to enhance learning activities (*computer lab, and internet*).
- Review objectives, key terms, key points, tables and boxes along with chapter exercises in the required textbook. Read chapters before the start of class.
- Complete all learning activities.
- Be involved with group assignments.

## J. Written Assignments

Written assignments are vital in the development of the student's knowledge and skills. During the program students will be required to submit written assignments as directed by course faculty member. Written assignments may be calculated as a percentage of the total grade.

Acceptable papers must:

- Be neat and legible.
- Have student's name, name of topic, name of course faculty and date on assignment in the upper right-hand corner.
- Be submitted on time. **FOR LATE SUBMISSION SEE COURSE SYLLABUS.**
- Follow the stated assignment format.
- Have correct spelling, terminology, capitalization, abbreviations (if appropriate), grammar, and punctuation. The paper should be typed and double spaced.
- Be completed in a professional manner. Unprofessional papers will be returned to the student for revisions and considered late for purposes of grading.
- Not be plagiarized. Any evidence of plagiarism will result in automatic failure of assignment.
- Avoid bias against persons based on gender, sexual orientation, racial or ethnic group, disability or age.
- Present ideas in an organized professional manner.
- Avoid jargon, wordiness and redundancy.
- Follow guidelines as presented in the most recent publication of the American Psychological Association (APA Manual, 7<sup>th</sup> ed).

- Adhere to any directions and guidelines as provided by course faculty member and course syllabus.

#### **K. Late Assignments**

- Assignments submitted after the due date will incur a 5-10% deduction per day that the assignment is late at the instructor's discretion.
- Assignments more than two days late without a prior approved extension request will not be accepted. Prior notification and extension approval do not automatically result in a waiver of late penalties. Internet connectivity issues, clinical blocks, financial blocks, technology related issues do not qualify for waiver of late penalties on assignments.

#### **L. Dosage Calculation Test**

- A drug dosage calculation test will be given each semester in the professional component. Refer to the course calendar for specific dates. The drug dosage calculation test is offered only three (3) times. Students must pass with 100% proficiency in order to remain in nursing courses.
- If the student is not successful in passing the drug dosage calculation test, the student must withdraw from the course(s).
- When working dosage calculation test items, all paper utilized must be turned in with the student's name on each piece.
- Approved calculators:

Approved calculators can be utilized during testing as instructed by the course faculty. Students must supply their own calculators. Acceptable calculators are those that perform simple calculations and those without electronic memory. Only answers on the specified answer sheet or approved forms will be accepted as valid answers for dosage calculation tests.

Handbags, books, notebooks, purses, back packs, cellular telephones, electronic devices, smart phones, smart watches, water bottles, caps and hats are not allowed in any examination area. Other sanctions and restrictions in the testing area may be applied at the discretion of the instructor.

Bring two pencils to exam room. From the time you enter the room there will be no talking. Talking during the examination will be construed as cheating and procedures for cheating will be followed as set forth in this document and according to SUNO policy.

Students are reminded to keep the test and answer sheet flat on the desk. Not following this instruction or other instructions as provided by instructor will be construed as cheating. Evidence of cheating will be handled in accordance with SUNO policies.

Students are responsible for checking their answer sheet for questions not answered and unnecessary marks. Faculty members are not obligated to review answer sheets for machine error due to incomplete erasing.

Tardy and absence for the dosage calculation exam should follow guidelines as set forth in this document regarding missed exams or tardy for exams. If the absence is unexcused, the missed exam will be considered an attempt.

## M. Test Review

Test review is an important element of learning. Test review will be conducted after unit exams.

Handbags, books, notebooks, back packs, cellular telephones, electronic devices, smart phones, smart watches, water bottles, caps and hats are not allowed in the test review area. Other sanctions and restrictions in the testing area may be applied at the discretion of the instructor.

If a student continues to have trouble understanding content after test review, the student should make an appointment with the faculty member responsible for the content not understood. This appointment should be within one week after the exam.

Any student who scores below 77% on any test must meet with course faculty for an individual test review. Individual test reviews will not be conducted 48 hours before a scheduled exam or class activity. Students must make an individual test review appointment with the instructor within one (1) week of the exam date. No review will be done after one week.

## N. Clinical Requirements

Evidence of all requirements must be provided and validated through electronic clinical requirements database, CASTLE BRANCH, prior to participating in any clinical experience. Approval for entry into clinical is authorized by the respective program clinical coordinator.

1. **CPR Certification:** Must be American Heart Association Healthcare Provider - BLS Course. Copy of BOTH the front AND the back of your card is required and the card MUST be signed. Renewal date will be set based on expiration of certification. E-cards are also acceptable. Temporary certificate or letter from provider will be accepted and temporarily approved for 30 days by which time the permanent documentation must be uploaded.
2. **Health Insurance:** As nursing students may be exposed to a number of communicable diseases while caring for clients in clinical settings, they may be at a higher risk than other University students for contracting a communicable disease. For this reason, the Department of Nursing requires all students enrolled in clinical nursing courses to retain a health/hospitalization insurance policy. Provide a copy of both sides of your current health insurance card OR proof of coverage.
3. **Physical Examination:** Upon admission to the nursing program, a physical examination must be completed. The physical exam form is to be filled out by a physician or nurse practitioner. (**Appendix A** – Health and Physical)
4. **Professional Liability Insurance:** Nursing students enrolled in clinical nursing courses are required to have liability insurance. Professional Liability Insurance for Nursing Students with a minimum of \$1,000,000 coverage for each claim and \$6,000,000 annual aggregate. Students holding an LPN or RN license must have coverage for the applicable license with a Student Nurse rider. Provide documentation of current Professional Liability insurance coverage. The date of expiration will be set as the renewal date.
5. **Professional License:** If a student is an LPN upon admission to the clinical nursing course, the appropriate license must be uploaded annually.



6. **Proof of LSBN Approval:** Students must provide documentation of initial and ongoing approval to enroll in clinical nursing courses.
7. **Influenza Vaccination:** Students must provide documentation of flu shot administered during the current flu season (September-March).
8. **Varicella:** Students must provide documentation of 2 vaccines or a positive antibody titer. A series in process is acceptable with documentation of vaccination and the next actions scheduled according to CDC guidelines. Titers are only accepted if submitted on a Lab Report. For negative or equivocal titers, documents of a repeated vaccine series are required.
9. **Measles, Mumps & Rubella:** Students must provide documentation of 2 vaccines or 3 component positive antibody titer. A series in process is acceptable with documentation of vaccination and the next actions scheduled according to CDC guidelines. Titers are only accepted if submitted on a Lab Report. For negative or equivocal titers, documentation of a repeated vaccine series is required.
10. **Tetanus/Pertussis:** Students must provide documentation of vaccination administered within the past 10 years.
11. **Hepatitis B:** Students must provide documentation of three vaccines or a positive antibody titer. A series in process is acceptable with documentation of vaccination and the next actions scheduled according to CDC guidelines. Titers are only accepted if submitted on a Lab Report. For negative or equivocal titers, documentation of repeated vaccine series is required.
12. **Tuberculosis (TB):** Students must provide documentation of one of the following:
  - Negative 1-Step TB skin test o If positive, get blood test.
  - Negative blood test (lab report required) o If have a negative blood test after a positive skin test, submit questionnaire with negative blood test results and yearly thereafter.
  - If both skin test and blood test give a positive result, ALL of the following are required:
    - Clear chest x-ray administered in the past 12 months
    - Symptom free TB questionnaire
    - Physician clearance documented on letterhead
  - The renewal date will be set at 1 year for skin and blood tests and will have to submit a symptom free TB questionnaire yearly.
  - Upon renewal, one of the following is required:
    - Negative 1-Step TB skin test
    - Negative blood test (lab report required)
  - Symptom free TB questionnaire for those who have had a positive result in the past.

Note: Symptomatic TB questionnaires require:

  - Physician clearance documented on letterhead AND
  - Clear chest x-ray after reported symptomatic TB questionnaire
13. RPR (VDRL)
14. Meningococcal Vaccination (MCV<sub>4</sub> or MPSV<sub>4</sub>).



15. COVID 19: Students must provide their COVID-19 vaccination status per agency guidelines to the SUNO DON Clinical Coordinator. Students who are not fully vaccinated should adhere to agency guidelines.
16. Successful completion of **HIPAA & OSHA** certification course upon admission to the program with no renewal requirements.

Additional requirements not uploaded to electronic clinical data base include:

1. Written physician's release if required to return to any class, laboratory, and/or clinical experience for any event, injury, illness, or other health related situation that may affect safety. (**Appendix F** - Change in Health Status)
2. List of prescription maintenance drugs.
3. It is your ethical responsibility to know your HIV status. If you believe you are at risk for HIV exposure or HIV antibody development, then it is your professional obligation to be tested via your individual physician and follow his/her orders for care/treatment.
4. Student Responsibility to Inform Regarding a Limitation of Condition – In the event a student is experiencing any limitation or condition (for example, pregnancy, high blood pressure, epilepsy, diabetes) or is on prescription medication that may impede performance whereby safety is jeopardized, it is the responsibility of the student to disclose this information and/or list of medications to their clinical instructor.

**Waivers for vaccines may not be accepted.** Students who fail to provide required evidence of clinical compliance as listed above will not be allowed to enter clinical nor remain enrolled in any clinical course. Failure to renew health requirements that are expired during the semester will prevent the student's participation in clinical activities, which will constitute an unexcused absence.

The department assumes no liability for students with compromised immune systems acquiring other communicable diseases while assigned to specific units and/or patients in clinical learning experiences.

#### **O. Liability (Malpractice) Insurance – Students**

##### **POLICY:**

Malpractice is a negligent act or acts of persons engaged in professions or occupations in which highly technical or professional skills are employed. The elements of proof for nursing malpractice are: a) a duty of the nurse to the client; b) a breach of the duty on the part of the nurse; c) an injury to the client; and d) a causal relationship between the breach of the duty and the client's subsequent injury.

Registered nurses and nursing students are responsible for their own actions, whether they are independent practitioners, employees, or students of an institution. To avoid charges of malpractice, registered nurses and nursing students need to anticipate and recognize nursing situations in which negligent actions may occur and take the appropriate preventive actions.

As a measure of protecting the nursing student in situations of actual or potential malpractice, all nursing students enrolled in clinical nursing courses are required to have liability insurance in the amount of \$1,000,000 per occurrence with \$6,000,000 aggregate coverage. The liability insurance policy must remain current while enrolled in all clinical nursing courses.

## PROCEDURE:

1. Nursing students will be informed of the Liability Insurance Policy upon admission to clinical nursing courses. The liability insurance policy will be published in the nursing student handbook and nursing faculty handbook.
2. Copy of current liability (malpractice) insurance certificate must be electronically submitted to and verified by the electronic clinical requirements database. The BSN Program Coordinator and BSN Clinical Coordinator will have electronic access to view student documentation compliance status. The BSN Clinical Coordinator will communicate student compliance status to the respective Course Coordinators. The Department Head will document the verification of liability insurance via electronic file.
3. Students who fail to produce evidence of current liability insurance will not be permitted to attend clinical and may jeopardize course/program eligibility.

## P. Policies for Clinical Practice

The **Louisiana Revised Statute 37: 911 through 37:935** and the Nurse Practice Act refer to the practice of registered nurses. Within this part are provisions referring to student nurses and the practice of nursing as a portion of a program of study in an approved Department of nursing.

**Section 913 (4)** – “Approved program” means a nursing education program approved by the board.

**Section 913 (12)** – “Nursing diagnosis” means the identification of actual or potential responses to health needs or problems based on collecting, analyzing, and comparing data with appropriate nursing standards to serve as the basis for indicting nursing care or for which referral to appropriate medical or community resources is necessary.

**Section 913 (13)** – “Practice of nursing” means the performance, with or without compensation, by an individual licensed by the board as a registered nurse, of functions requiring specialized knowledge and skills derived from the biological, physical, and behavioral sciences. The practice of nursing or registered nurse shall not be deemed to include acts of medical diagnosis or medical prescriptions of therapeutic or corrective nature.

**Section 913 (16)** – “Student nurse” means any individual who is enrolled in an approved program preparing for licensure as a registered nurse.

**Section 929 (4)** – Exceptions. The practice of nursing as an integral part of a program of study by student nurses enrolled in an approved department of nursing; however, the board shall have jurisdiction to assert a disciplinary action over a student nurse who violates any provisions of this Part.

According to the Legal Consultant on the Louisiana State Board of Nursing, student nurses may legally perform any function of a staff RN in this state, provided they have demonstrated knowledge and competence to the faculty who supervises them.

Therefore, Southern University at New Orleans Department of Nursing in accordance with the Louisiana State Board of Nursing does state that student nurses may legally perform any function of a staff RN in this state, provided they have demonstrated knowledge and competence to do so and are supervised by the respective faculty. The Department adds the following policies for the practice of student nurses.

In the event that the clinical agency utilized has a more stringent or different policy than those stated below, the policy of the institution will be adhered to.

### **Blood and Blood Products**

1. Students may assist in checking cross matching slips with blood and blood products for compatibility, but are not to be one of the two persons required to do so.
2. Students may administer Rhogam.
3. Students may prime blood tubing and filter with normal saline (only) and initiate infusions (of normal saline only).
4. Students may monitor vital signs during blood and blood products administration.
5. Students must keep staff nurse informed of changes in patient status during administration of blood and blood products.
6. In the event of transfusion reaction, the staff nurse is responsible for reporting the event to the physician and receiving any orders.
7. Students may gather data and specimens required in the event of transfusion reaction.
8. Students may terminate infusions of blood and blood products.

### **Cancer and Therapeutic/Investigational Drugs**

1. Students will not administer any cancer therapeutic or investigational drugs.
2. Students are responsible to know classification, action, potential side effects, dose, contraindications, and nursing implications of each drug their patient receives.
3. Students are responsible to assess their patients regarding their response to these drugs.

### **IV Medications**

Upon satisfactory completion of IV therapy laboratory:

1. Students may check patency of IV lines and flush saline locks.
2. Students may administer IV push/IV piggyback medications.

### **Hyperalimentation Solutions**

1. Students may administer hyperalimentation solutions.
2. Students may perform site care and tubing changes necessary.
3. Students are responsible to monitor urine glucose and ketone values and to observe available serum indicators of nutrition.

### **Phlebotomy**

1. Students may draw blood for lab.
2. Students may draw blood from central lines according to physician and hospital guidelines.
3. Students may draw blood from arterial lines according to physician and hospital guidelines.

4. Students may perform finger/heel sticks for appropriate lab.

#### **Narcotic Administration**

1. Students are not responsible for keys to narcotic lock-up.
2. Students will sign out narcotic with faculty member co-signing (dependent upon hospital dispensing system).
3. Students are not responsible for participating in change-of-shift narcotic count, but are responsible to determine accuracy of count with each narcotic removed from lock-up
4. Students will not give narcotics if count is incorrect.

#### **Transcribing Orders**

1. Students may transcribe orders on their own patients or those of their team members.
2. Orders must be co-signed by the staff nurse, who first ascertains that all orders have been transcribed correctly.

#### **Verbal/Phone Orders**

1. Students cannot accept verbal or phone orders.

### **Q. Variance Reporting**

#### **POLICY:**

It is the policy of the Department of Nursing that all variances involving students and/or faculty are to be reported to the Sim Lab Coordinator and Chair of Nursing as soon as possible (within 24 hours minimum) on a Southern University at New Orleans Department of Nursing "Variance Report" form.

A variance is defined as:

1. Any occurrence on-campus or within a clinical facility that is not consistent with the routine day-to-day operation of the respective agency.
2. Any occurrence that involves treatment or care that is not consistent with the respective agency policies and/or procedures.
3. Any accident, injury or work-related illness (including but not limited to back injuries, strains, sprains, cuts, contusions, fractures, eye injuries, needle-stick injuries, restraint injuries, slips, trips or falls, etc.) which involves a client and student or faculty of Southern University at New Orleans' Department of Nursing.
4. Any variance from physician's orders in the dosage, route, type, quantity, or time of administering of any form of medication or treatment to a patient.
5. All variances in the count of controlled substances (narcotics).
6. Any malfunction of equipment being utilized in the care of a patient (medication and/or treatment).
7. Any abnormalities or reactions resulting from the administering of medication or treatment.
8. Any violation of the Department of Nursing's "Policies for Clinical Practice".

Policies and procedures of the involved clinical agency must be followed at all times. The agency's unit supervisor and/or Risk Management Department is to be notified as soon as possible. Appropriate variance report forms for the clinical agency and nursing department are to be completed and submitted within 24 hours. If needed, faculty anecdotal records may be attached to the University's departmental variance report form.

The following guidelines should be utilized in completing a variance report:

1. Give incident reports high priority.
2. Take responsibility for reporting.
3. Report immediately.
4. Be a witness and refrain from judgement, complaining, retaliation, and blaming.
5. Report only the facts. Report what you saw, what you heard, what you did. Be brief. Use wording that cannot be misinterpreted by outsiders. Quote what was said by the patient, visitors, etc.

If the variance involves injury of a student or faculty member, the student and/or faculty member has the option to report to the agency's emergency department, University Health Services, or their private physician for assessment, treatment, and evaluation using the following guidelines.

- 1) If the nature of the injury is deemed urgent (requiring treatment within one hour) or emergent (requiring immediate treatment), the student or faculty member should report to the nearest emergency department.
- 2) If the nature of the injury is triaged as routine (treatment needed within 24 hours), the student and/or faculty member should consider seeking treatment with the following:
  - a. University Health Services,
  - b. their private physician, or
  - c. the local health unit.

If treatment is indicated, students or faculty reserves the right to refuse treatment; however, a waiver must be signed releasing the University of any responsibility associated with the injury. The cost of any emergency care or treatment shall be the responsibility of the individual receiving the care of treatment.

Variance reports must not be filed with or become part of the involved patient's record. All reports and pertinent attachments must be delivered to the Department of Nursing in a sealed envelope as soon as possible (within 24 hours). Variance reports and all information contained therein are the property of SUNO-DON and must be treated as privileged and confidential information. The report must be prepared in ink or typed with the full signature and title of the faculty person preparing the report.

#### PROCEDURE

1. Notify appropriate agency authorities (unit supervisor, risk management, etc.).
2. Obtain agency and Department variance report forms. Complete agency forms as directed by unit supervisor or risk management department.

3. Complete each section of the Department variance report form as instructed on the form.
4. Notify Course Coordinator of variance and forward report to Program Coordinator as soon as possible.
5. Program Coordinator forwards report to Department Head upon receipt.
6. Follow all facility guidelines in the care of a patient involved in a variance.

### **Transportation**

Students are responsible for their own transportation for clinical experiences. For students who do not have their own transportation, car-pooling is encouraged.

Under no circumstances are students to transport patients in their personal vehicles.

## **R. CLINICAL WARNING POLICY**

DEFINITION: A clinical warning is an official written notice to the student given by the clinical instructor for unacceptable clinical behavior.

PROCEDURE: When an instructor determines that the behavior of a student merits a clinical warning, the following procedures will be implemented.

1. The clinical instructor:
  - a. notifies the student verbally that day and states the specific reason for the clinical warning.
  - b. schedules a conference to occur within two (2) working days, for discussion of
  - c. the unacceptable behavior.
  - d. gives the student a written copy of the clinical warning which will include:
    - 1) a description of the unacceptable behavior;
    - 2) mutual assessment of the causative factor(s)
    - 3) mutually determined goal(s)/remedial action plan and expected time frame for achievement of same; and
    - 4) a section for evaluation of the action plan on the expected date of achievement (EDA).
2. Both the instructor and the student are required to sign the conference interaction indicating their participation in the above steps (**Appendix G** - Clinical Warning).
3. A copy of the completed Clinical Warning form is given to the student, the student's academic advisor, the course coordinator and the BSN Chair.
4. The issuance and resolution of action associated with a clinical warning must be reflected on the student's clinical evaluation form.

## S. CLINICAL PROBATION

**DEFINITION:** Clinical probation is an official Department of Nursing administrative sanction which denotes that a student is in serious danger of being prohibited from progressing in the nursing curriculum should her/his unsafe behavior(s) fail to be corrected.

### **PROCEDURE:**

1. After receiving three (3) Clinical Warnings in a given course per semester **OR** after a student commits an action(s) deemed to place a client in jeopardy, the Chair of the Undergraduate Program, within 14 working days of the issuance of the third Clinical Warning or the incident, will direct that a hearing be held.
2. The hearing will be held by an ad-hoc committee appointed by the Chair of the Undergraduate Program and shall be composed of a chair and an equal number of faculty and students, with at least three faculty members.
3. The purpose of the committee will be to:
  - a. Provides an impartial review of issues raised through the documentation and presentations by both parties; the opposing parties can be present during presentations but should not participate unless recognized by the chair;
  - b. Makes written and confidential recommendations (**Appendix C -Clinical Probation**) to the Chair of the Undergraduate Program; recommendations shall be consistent with University and SON policies and shall be in the form of a motion that is voted on by the membership and be accompanied by a rationale(s).
4. The Chair of the Undergraduate Program reviews the written recommendations and notifies the student of her/his decision.
5. A copy of the Clinical Probation, if imposed, is placed in the student's permanent file within ten (10) days of the hearing.
6. A student must remain free of any additional Clinical Warnings for the remainder of the semester in which the Clinical Probation was issued and for the following semester before the clinical probation can be lifted.
7. A student receiving an additional Clinical Warning while on probation or, if is determined that they have again placed a client in actual or potential jeopardy, may be denied the privilege to progress in the Department of Nursing for a period of one year. A formal recommendation by the Chair of the Undergraduate Program is made to the Dean.
8. If denied the privilege to progress in the Department of Nursing, the student may petition the Admission/Progression Committee for readmission to the Department of Nursing.
9. At the end of the probationary period, the student must submit a written request for a formal review to the Chair of the Undergraduate Program.
10. No student may graduate while on clinical probation; therefore, the hearing review committee must include this data in their recommendation(s).



## **XII. GENERAL INFORMATION**

### **A. Community Service Learning Hours – KNIGHTS WITH A PURPOSE**

Southern University at New Orleans requires that all undergraduate students complete 60 hours of community service-learning as a requirement of graduation.

The purpose of KWAP is to:

- Increase students' awareness of societal needs while instilling in them the spirit of giving back to carry on well after their years at SUNO
- Provide engaging teaching and learning strategies that are geared towards their academic disciplines
- Work in conjunction with faculty, staff, and community partners to gain inside and outside learning experiences that will help to build healthy and vibrant communities
- Participate in structured community service-learning activities that will address local and abroad community needs and issues
- Increase students' ability to be creative, work as a team, and develop self-awareness
- Develop communication, leadership, and other pertinent employment skills
- Investigate careers and build personal networks
- Serve and provide goodwill in a meaningful way
- Increase students' appreciation for cultural diversity

All community service learning sites and activities must be approved by KWAP and SUNO-DON.

Community service learning hours must be completed 90 days before graduation. (**Appendix H – KWAP Time Sheet**) The attire for community service events includes black/khaki pants/skirt, the approved blue polo shirt, and the lab coat at the discretion of the instructor.

Contact the Community Service Coordinator and Resource Manager for assistance with enrolling in KWAP.

### **B. Student Health and Welfare**

The Department of Nursing complies with policies set forth by the University in providing health care. All students must comply with University policies relating to health. These policies are devoted to promotion and maintenance of high standards for students.

Poor health may be reflected in performance. It is recommended that students maintain optimum sleeping, eating and hygiene habits. Maintenance of standard weight for height is desirable. Frequent absenteeism due to illness in clinical courses will result in failure. When frequent illness occurs, a doctor's statement should be filed with Department of Nursing office.

### **C. Change of Health Status**

The student must submit a "Change of Health Status" form if severe illness, surgery, hospitalization or pregnancy occurs after entry into nursing course. When student returns to class and/or clinical, this form must be completed by healthcare provider. In order to be allowed to continue in a clinical course the physician must state that the student is able to complete the objectives of the courses without restrictions. If there are restrictions, the student cannot continue in a clinical course. (**Appendix F – Change in Health Status Form**)



Each student participates in an accident and sickness insurance plan that is designed especially for students at Southern University at New Orleans. Information material can be procured at the Health Center.

#### **D. Student Representation on Committees**

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

At the present time, the following Department of Nursing committees permit student representation:

- Student Nurse Committee: students will be provided input regarding student policies, rights, and responsibilities. At least two (2) student officers will be elected.
- Curriculum Committee: Students will provide input into development and evaluation of curriculum. At least two (2) student representatives will be elected.

If the student cannot attend a meeting, the student must communicate with the chairperson of the committee in advance of the meeting. Missing too many meetings will jeopardize the student representative position on the committee resulting in being replaced.

#### **E. Pinning Ceremony**

The Department of Nursing hosts a Pinning Ceremony for graduation seniors. The Pinning Ceremony is a serious and sacred event that represents the transition of the nursing student to the professional nurse role. The attire for this ceremony is professional white uniform. Jewelry, nails, and cosmetics for this ceremony must follow dress code policy. Students not dressed appropriately will not be allowed to participate in the ceremony. Students must successfully complete all course requirements, pass proficiency exams and be eligible to graduate in order to participate in the Pinning Ceremony. Students must successfully complete all Level IV requirements to participate in the Pinning Ceremony.

## F. Requirements for Graduation

SOUTHERN UNIVERSITY AT NEW ORLEANS NURSING Proposed 2022-23 BSN CURRICULUM PLAN					
<u>SEMESTER 1</u>			<u>SEMESTER 2</u>		
SENL 101N English Comp I	3		SENL 102N English Comp II	3	
MATH 151 College Algebra	3		SCHE 132N7LN Gen Chem	4	
SBIOL 103N/LN Fundamentals of Biology for Nursing	4		SBIO 221 & LN Hum Anatomy & Phys I	4	
History of US 210 or 220	3		SPSY 201 General Psychology	3	
JRDV 111 College Survival Skills	1		CISP 164 Computer Productivity App	3	
JRDV 111A Freshmen Assembly	0	14			17
<u>SEMESTER 3</u>			<u>SEMESTER 4</u>		
FIAR 101 Intro to Art or MUSC 101	3		BIO 220/LN Pathogenic Microbiology & Immunology	4	
SSOC 201N Introduction to Sociology	3		PSYCH 340 Developmental Psychology	3	
SCOM 101N Intro to Human Comm	3		NURS 202N Nur Assessment Theory NURS 202CN Clinical Assessment Skills	2 2	
NURS 201N Intro to Nursing Theory NURS 201CN Nursing Clinical Skills	2 1		SMAT 130N Elementary Statistics	3	
SBIO 222N & LN Hum Anatomy & Phys II	4	16			14
<u>SEMESTER 5</u>			<u>SEMESTER 6</u>		
NURS 301N Pharmacology in Nursing	3		PHIL 222 Intro to Ethics	3	
NURS 305N Nursing with Adults Theory NURS 305CN Nursing Practicum with Adults	3 2		NURS 304N Childbearing Family Nursing Theory NURS 304CN Nursing Practicum with Childbearing Family	3 2	

NURS 308N Mental Health Nursing Theory	3		NURS 306N Childrearing Family Nursing Theory	3	
NURS 308CN Mental Health Nursing Practicum	2		Nur 306CN Nursing Practicum with Childrearing Families	2	
*NURS 307N Culture and Nursing	3	16	English Literature (core req)	3	16
<b>SEMESTER 7</b>			<b>SEMESTER 8</b>		
NURS 401N Comm Heath Nursing Theory	3		NURS 402N Leadership/Management Theory	2	
NURS 401CN Fam/Comm Health Practicum	3				
NURS 403N Nursing in Acute Care	3		NURS 404N Senior Seminar	2	
NURS 403CN Nursing Acute Care Practicum	3				
NURS 405N Research & Evidence-Based Practicum	3		NURS 406CN Professional Practicum	6	
			*NURS 408N NCLEX Preparedness	2	
		15			12
		61	Grand Total 62 & 58 = 120		59

**TOTAL NUMBER OF HOURS REQUIRED FOR THE BSN DEGREE: 120 Credit Hours**

**ALL COURSES ON THIS CURRICULUM PLAN ARE REQUIRED FOR GRADUATION**

**To progress from one Level to the next Level, students must successfully complete all courses and requirements listed in Level I, Level II and Level III respectively.**

#### **G. National Council Licensure Examination for Registered Nurse (NCLEX-RN)**

In order to become a registered nurse, graduates from Southern University at New Orleans Department of Nursing are required to pass the National Council Licensure Examination – Registered Nurse (NCLEX-RN). Application to take this examination, accompanied by payment of examination fee, must be made by required dates.

In order to be permitted to take the NCLEX-RN, students must complete an application that is submitted to the Louisiana State Board of Nursing. Required fees must be submitted in accordance with the dates required by the Louisiana State Board of Nursing.

If the student plans to take the NCLEX-RN in state other than Louisiana, it is the student's responsibility to obtain the appropriate application and meet the required deadlines.

#### **H. Change of Address**

It is the student's/graduate's responsibility to keep the department of Nursing informed of current address and telephone number. Important information is frequently mailed to students/graduates. A permanent address, school address, and a local telephone number

should be on file in the nursing office and updated as necessary. Alumni are requested to keep the SON apprised of address changes or contact information.

#### **I. Forms**

All forms related to the Department of Nursing and mentioned in this document are located in the Appendices and the Nursing Office.

#### **J. Reasonable Accommodation**

Southern University at New Orleans adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. Students with disabilities should register with SUNO's Student Supports Office and Contact the Course Coordinator and/or Instructor at the beginning of the semester to arrange for appropriate accommodations.

#### **K. Communication**

Students are expected to act in a professional manner at all times. Faculty members post office hours at the beginning of each semester. Students are expected to contact faculty members during office hours. Students can relate messages via email, office telephone, and written messages in faculty mailbox. Students are to use their SUNO email to communicate with nursing faculty. The use of personal email highly discouraged and is not acceptable.

### **XIII. STUDENT ORGANIZATIONS AND AWARDS**

#### **A. Awards**

Students have the opportunity to receive awards and scholarships by attending Southern University at New Orleans Department of Nursing. Achievement Awards will be granted to students who achieve the highest program grade. The nursing faculty members select the student s for these awards. General criteria for the awards may include the following:

- Demonstrate highest overall grade.
- Maintain highest overall grade without repeating any professional course.
- Consistently demonstrating compassionate care.

Information will be shared as it becomes available and students will be encouraged to apply for scholarships and to excel in their academic endeavors to earn awards.

#### **B. Organizations**

Faculty members of the Department of Nursing encourage and support students' participation in student nurses and professional organizations. Participation in school and nursing organizations helps students to transition into professional nursing roles through socializing with Registered Nurses, networking with other groups of nursing students, and participating in mentoring opportunities.

##### *National Student Nurses' Association*

*The Student Nurse Association (SNA)* mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. Members of the SNA participate in various leadership and community endeavors.

*The National Black Nurses Association (NBNA)* – mission is “to represent and provide a forum for Black Nurses to advocate and implement strategies to ensure access to the highest quality of healthcare for persons of color”. The NBNA is for nursing students, LPNs, RNs, and advanced practice nurse. Local chapter – New Orleans National Black Nurses’ Association

#### *Sigma Theta Tau International*

Sigma Theta Tau International Honor Society of Nursing (Sigma), is an international community of nurses, dedicated to the advancement of knowledge, teaching, learning, and service through the cultivation of communities of practice, education, and research. They value tradition that celebrates and honors our history and innovation and creativity that inspires desired futures.

Student Membership in Sigma Theta Tau is by invitation only.

Undergraduate students are invited to join Sigma based upon the local chapter’s criteria which may include the following:

- Are enrolled in a bachelor’s nursing program or equivalent
- Achieve academic excellence based on set criteria \*
- Are ranked in the highest 35 percent of their nursing class
- Have completed one-half of the nursing curriculum

SUNO-DON has future plans to establish a chapter.

#### **XIV. SUNO-DON DRUG SCREEN POLICY**

In order to uphold the highest standards of the nursing profession, the Department of Nursing has adopted a drug-free environment. As a condition of admission to the professional component of the Department of Nursing, each student will be required to submit to a drug test, and to submit, as requested, to additional tests once enrolled in the professional component. SUNO’s Statement of Policy regarding drug use is the basis for this policy statement.

##### **A. Drug Testing Upon Admission and Continuance**

A negative drug screen is required prior to enrollment into the professional component of the BSN program and/or if there is a break in attendance for a semester or more. Drug Screens are conducted by sites designated by the SUNO-DON and are collected according to the laboratory’s policy. Those with a positive drug screen will be denied admission to SUNO-DON.

Any faculty member can request a drug screen after documentation of passion of alcohol or drugs in violation of this policy or suspected behaviors are demonstrated. This drug screen test is at the expense of the student. During clinical, the student should report within 1 hour to a designated laboratory site for collection of drug screen. If request is made during attendance at the campus, the student would be required to report to the designated site for collection of drug screen within 1 hour. The following is a partial listing of what SUNO-DON deems possible signs and symptoms of drug or alcohol use.

- Frequent absences from class, clinical or lab and/or disappearance from such
- Isolation and withdrawal
- Patient care errors, particularly medication errors
- Detectable odor of alcohol

- Increasingly poor decision and judgment about patient care
- Illogical or sloppy charting
- Unusual accidents/incidents
- Deteriorating personal appearance
- Changes in motor function/behavioral patterns including personality changes, mood swings, illogical thought patterns, gait disturbances, impaired dexterity, slurred speech, drowsiness/sleepiness, and pupillary changes

Any refusal to comply with faculty request will result in immediate academic suspension and shall be reported to the Chair of the Nursing Program. The Department of Nursing will ensure confidentiality of results by making the information available to the student, appropriate SUNO Administrators, and the Louisiana State Board of Nursing.

Confirmation of a positive drug screening will result in immediate removal from a clinical course. The student will not be allowed to continue in the professional component. The Louisiana State Board of Nursing will be notified.

#### **B. Responsibility of Obtaining Drug Screens**

Random drug screens are at the student's expense and must be conducted at the designated drug screening facility within the prescribed time parameters. Failure to undergo a drug screen on the designated day and time will result in immediate withdrawal from the nursing program.

If alcohol is suspected, then the student may be asked to take a breathalyzer or serum alcohol test. Confirmation of the presence of alcohol will result in removal from clinical courses.

# APPENDICES

## SUNO – DON FORMS

Appendix A – Health and Physical

Appendix B – Academic Alert

Appendix C – Clinical Probation

Appendix D – Student Grievance

Appendix E - Variance Report

Appendix F – Change in Health Status

Appendix G – Clinical Warning

Appendix H – KWAP Service Learning Timesheet





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Natural Sciences Building  
Room 262

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New Orleans, LA 70126-0002  
(504) 286-5024

### HEALTH AND PHYSICAL EXAMINATION FORM

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last First Middle

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Temp: \_\_\_\_\_ Pulse: \_\_\_\_\_ B/P: \_\_\_\_\_ Respirations: \_\_\_\_\_

Vision: R 20/\_\_\_\_ L 20/\_\_\_\_ Corrected/Uncorrected Hearing: \_\_\_\_ Normal \_\_\_\_ Impaired \_\_\_\_ Hearing Aid(s)

Height:	Weight:	Pulse:	Vision:	Right 20/	Left 20/
Resp:	Tem:	BP:	Corrected:	Right 20/	Left 20/

Allergies:

Comments

Head:	Fractures: Deformities: Missing Extremities
Ears:	
Nose:	
Teeth:	
Mouth:	
Gums:	
Tonsils:	
Heart:	Arthritis:
Lungs:	Nervous System:
Abdomen:	Reflexes:
Hernia:	Posture:
Right:	
Left:	
Communicable Disease: (Skin or other)	
Spine:	Lab:
Motion:	
Feet:	
Physician Comments:	
	X-Ray:

Medical Examiner \_\_\_\_\_

Date \_\_\_\_\_

PPD/QuantIFERON Gold TB test (circle test): Result: \_\_\_\_\_ (attach copy of result)

Chest X-ray: Date performed: \_\_\_\_\_ Results: \_\_\_\_\_

### **Clinical Requirements**

<input type="checkbox"/>	<b><u>MMR</u></b>	<b><u>Documented proof of:</u></b>  <b><u>IgG quantitative serum titer results, a numerical value indicating actual immunity to diseases(s) See chart below</u></b>  <b><u>1<sup>st</sup> and 2<sup>nd</sup> vaccination</u></b>	<b><u>IgM is not accepted</u></b>
<input type="checkbox"/>	<b><u>Varicella</u></b>	<b><u>1<sup>st</sup> and 2<sup>nd</sup> vaccination</u></b>	
<input type="checkbox"/>	<b><u>Hep B</u></b>	<b><u>1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> vaccination</u></b>	
<input type="checkbox"/>	<b><u>Tuberculin (tb) Skin Test or T-Spot or QuantiFERON Gold or Chest X-Ray for positive Tb test results (must be within 6 months)</u></b>	<b><u>Completed annually Must Include:</u></b>  <b><u>Date/ Time administered</u></b>  <b><u>Injection site</u></b>  <b><u>Result</u></b>  <b><u>Date/Time read signature of healthcare provider reading site</u></b>	
<input type="checkbox"/>	<b><u>Tetanus, Diphtheria, Pertussis (Tdap/Td)</u></b>	<b><u>10 years</u></b>	
<input type="checkbox"/>	<b><u>Influenza (Flu) Vaccination</u></b>	<b><u>Annual Requirement</u></b>  <b><u>Must use designated SUNO form with current YEAR if submitting wavier/declination (New Student Page &gt; Packet B, Form #8, Influenza (Flu) Declination Wavier Form</u></b>	<b><u>Only form that will be accepted is the current year form.</u></b>  <b><u>No amendments to prior year form will be accepted.</u></b>

I have verified that the individual I have examined is the named individual on this form and find that this individual (please check all that apply):

\_\_\_\_\_ Is free of any medical condition and/or contagious disease and does not pose a health risk to others

\_\_\_\_\_ is free of any mental or physical impairment that would prevent the student from meeting his/her clinical training obligations.

\_\_\_\_\_ The student has the following impairment(s) which could interfere with the performance of his/her essential duties and needs to be followed up with the Chair of the Southern University Division of Nursing and University Disability

	<b><u>COVID -19</u></b>	<b><u>Documented vaccination proof must include:</u></b> <b><u>Student name, Date(s), Manufacture, Lot# and Location.</u></b> <b><u>(Clinical/Hospital/Pharmacy)</u></b>	
<input type="checkbox"/>	<b><u>Meningococcal vaccine</u></b>	<b><u>1<sup>st</sup> and 2<sup>nd</sup> vaccination</u></b>	<b><u>If before age 16 or one (1) vaccination after age 21</u></b>
<b><u>Health information/Examination</u></b>			
<input type="checkbox"/>	<b><u>Physical Examination</u></b>	<b><u>Required once; unless requested by clinical facility</u></b>	
<input type="checkbox"/>	<b><u>Drug Screen</u></b>	<b><u>10 Panel Drug Screen is required.</u></b>	

Services to determine what accommodations, if any, are available and would be reasonable in the clinical setting.

\_\_\_\_\_  
\_\_\_\_\_

Signature of Health Care Provider: \_\_\_\_\_

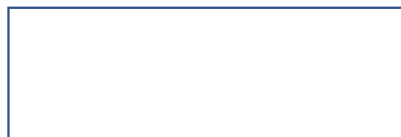
Printed name of Health Care Provider: \_\_\_\_\_

Healthcare Facility Name and Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Healthcare Facility Stamp (if applicable):



Date of Exam: \_\_\_\_\_

**SOUTHERN UNIVERSITY AT NEW ORLEANS**  
**DEPARTMENT OF NURSING**

**Academic Alert**

LEVEL

II

III

IV

Student Name: \_\_\_\_\_  
(print)

Phone#: \_\_\_\_\_

Student U#: \_\_\_\_\_

Course: \_\_\_\_\_

Faculty Name: \_\_\_\_\_  
(print)

I am concerned about your success in this course due to the following reasons:

A. Lack of class attendance

B. Tardiness

C. Non-progressive theory

D. Non- progressive clinical grade(s)

E. Unsatisfactory written assignment(s)

F. Other

As your professor, I recommend that you:

ADDITIONAL COMMENTARY:

FOLLOW UP APPOINTMENTS: \_\_\_\_\_

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

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
FACULTY SIGNATURE:

\_\_\_\_\_  
DATE:

**SOUTHERN UNIVERSITY at NEW ORLEANS**  
**DEPARTMENT OF NURSING**

**CLINICAL PROBATION**

STUDENT: \_\_\_\_\_

COURSE/SEMESTER: DATE: \_\_\_\_\_

SUMMATION OF INCIDENT/PROBLEMATIC BEHAVIOR(S):

HEARING REVIEW COMMITTEE CONCLUSION:

GOAL(S)/REMEDIAL ACTION PLAN/EXPECTED DATES OF ACHIEVEMENT:

EVALUATION/CONCLUSION OF PROBATIONARY STATUS REVIEW HEARING:

(See attachment)

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Chairman's Signature Date

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Clinical Instructor's Signature Date

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Student's Signature Date

Student, Clinical Instructor, Academic Advisor, Chair of the Undergraduate Program, Student's Permanent File

# STUDENT GRIEVANCE FORM

DATE OF INCIDENT: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

DIRECTIONS: Before initiating the SUNO-DON grievance process, please refer to the guidelines in your SUNO-DON Student Handbook. All information provided on this form must be legible and limited to the space provided in each section.

## GRIEVANCE STATEMENT

[illegible]

## DESIRED OUTCOME

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DATE SUBMITTED: \_\_\_\_\_

**STEP 1**

**DECISION OF COURSE COORDINATOR**

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COURSE COORDINATOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**STUDENT'S RESPONSE TO DECISION**

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

**STEP 2**

**DECISION OF BSN CHAIR**

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BSN CHAIR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**STUDENT'S RESPONSE TO DECISION**

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

**STEP 3**

**DECISION OF DEAN**

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DEAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**If upon completion of Step 3, the student is still not satisfied, he/she may pursue their grievance at the University level. Please refer to the Southern University at New Orleans Code of Student Conduct Manual for guidance in this process.**



**SOUTHERN UNIVERSITY AT NEW ORLEANS**  
**Department of Nursing**

**Variance Report Form**

*This report is not part of a patient's medical record and is not to be copied or reproduced.*

Student Name: \_\_\_\_\_ Program of Study: \_\_\_\_\_

U# \_\_\_\_\_ Course Name/Number: \_\_\_\_\_

Agency/Unit: \_\_\_\_\_

Date of Variance: \_\_\_\_\_ Time of Variance: \_\_\_\_\_

Type of Variance (check all that apply)

<input type="checkbox"/> Back injury	<input type="checkbox"/> strain	<input type="checkbox"/> sprain	<input type="checkbox"/> laceration
<input type="checkbox"/> Contusion	<input type="checkbox"/> fracture	<input type="checkbox"/> eye injury	<input type="checkbox"/> needle-stick
<input type="checkbox"/> slip	<input type="checkbox"/> trip	<input type="checkbox"/> fall	<input type="checkbox"/> dislocation
<input type="checkbox"/> burn	<input type="checkbox"/> allergic	<input type="checkbox"/> equipment	<input type="checkbox"/> restraint injury
<input type="checkbox"/> abrasion	<input type="checkbox"/> reaction	<input type="checkbox"/> malfunction	<input type="checkbox"/> avulsion

Other: \_\_\_\_\_

Unusual Occurrence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Variation in Policy or Procedure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medication Variance:

Medication involved: \_\_\_\_\_

Date Discovered: \_\_\_\_\_

Time Discovered: \_\_\_\_\_AM\_\_PM

Type of variance (check all that apply):

☐ med given to wrong patient

☐ wrong dose given

☐ wrong med given

☐ wrong route of admin

☐ med not given on time

☐ wrong injection site

☐ contaminated med

☐ adverse reaction

☐ med not given

☐ IV infiltration

☐ narcotic count incorrect

☐ IV rate fast/slow

☐ IV infusion pump/controller malfunction

☐ Other: \_\_\_\_\_

Was unit/agency supervisor notified? ☐ Yes ☐ No

Name of Supervisor? \_\_\_\_\_

Instructions from Supervisor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was physician notified? ☐ Yes ☐ No Name of MD: \_\_\_\_\_

Date Notified: \_\_\_\_\_ Time Notified: \_\_\_\_\_

Notified By: \_\_\_\_\_

Injured party examined/treated by: ☐ University Health Services ☐ MD at site  
☐ Emergency Dept. MD ☐ Agency Employee Health ☐ Personal MD  
☐ Local Health Dept. ☐ Exam/treatment refused

\*if exam/treatment is refused, injured party's signature here verifies that he/she accepts responsibility for seeking medical care.

Injured Party: \_\_\_\_\_ Date: \_\_\_\_\_

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

Complete the following if applicable:

Patient Name: \_\_\_\_\_ Medical Record#: \_\_\_\_\_

Attending Physician: \_\_\_\_\_

#### Narrative

Objectively describe in detail what actually occurred. Give facts only. Do not include opinions, conclusions, allegations, conjecture, hearsay, or any nonobjective observation. If additional space is required, use plain paper.

#### Action Taken

Describe in detail if any action was taken to detect or counteract the possible cause/effect of the variance. Use plain paper for additional space.

#### Condition

Describe any changes in the patient's condition following the variance. Use plain paper for additional space

**SOUTHERN UNIVERSITY AT NEW ORLEANS**  
**DEPARTMENT OF NURSING**

**Change in Health Status Form**

Questions 1 and 2 of this form must be completed at the beginning of each semester **AND** within 48 hours of a change in medical history or health status.

**Question 1A:** List ALL current medical diagnosis or write N/A.

**Question 1B:** Changes in your medical history over the past 4 months. Please provide a yes/no answer all 5 questions.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Have you received a new medical diagnosis? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you been hospitalized?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you had any surgeries?                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Have you experienced any physical injuries?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Do you have any lifting limitations?       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered yes to question 1B, please explain and attach a full medical release.

**Question 1C:** Are you currently pregnant? (Females only) ☐ Yes ☐ No

If you answered yes to question 1C, please attach a full medical release with no restrictions, and your expected date of delivery.

**Question 2A:** Prescription Medications. List all current prescription medications or write NA. Do not leave blank.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student U#

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date:

**SOUTHERN UNIVERSITY at NEW ORLEANS**

**DEPARTMENT OF NURSING**

**CLINICAL WARNING**

STUDENT: \_\_\_\_\_

COURSE/SEMESTER: DATE: \_\_\_\_\_ (Incident)

DESCRIPTION OF INCIDENT/PROBLEM:

ASSESSMENT DATA:

GOAL(S)/REMEDIAL ACTION PLAN/EXPECTED DATE(S) OF ACHIEVEMENT:

EVALUATION OF ACTION PLAN:

\_\_\_\_\_  
Clinical Instructor's Signature Date

\_\_\_\_\_  
Student's Signature Date

Student, Clinical Instructor identifying the unacceptable clinical behavior, Course Coordinator, Academic Advisor and the Chair of the Undergraduate Program.

### Southern University at New Orleans Community Service Student Time Sheet

Southern University at New Orleans requires that each student completes a minimum of sixty (60) hours of service within his or her community. Students must also participate in orientation, celebration event and group reflections. To allow students to keep an accurate and complete record of their service, you are required to submit a student time sheet. Please have your agency supervisor sign each time you complete service hours.

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Cell: \_\_\_\_\_

Community Service Organization: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Date	In	Out	Supervisor's Signature	Total

Organization Comments, if any regarding student's service:

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For additional information contact the Student Development Center at (504) 286-5360 or the Coordinator of Community Service-Learning and Resource Manager, Cheryl Legohn-Tubbs at (504) 286-5365 - Ctubbs@sunou.edu 6400 Press Drive • New Orleans, LA 70126 • [www.sunou.edu](http://www.sunou.edu)