

Radford University  
Waldron College of Health and Human Services  
School of Nursing  
Undergraduate Student Handbook  
Spring 2021

Revision of Student Handbook December 2020

Areas Highlighted are RUC specific; please see Appendix B on pages 97-98

**TABLE OF CONTENTS****PAGE**

Welcome	
Student Signature Forms	
Accreditation -----	9
Vision and Mission-----	9
Congruency of Mission Table with University/College/School of Nursing-----	10
General Information-----	12
Functional and Technical Standards -----	12
Accreditation and Licensure Requirement-----	15
Potential Criminal Background Issue and Licensing From Virginia State Board of Nursing ---	15
Nursing Pin	17
University Publications -----	17
Degree Requirement -----	17
Student Emergencies-----	18
Liability Insurance-----	18
Basic Baccalaureate Prelicensure Curriculum Guide-----	19
Nursing Major Prelicensure Courses -----	20
Program/Student Learning Outcomes -----	21
Upper Division Level Objectives -----	22
Academic Policies -----	24
Academic Integrity -----	24
Honor Pledge-----	24
Code of Ethics for Nurses, ANA-----	24
Confidentiality -----	25
Social Media -----	26
Grading Scale -----	27
Clinical Days and Hours-----	27
Credit Hour Ratio-----	27
Math/Med Test all level -----	28
Rules for Rounding Medication in Math Calculations in all Courses-----	29
Examination/Testing Policy-----	29
Test Reviews -----	31
Progression and General Policies -----	31
Withdrawal/Failure Policy -----	32
Readmission Policies-----	33
Graduation GPA requirement-----	34
Policy for Progression in Level 4 -----	34
Alternative Sequencing Level 2 and 3-----	35
Attendance Policy -----	36
Chain of Communication-----	36
Student Grievance Policy-----	37
Policy for Student Grade Appeals-----	38
Withdrawal Policies -----	38
Procedure for Formal Appeal of Nursing Program Dismissal -----	39
Student Participation in Clinical/Laboratory Components of Courses -----	42
Weapons Policy-----	43
Classroom or Clinical Setting Violations -----	43
Title IX-----	44
Laboratory/Clinical Probation Policy-----	44
Interim Suspension -----	45
Single Incident -----	45
Repetitive Behavior -----	45
Mandatory Advisement-----	45
Program Probation-----	46

Procedure for Suspending the Student from the Laboratory/Clinical Component -----	46
Determination of Conduct Violations on Record -----	46
Clinical Site Orientation and Training Policy -----	47
School of Nursing Clinical Absence/Tardiness Policy -----	47
Closure or Delayed Opening of the University -----	48
If Radford University is Closed -----	49
Radford Campus Delay Opening -----	49
Roanoke Campus Delay Opening -----	49
Clinical Simulation Lab Inclement Weather Policy -----	50
Additional Information for Both Campus -----	50
Policy Regarding Fulfillment of Clinical Requirements in the Event of an Emergency -----	51
Professional Portfolio -----	52
Student Files -----	53
Kaplan/Standardized Testing Policy and Procedures -----	53
Audio/Video Recordings -----	54
Field Trips and Conferences -----	54
International Travel/Study Abroad/Faculty Supervised Travel/N451 Clinical Hours -----	54
Required Textbooks and Course materials -----	55
Student Requests for Faculty Recommendation -----	55
Form for Faculty Recommendation -----	56
General Policies -----	57
Expectations of Student Conduct -----	57
Smoking Policy -----	58
Civility with Colleagues/Mentors/Peers -----	58
Gift Giving/Showing Gratitude -----	58
Personal Safety -----	59
Transportation Policy -----	60
Parking Information -----	60
Dress Code/Uniform Policy -----	61
Stethoscopes -----	64
Cell Phone Policy -----	65
Undergraduate Nursing Requirements -----	66
Required Documents -----	66
Prior to starting the nursing major -----	66
Level I -----	67
Level II, Level III, Level IV -----	68
Flu Vaccine -----	69
Certification: CPR (required) and Basic First Aid (Optional) -----	69
Criminal Background Investigation -----	70
List of cannot do item/interventions for nursing students -----	70
Clinical Simulation Center (CSC) Expectations -----	71
Health Care Insurance/Private Pay/Healthcare and Crisis Contact/RU Student Health -----	72
Infection Control and Exposure Incidents for Students -----	74
Student Illness or Hospitalization -----	75
Drug testing/Risk Management Policy for Students (Drug and Alcohol Use/Abuse) -----	76
Student Participation in Governance -----	82
Student Organizations -----	83
Student Awards -----	84
Waldron College Standards of Professional Practice Education -----	85

## **Welcome to School of Nursing**

Welcome to the School of Nursing. Our school has a rich history of rigor and merit. By acceptance of admittance to the Radford University Nursing program, you have chosen to strive for excellence during your educational journey. However, you are not alone in this journey as a most competent administration, faculty, and staff are committed to assisting you toward your goal of becoming a leader in healthcare. Have no doubt that when you graduate from the Radford University Nursing program, you will be ready to lead in tomorrow's ever-changing healthcare environment.

Embrace and learn from faculty and peers. Never participate in anything but open, honest, and professional communication with faculty and our clinical partners. In the end, this cooperative approach will enhance your ability to become a successful professional.

Nurses have been consistently voted in the Gallup poll as the most trusted profession in the country for high ethical standards and honesty. Do your best to uphold the reputation of your chosen profession.

**School of Nursing Undergraduate Student Handbook Student Agreement Form**

**Spring 2021 Semester**

The School of Nursing has distinct expectations of students that are in addition to those outlined in the Radford University Undergraduate Catalog and the Radford University Student Handbook.

The School of Nursing Undergraduate Student Handbook outlines policies that apply to students in the upper division nursing major.

The purpose of this form is to document that I have: (1) been made aware of these policies; (2) read the *Undergraduate Student Handbook*; (3) familiarized myself with the expectations contained in handbook; and, (4) watched the Orientation materials and videos on D2L and are responsible for their content, and (5) agreed to abide by these throughout my enrollment in the School of Nursing.

I know that this form will be kept in my academic file until graduation and is appropriate for all learning experiences in Upper Division Nursing.

*The School of Nursing Undergraduate Student handbook is updated frequently. I understand and agree to abide by the current School of Nursing Undergraduate Student Handbook. I understand that the policies in this handbook supersede any policies in previous versions of the handbook.*

Failure to sign this form will result in inability to start nursing courses in the current semester. Students must request in writing to the APG committee to continue in the Nursing program in subsequent semesters as spaces are available. **This form must be signed and uploaded to your CastleBranch account.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

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

## CONFIDENTIALITY AGREEMENT FOR NURSING MAJORS

The School of Nursing has distinct expectations of students regarding the confidentiality of patient related information, including classroom content, clinical content and student's individual acquisition of information. The School of Nursing Undergraduate Student Handbook outlines policies that apply to students in the upper division nursing major.

### **Student Agreement Form**

I am aware that as a student I will receive information about patients in written form and in verbal discussions with faculty and agency staff. I agree to abide by Federal HIPAA guidelines, individual agency policies and School of Nursing policies related to the sharing of patient information. I understand that I am to hold all information in strict confidence and will consult a School of Nursing Faculty member prior to sharing any part of clinical or classroom content related to patients. This also applies to groups of individuals, patient scenarios and standardized patients in the clinical simulation lab. I agree that I will not send or receive patient information via electronic means unless instructed to do so by a School of Nursing Faculty member. I understand that I am not to share any patient related information from class or clinical with individuals who are not a part of that class or clinical experience, including my family and friends. I understand that violation of confidentiality laws/policies may result in my immediate dismissal from the Nursing program. Readmission is dependent on severity of offense, agency restrictions and space availability.

This form is signed and uploaded to your CastleBranch account before the start of the nursing program. The policy will have a link on your CastleBranch account to click on to open the policy and submit after you complete the form. This is a onetime submission unless there is a change in the policy. **Any change in this policy will emailed to you and at that time you will need to sign the new policy and upload to your CastleBranch account.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

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

## **AGREEMENT FOR SHARED INFORMATION WITH FACULTY**

The School of Nursing has distinct expectations of students that are in addition to those outlined in the Radford University Undergraduate and Graduate Catalogs and the Radford University Student Handbook.

The School of Nursing Undergraduate Student Handbook outlines policies that apply to students in the upper division nursing major. The School of Nursing Graduate Student Handbook outlines policies that apply to students in the Graduate Program.

### **Student Agreement Form**

I am aware that faculty will share information about me in written form and in verbal discussions with each other. This information sharing is necessary for promotion of safety for patients in clinical settings and for continuity in the development of a professional nurse. I give my permission for faculty to discuss verbally and document in my advising records pertinent information regarding my clinical and academic performance and professional and student conduct.

I am aware that The School of Nursing will receive all conduct records for students from the Office of Student Conduct.

I am aware that I will be required to disclose to the dean or undergraduate coordinator any conduct or honor code violations that I receive while a student in the School of Nursing. I am aware that I am required to disclose any charges brought against me for violation of any local, state or federal law.

Student files are made available to individuals during accreditation visits and site visits to any entity with over site of the nursing program. Student files are also accessible as needed by nursing administrators, Undergraduate Coordinator, Director, Dean, Associate Dean, or any nursing faculty member or school affiliate involved with the ongoing education or progression of the student.

I agree that if I provide the name of a faculty member for a reference, the faculty member can use all student academic records, advisement notes, clinical evaluations and all contents of the student's file in the School of Nursing.

I understand and agree that my health record, health related test results, criminal background check, drug screening, CPR, and other pertinent information will be shared with clinical agencies and other school affiliates as needed.

This form is signed and uploaded to your CastleBranch account before the start of the nursing program. The policy will have a link on your CastleBranch account to click on to open the policy and submit after you complete the form. This is a onetime submission unless there is a change in the policy. **Any change in this policy will emailed to you and at that time you will need to sign the new policy and upload to your CastleBranch account.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

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

**Radford University**  
**Waldron College of Health and Human Services**  
**School of Nursing**

**Standards of Student Conduct**

If you are accepted for Fall Semester is due by August 1

If you are accepted for Spring Semester is due by January 1

**Student Agreement Form**

The purpose of this form is to document that I have: (1) read the *Standards of Student Conduct for Radford University* found online at the following web site:

<http://www.radford.edu/content/student-conduct/home.html>

(2) familiarized myself with the expectations contained in this document; and, (3) agreed to abide by these *Standards* throughout my enrollment in the School of Nursing.

*I understand and agree to abide by the Standards of Student Conduct for Radford University.*

Failure to sign this form will result in inability to start nursing courses in the current semester. Readmission requests subject to space availability.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

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

This form is signed and uploaded to your CastleBranch account before the start of the nursing program. The policy will have a link on your CastleBranch account to click on to open the policy and submit after you complete the form. This is a onetime submission unless there is a change in the policy. **Any change in this policy will emailed to you and at that time you will need to sign the new policy and upload to your CastleBranch account.**

RADFORD UNIVERSITY  
SCHOOL OF NURSING

**ACCREDITATION**

The baccalaureate nursing program at Radford University is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington DC 20001, (202)887-6791. For more information the CCNE Standards for Accreditation of Baccalaureate and Graduate Nursing Programs (Amended 2018) at <https://www.aacnursing.org/CCNE-Accreditation/Accreditation-Resources/Standards-Procedures-Guidelines>

**VISION**

The Vision of the Radford University School of Nursing is in “Blending the art and science of nursing to prepare enlightened, compassionate professionals who will meet the diverse needs of the local and global community.

**MISSION**

The mission of the Radford University School of Nursing is committed to excellence in the development of professional nurses to meet changing local and global health care needs through education, research, practice, and community engagement. Students are responsible and accountable for nursing practice in keeping with the American Nurses Association's (2015) *Nursing: Scope and Standards of Practice*.

The teaching and learning process involves a mutual partnership between students and faculty to develop a knowledge base in the liberal arts, sciences, and the discipline of nursing. This partnership exists to promote critical thinking, ethical decision making, and lifelong learning. Theory and skills learned in the classroom are applied through a variety of learning experiences. Faculty models the professional nursing role through teaching, scholarship, community service, and practice. Students are expected to develop a professional identity and professional values.

**Values:**

- **Advocacy:** Intervening on behalf of vulnerable populations to address ethical issues, care needs, and resources
- **Caring:** Showing compassion for others in an altruistic manner through presence and a holistic practice
- **Cultural humility:** Honoring traditions and spiritual beliefs through intentional engagement and openness to promote acceptance of those in our care
- **Excellence:** Using rigorous evidence-based methodologies to instill competency and inspire professionalism and accountability in our graduates
- **Interprofessionalism:** Utilizing interdisciplinary, collaborative practice and demonstrating respect to achieve the highest quality outcomes

**Mission, Vision and Core Values of Radford University, The Waldron College and the School of Nursing:**

Congruency of Mission, Vision, and Values of Radford University, Waldron College of Health and Human Services (WCHHS), and the Radford University School of Nursing		
Radford University Mission, Vision and Core Values	WCHHS Mission, Vision and Core Values	RU SON Mission and Vision
<p><b>Vision:</b> Radford University aspires to be the premier, innovative, student-centered university in the Commonwealth of Virginia and beyond with a keen focus on teaching, research and service.</p> <p><b>Mission:</b> As a mid-sized, comprehensive public institution dedicated to the creation and dissemination of knowledge, Radford University empowers students from diverse backgrounds by providing transformative educational experiences, from the baccalaureate to the doctoral level, within and beyond the classroom. As an inclusive university community, we specialize in cultivating relationships among students, faculty, staff, alumni and other partners, and in providing a culture of service, support and engagement. We embrace innovation and tradition and instill students with purpose and</p>	<p><b>Vision:</b> The Waldron College of Health and Human Services is a community of clinician-scholars preparing competent, compassionate professional to meet the needs of southwest Virginia and beyond.</p> <p><b>Mission:</b> The mission of the Waldron College of Health and Human Services is to:</p> <ul style="list-style-type: none"> <li>• Facilitate and recognize excellence of students, faculty and staff.</li> <li>• Provide a supportive environment while integrating innovative, evidence based and active teaching strategies.</li> <li>• Incorporate the use of state-of the –art technologies in both didactic and clinical work.</li> <li>• Promote inter-professional collaboration among the faculty, staff and students</li> </ul>	<p><b>Vision:</b> Blending the art and science of nursing to prepare enlightened, compassionate professionals who will meet the diverse needs of the local and global community.</p> <p><b>Mission:</b> Radford University School of Nursing is committed to excellence in the development of professional nurses to meet changing local and global health care needs through education, research, practice, and community engagement. Students are responsible and accountable for professional nursing practice in keeping with the American Nurses' Association: Nursing Scope and Standards of Practice.</p> <p><b>Values:</b> <u>Advocacy:</u> Intervening on behalf of vulnerable populations to address ethical issues, care needs and resources. <u>Caring:</u> Showing compassion for others in an altruistic manner through presence and a holistic</p>

<p>the ability to think creatively and critically. We provide an educational environment and the tools to address the social, economic and environmental issues confronting our region, nation and the world.</p> <p><b>Core values:</b>  <b>Student Empowerment and Success-</b> We engage and support our students in the discovery and pursuit of their own unique paths.  <b>Excellence-</b> We expect our community to strive for the highest standards.  <b>Inclusiveness-</b> We are committed to a spirit of cooperation and collaboration, embracing and honoring the diversity of our community.  <b>Community-</b> We foster relationships and a culture of service within and beyond our university community.  <b>Intellectual Freedom-</b> We encourage and defend a fearless exploration of knowledge in all its forms.  <b>Innovation-</b> We inspire and support creativity in research, scholarship, pedagogy and service.  <b>Sustainability-</b> We are committed to integrating sustainable practices into all aspects of our operations and engage students across the curriculum to learn, discover and contribute to positive current and future environmental solutions.</p>	<p>in teaching, scholarship and service.</p> <ul style="list-style-type: none"> <li>• Foster culturally competent care within a diverse and global society.</li> <li>• Facilitate health promotion and wellness in the community.</li> </ul> <p><b>Core Values</b>  We value:</p> <ul style="list-style-type: none"> <li>• Outstanding and innovative instruction, supervision, advising, and mentoring of students;</li> <li>• Critical thinking, effective communication, creative problem solving, technical literacy, and cultural respect;</li> <li>• Advancing knowledge, ethical research, critical review, and using models of best practice;</li> <li>• Social justice, public stewardship, altruism; and</li> <li>• Human rights, respect for all groups, and social harmony.</li> </ul>	<p>practice.  <b>Cultural humility:</b> Honoring traditions and spiritual beliefs through intentional engagements and openness to promote acceptance of those in our care.  <b>Excellence:</b> using rigorous evidence-based methodologies to instill competency and inspire professionalism and accountability in our graduates.  <b>Interprofessionalism:</b> Utilizing interdisciplinary, collaborative practice and demonstrating respect to achieve the highest quality outcomes.</p>
---	--	--

## GENERAL INFORMATION

### FUNCTIONAL AND TECHNICAL STANDARDS

The following serves to notify prospective students of standards for safe nursing practice. It is the student's responsibility to utilize a critical thinking process to assess, implement, and evaluate their ability to learn and fulfill these standards throughout the educational process and the act of professional nursing.

Students seeking academic accommodations under the Americans with Disabilities Act must register with Radford University's Center for Accessibility Services (CAS). The policies regarding students with disabilities may be found at <http://www.radford.edu/content/cas/home.html>. Website: [www.radford.edu/cas](http://www.radford.edu/cas) Phone: 540-831-6350 Email: [cas@radford.edu](mailto:cas@radford.edu). Students qualified for academic accommodations should meet with each course professor during office hours, to review and discuss accommodations.

#### **Essential Mental Abilities:**

- Follow instructions and rules.
- Demonstrate safe nursing practice within the defined clinical time period.
- Maintain reality orientation accompanied by short and long term memory.
- Assimilate knowledge acquired through lectures, discussion, readings and self-directed studies and effectively apply that knowledge in clinical settings for a variety of client needs and problems.
- Locate, retrieve, and utilize information from a variety of resources, e.g., electronics, libraries, people, and organizations.
- Demonstrate the ability to apply basic mathematical skills accurately, including, but not limited to, ratio proportion concepts, use of conversion tables, and calculations of drug dosages and solutions.
- Comprehend and apply abstract concepts from biological, sociological, and psychological sciences.
- Utilize sufficient critical thinking abilities for clinical judgment.
- Appreciate the diversity of people relative to age, gender, sexual orientation, culture, ethnicity, religion, socio economic level, lifestyle, values and functional ability.

#### **Essential Communication Skills:**

- Organize thoughts to communicate effectively through written documents that are correct in style, grammar, and mechanics.
- Speak clearly in order to communicate with patients, families, healthcare team members, peers and faculty.
- Effectively utilize interpersonal abilities to interact with diverse individuals, families and groups.

- Establish interpersonal rapport sufficient to communicate, collaborate, and relate effectively with individuals, families, community groups, and health care professionals.
- Read and accurately interpret written communications (i.e., test questions, provider orders etc.).

### **Essential Physical Abilities:**

- **Visual Acuity:** Be able to read charts, records, scales, handwritten notations, and detect changes in skin color or condition accurately. Be able to draw up the correct quantity of medication in a syringe, accurately read a syringe, and any other measuring device. Demonstrate eye/hand coordination for manipulation of equipment.
- **Auditory Ability:** Demonstrate the ability to distinguish tonal differences and the ability to use the telephone. Included in this policy, but not limited to, is the ability to communicate effectively with patients in English, detect sounds related to bodily functions using a stethoscope, and detect audible alarms generated by mechanical systems used to monitor patients.
- **Sensory Ability:**
  - Distinguish odors, e.g., drugs, solutions, body fluids, smoke, and chemicals.
  - Demonstrate sufficient tactile ability to differentiate changes in sensation, with or without the use of protective gloves, e.g., pulse, temperature, and skin irregularity.
- **Motor Ability:**
  - Manipulate equipment appropriately to provide nursing care to clients, e.g., syringes, infusion pumps, life support devices, and stethoscopes. Use of hands for grasping,, pushing, pulling and fine manipulations.
  - Move unassisted from room to room, and stand and walk for six to twelve hours per day. Maintain balance while standing and able to reach below the waist and overhead.
  - Provide a safe and clean environment, and be able to assist others in activities of daily living, e.g., walking, bathing, eating, toileting, transferring, and lifting.
  - Perform CPR (i.e., move patient to compress chest and manually ventilate patient).
  - Complete assignments with specified time periods, e.g., technical procedures, health assessments, written work, tests, and client documentation.
  - Perform multiple tasks accurately in rapidly changing situations.
- **Other:**
  - Take responsibility for personal safety in laboratory and clinical environments.

## Radford University School of Nursing

### Acceptance of Functional and Technical Standards Policy Form

If you are accepted for Fall Semester is due by August 1

If you are accepted for Spring Semester is due by January 1

I, \_\_\_\_\_ (print name), have read and accept the Radford University, School of Nursing policy of *Functional and Technical Standards* required for safe nursing practice. I understand it is the student's responsibility to utilize a critical thinking process to assess, implement, and evaluate their ability to learn and fulfill these standards throughout the educational process and the act of professional nursing. Additionally, by signing this form, I affirm that I have never been suspended, barred, or sanctioned by Medicare or any other state or federal program.

Failure to sign this form will result in inability to start nursing courses in the current semester. Readmission requests for future semesters are subject to space availability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form is signed and uploaded to your CastleBranch account before the start of the nursing program. The policy will have a link on your CastleBranch account to click on to open the policy and submit after you complete the form. This is a onetime submission unless there is a change in the policy. **Any change in this policy will emailed to you and at that time you will need to sign the new policy and upload to your CastleBranch account.**

## ***ACCREDITATION AND LICENSURE REQUIREMENTS:***

The nursing program has been approved by the Virginia Board of Nursing and has full national accreditation with the Commission on Collegiate Nursing Education (CCNE). The practice of professional nursing in every state in the United States requires licensure as a Registered Nurse (RN). Successful completion of the nursing program requirements and the awarding of a Baccalaureate of Science in Nursing (BSN) degree qualify the graduate to take the national NCLEX-RN examination for registered nursing in the state of their choice. Opportunity to take this required licensure examination is obtained by application to the Virginia Board of Nursing. This will require a criminal background check.

Radford University School of Nursing meets the educational requirements for licensure and certification in the Commonwealth of Virginia. Please refer to the Radford University Licensure disclosure Statements

<https://www.radford.edu/content/online-programs/home/licensure-disclosure.html>

It is highly recommended that new graduates obtain initial RN licensure in Virginia. Obtaining initial licensure in Virginia will require a Virginia address, and proof of residency (Virginia driver's license, voter registration card). The specific requirements are subject to change. For more information about these requirements in Virginia, call or write:

Board of Nursing  
Department of Health Professions  
Perimeter Center  
9960 Mayland Drive, Suite 300  
Richmond, Virginia 23233  
Phone: (804) 367-4515  
Fax: (804) 527-4455  
Web Site: <https://www.dhp.virginia.gov/nursing/>

### ***2. POTENTIAL CRIMINAL BACKGROUND ISSUES AND LICENSING FROM THE VIRGINIA BOARD OF NURSING:***

According to § 54.1-3007 of the Code of Virginia, the Board of Nursing may refuse to admit a candidate to any examination, or refuse to issue a license or certificate, to any applicant with certain criminal convictions. Likewise, the Board may refuse licensure or certification to an applicant who uses alcohol or drugs to the extent that it renders the applicant unsafe to practice, or who has a mental or physical illness rendering the applicant unsafe to practice (referred to as a history of impairment).

Criminal convictions for ANY felony can cause an applicant to be denied nursing licensure.

Misdemeanor convictions involving moral turpitude may also prevent licensure or certification. Moral turpitude means convictions related to lying, cheating or stealing. Examples include, but are not limited to: reporting false information to

the police, shoplifting or concealment of merchandise, petit larceny, welfare fraud, embezzlement, and writing worthless checks. While information must be gathered regarding all convictions, misdemeanor convictions other than those involving moral turpitude will not prevent an applicant from becoming a licensed nurse. However, if the misdemeanor conviction information also suggests a possible impairment issue, such as DUI and illegal drug possession convictions, then there still may be a basis for denial during the licensure or certification application process.

***Each applicant is considered on an individual basis. There are NO criminal convictions or impairments that are an absolute bar to nursing licensure.***

Applications for licensure and certification include questions about the applicant's history, specifically:

1. Any and all criminal convictions ever received;
2. Any past action taken against the applicant in another state or jurisdiction, including denial of licensure or certification in another state or jurisdiction; and
3. Any mental or physical illness, or chemical dependency condition that could interfere with the applicant's ability to practice.

*Indicating "yes" to any questions about convictions, past actions, or possible impairment does not mean the application will be denied.* It means more information must be gathered and considered before a decision can be made, which delays the usual application and testing process. Sometimes an administrative proceeding is required before a decision regarding the application can be made. The Board of Nursing has the ultimate authority to approve an applicant for testing and subsequent licensure or certification, or to deny approval.

**The following information will be requested from an applicant with a criminal conviction:**

A certified copy of all conviction orders (obtained from the courthouse of record);

Evidence that all court ordered requirements were met (i.e., letter from the probation officer if on supervised probation, paid fines and restitution, etc.);

A letter from the applicant explaining the factual circumstances leading to the criminal offense(s); and

Letters from employers concerning work performance (specifically from nursing related employers, if possible).

Once the Board of Nursing has received the necessary and relevant additional information, the application will be considered. Some applicants may be approved based on review of the documentation provided. Other applicants may be required to meet with Board of Nursing representative(s) for an informal fact finding conference to

consider the application. After the informal fact-finding conference, the application may be: i) approved, ii) approved with conditions or terms, or iii) denied. The Board will notify the testing company directly of all applicants approved so that testing may be scheduled. Upon notification of successful completion of the licensure or certification exam, the Board of Nursing will license or certify the individual based on the Board's Order, including any terms imposed for practice.

NOTE: Failure to reveal criminal convictions, past disciplinary actions, and/or possible impairment issues on any application for licensure or certification is grounds for disciplinary action by the Board of Nursing, even after the license or certificate has been issued. It is considered to be "fraud or deceit in procuring or attempting to procure a license," and a basis for disciplinary action that is separate from the underlying conviction, past action, or impairment issue once discovered.

Possible disciplinary actions that may be taken range from reprimand to revocation of a license or certificate.

For questions regarding individual situations pertaining to the above, students should contact the Virginia Board of Nursing. <http://www.dhp.state.va.us/nursing>

#### **4. *NURSING PIN:***

Upon graduation, the student will have the right and privilege of wearing the School of Nursing pin. Students will order the pin at the beginning of the final semester prior to graduation. The school pin designed for the Radford University Nursing Graduate is oval in design. The pin is surrounded by a gold edge of twelve scallops representing the members of the first class. The outer band of the original pin was white enamel, representing nursing, with Radford University Nursing embedded in gold. Today, this outer band may also be gold or silver. The center is of black enamel lettering upon which is superimposed a gold ankh, ancient symbol for love, life, and peace. The ankh has the infinity symbol resting horizontally across it.

#### **5. *UNIVERSITY PUBLICATIONS:***

Nursing students are responsible for being familiar with current information found in the following official university publications that are available online through the RU website: The Radford University Undergraduate Catalog and the Radford University Standards of Student Conduct and School of Nursing Undergraduate Student Handbook. Students should be thoroughly familiar with policies stated in these three publications. These publications are revised each year.

#### **6. *DEGREE REQUIREMENTS:***

A minimum of 45 credit hours must be completed at Radford University. To graduate with a baccalaureate degree in nursing a student must have a total of 123 semester credit hours. This means that a transfer student must enroll in additional upper division course(s) for enough credits to meet the degree requirements. It is the responsibility of the student to meet degree requirements. Students should meet with an advisor in the Office of Student Success in the Academic Success

Center in Young Hall to review their academic records and establish a plan for completing degree requirements.

**7. *STUDENT EMERGENCIES:***

If a faculty member at any time feels that a student is need of emergency assistance (physical or mental health) the faculty, if deemed appropriate, will notify the Radford University Police, Roanoke Police or 911 who will activate the EMS system. The Dean of Students will also be notified. Any medical expenses incurred are the responsibility of the student.

**8. *LIABILITY INSURANCE:***

It is highly recommended that students carry their own liability or malpractice insurance for nursing students. An individual is legally and financially responsible for injury caused as a result of one's negligence. The School of Nursing does not recommend any specific company and any company can be used. The following is provided for assistance only: Nurses Service Organization (NSO) is the official NSNA-endorsed provider of professional liability insurance for nursing students. Visit [www.nso.com/NSNA](http://www.nso.com/NSNA) for more information. Please see [nso.com](http://nso.com) for further information on rates.

**9. Students must use RU email addresses only when communicating with staff and faculty.**

**BASIC BACCALAUREATE PRE LICENSURE CURRICULUM GUIDE**  
**for student who entered RU Fall 2019 and prior**

**Freshman Year**

<u>Semester 1</u>		<u>Semester 2</u>	
CORE 101	3	CORE 102	3
* CHEM 120	4	BIOL 105	4
PSYC 121	3	HUMANITIES	3
FINE ARTS	3	MATHEMATICAL SCIENCES	3
* SOCY 110	3	GLOBAL PERSPECTIVES	3

**Sophomore Year**

<u>Semester 1</u>		<u>Semester 2</u>	
CORE 201	3	CORE 202	3
* PSYCH 230	3	* BIOL 334	4
* BIOL 322	6	* STAT 200 or STAT 130	3
* FDSN 214	3	* NURS 321	3
		HUMANITIES, FINE ARTS OR FOREIGN LANGUAGE	3

**Junior Year**

<u>Level I</u>		<u>Level II</u>	
NURS 340	3	NURS 362	3
NURS 345	6	NURS 364	6
NURS 352	5	NURS 366	5
NURS 368	3		

**Senior Year**

<u>Level III</u>		<u>Level IV</u>	
NURS 443	5	NURS 451	5
NURS 444	5	NURS 453	3
NURS 448	5	NURS 454	4
		NURS 457	2

*\*Nursing Pre-requisite*

**NURSING  
MAJOR  
Pre Licensure  
Starting Fall 2019**

**Required**

Pre-nursing	<i>Semester Credit</i>
NURS 321 Pathophysiology	3

Level 1	<i>Semester Credit</i>
NURS 340 Health Assessment	3
NURS 345 Foundations of Nursing Practice	6
NURS 352 Mental Health Nursing	5
NURS 368 Pharmacology	3

Level II	<i>Semester Credit</i>
NURS 362 Nursing Research	3
NURS 364 Nursing of the Adult I	6
NURS 366 Nursing of the Childbearing Family	5

Level III	<i>Semester Credit</i>
NURS 443 Nursing of Children	5
NURS 444 Gerontological Nursing	5
NURS 448 Nursing of the Adult II	5

Level IV	<i>Semester Credit</i>
NURS 451 Community Health Nursing	5
NURS 453 Leadership in Nursing	3
NURS 454 Nursing Practicum	4
NURS 457 Transition to Licensure	2

<b>School of Nursing Program and Student Learning Outcomes</b>
1. Integrate life-long learning strategies into professional nursing practice.
2. Assume leadership role within complex healthcare systems to promote holistic health for diverse populations.
3. Utilize evidenced-based processes in collaboration with other members of the healthcare team to improve nursing practice and health care outcomes.
4. Utilize technology and information systems to enhance clinical decision making.
5. Advocate for policies and legislation that promote a safe, affordable, patient-centered health care environment.
6. Utilize effective communication strategies to create a positive professional work environment.
7. Collaborate in the design, implementation, and evaluation of a health promotion program.
8. Exemplify the core values of nursing as a collaborative member of the health care team.
9. Facilitate coordination of care within a variety of healthcare settings.

## LEARNING OUTCOMES AND LEVEL OBJECTIVES

The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN)	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
<b>I. Liberal Education for Baccalaureate Generalist Nursing Practice</b>	Translate knowledge from prerequisite arts and sciences into understanding of the health and illness experience.	Relate knowledge of social and cultural factors to the care of diverse populations.	Apply multi-disciplinary knowledge to support decision making and critical thinking.	Integrate life-long learning strategies into professional nursing practice.
<b>II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety</b>	Demonstrates understanding of basic safety principles to promote health and minimize risk of harm.	Promote factors that create a culture of safety and caring within healthcare systems.	Apply leadership principles to effectively advocate for patients and families experiencing complex alterations in health.	Assume leadership role within complex healthcare systems to promote holistic health for diverse populations.
<b>III. Scholarship for Evidenced-Based Practice</b>	Evaluate the credibility of sources of information.	Demonstrate an understanding of basic elements of the research process and models for applying evidence to clinical practice.	Incorporate evidenced-based interventions into clinical decision making.	Utilize evidenced-based processes in collaboration with other members of the healthcare team to improve nursing practice and health care outcomes.
<b>IV. Information Management and Application of Patient Care Technology</b>	Utilize professional terminology within the healthcare environment.	Demonstrate skill in using patient care technologies and information systems.	Apply patient care technologies throughout the nursing process.	Utilize technology and information systems to enhance clinical decision making.
<b>V. Healthcare Policy, Finance, and Regulatory Environments</b>	Examine the relationship of healthcare policies, legislation, finance and regulations to nursing practice	Provide safe and cost-effective care that is within the legal and ethical scope of professional nursing practice.	Examine the role of patient and family involvement in the improvement of safety, quality,	Advocate for policies and legislation that promote a safe, affordable, patient-centered

	and health care delivery.		and cost effectiveness of care.	health care environment.
<b>VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes</b>	Demonstrate understanding of the roles and responsibilities of members of the healthcare team.	Contribute the unique nursing perspective within healthcare teams to optimize patient outcomes.	Collaborate as a member of the healthcare team to implement high quality, safe, and effective patient care.	Utilize effective communication strategies to create a positive professional work environment.
<b>VII. Health promotion and disease prevention at the individual and population level are important components of practice.</b>	Identify activities related to primary, secondary, and tertiary prevention.	Apply principles of health promotion and disease prevention to the care of patients with various acute and chronic conditions.	Implement evidence-based primary, secondary, and tertiary prevention strategies across the lifespan.	Collaborate in the design, implementation, and evaluation of a health promotion program.
<b>VIII. Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.</b>	Model the values of the nursing profession through demonstration of respect for others and accountability to own practice.	Implement compassionate and sensitive patient-centered care in accordance with ethical principles.	Utilize an ethical framework to evaluate quality of care for diverse and vulnerable populations.	Exemplify the core values of nursing as a collaborative member of the health care team.
<b>IX. Baccalaureate Generalist Nurse Practice</b>	Apply nursing knowledge and skills within the context of the therapeutic nurse-patient relationship.	Implement safe and humanistic care within a diverse patient population.	Collaborate as a member of a health care team to resolve complex health problems across the lifespan.	Facilitate coordination of care within a variety of healthcare settings.

# **POLICIES FOR UPPER DIVISION NURSING MAJOR**

## **Pre Licensure Nursing students**

### **ACADEMIC POLICIES**

#### **1. *ACADEMIC INTEGRITY:***

***Honor Pledge:*** I shall uphold the values and ideas of Radford University by engaging in responsible behavior and striving always to be accountable for my actions while holding myself and others to the highest moral and ethical standards of academic integrity and good citizenship as defined in the Standard of Student Conduct.

The Radford University Honor System provides the foundation for a university community in which freedom, trust and respect can prevail. In accepting admission to Radford University, each student makes a commitment to support and uphold the Honor Code without compromise or exception.

Lying, stealing and violations of the Standards of Student Academic Integrity are considered to be acts of dishonor and will, therefore, cause a student to be subject to temporary or permanent suspension from the university community. All members of the Radford University community who have knowledge that a student has committed an honor violation are strongly encouraged to discuss this concern with a member of the faculty or a representative from the Office of Student Standards and Conduct.

Refer to current Radford University Standards of Student Conduct for further explanation.

Sharing or distributing questions or answers from any test or exam (including Kaplan tests), recording or taking photos of test reviews or exams are violations of the Standards of Student Conduct.

#### **2. *Provisions of the Code of Ethics for Nurses American Nurses Association 2015:***

The code functions as a tool and mark of the nursing profession. Nursing students will be held to all code of ethics standards and any breach of these standards could be cause for dismissal from the program.

Provision 1     The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.

Provision 2     The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.

Provision 3     The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

- Provision 4 The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and provide optimum care.
- Provision 5 The nurse owes the same duties to self as to others, including the responsibility to promote health and safety; preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- Provision 6 The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- Provision 7 The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of the nursing and health policy.
- Provision 8 The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- Provision 9 The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

### 3. ***CONFIDENTIALITY:***

As a nursing student, you will learn of, or have access to, confidential information. It is important to remember that there are laws and strict policies that prohibit the inappropriate sharing of confidential information. Confidential information should be used only in the performance of your school related activities. Discussion of any clinical or classroom content via any social media (YouTube, Facebook, Twitter etc.), or with those not directly involved with class or clinical is strictly prohibited.

Clinical paperwork (report sheets, data gathering sheets) no longer needed at the end of the clinical day, must be placed in the agency shredding bins. Do not throw in the regular trash.

Confidential information is only to be discussed with people who have a need to know, according to HIPAA regulations. Students are held to the strictest confidentiality policy. Students may not discuss any patient (even if you do not use their name) or clinical event in any place that others could possibly over hear. You may discuss clinical cases with your faculty or in a private clinical conference setting. Do not discuss any patient or clinical situation in an elevator or cafeteria. Do not discuss any Simulation Center clinical or patient encounter outside of that setting, nursing classroom, or private clinical conference. Students may not discuss any clinical situation with anyone that is not a student or faculty member in the Radford University School of Nursing.

Students may not access the medical records of any other nursing student for any reason unless it cannot be avoided in their professional role and there is no one else who can provide care.

**Social Media:**

Students may not post any patient encounters of any kind (even if you don't use patient specific information) on any electronic media (Facebook, Twitter, Texting, etc). Students should maintain privacy settings on social media accounts. To maintain professional boundaries, do not correspond with any patient, former patient or family member of a patient on social media. Do not post any photos, audio or video recordings of faculty, unit staff members, faculty, and staff, nursing students, clients, classroom or clinical activity, on any social media. Do not give your phone number, e-mail address, or any personal contact information to patients, former patients or their families.

Students who are assigned to care for patients in one clinical setting, i.e. medical-surgical nursing, cannot look up any information or collect data on other patients who are in another setting of that facility, i.e., psychiatric nursing, during the assigned clinical day. Students are to only look up information and collect data on patients they are directly and currently assigned to and must follow all hospital, facility, and HIPAA guidelines.

Students must obtain faculty permission to collect or obtain patient data for use in more than one clinical nursing course.

Any and all patient or clinical information on your personal computer that has been used for education purposes must be deleted off the hard drive and any material that has been printed will be shredded at the end of the semester or as soon as it is no longer needed. Any clinical paperwork that has already been graded or is no longer needed, must be shredded. Do not share clinical paperwork with anyone other than faculty.

Professional demeanor is required of students at all times in Cyberspace in the same manner it is required in all other settings. Students must keep in mind that behavior that is illegal or a violation of university policy on campus will be illegal or violate university policy if it appears online. Inappropriate behavior includes, but is not limited to, the use of offensive language, gestures, or remarks as well as offensive or inappropriate photographs.

Students will sign confidential agreements with various clinical agencies through nursing school. Any infractions of the Confidentiality Policy will result in immediate disciplinary action and could result in dismissal from the nursing program.

Under no circumstances can any medical record be removed from any institution. Photocopying of the entire record is never permitted for presentation, rounds, or conferences; if permitted by the health care institution or provider, students are permitted to extract only what information is absolutely needed with any names or identifying information removed.

**Social Media General Guidelines:**

If you post something personal, be clear that you are representing yourself and not the Radford University School of Nursing. Remember that nothing is “private”. Anything can be forwarded and copied. If you are frustrated, angry or passionate about something- wait and post a thoughtful response. Be respectful of others.

4. ***GRADING SCALE: There will be no rounding up of the final course grade. The nursing program does not use a +/- system when assigning course grades. All courses will follow the same grade point scale:***

A = 93 – 100  
B = 85 – 92.99  
C = 80 – 84.99  
D = 73 – 79.99  
F = 72.99 and below

5. ***CLINICAL DAYS AND HOURS:***

Clinical shifts may be up to 12 hours and may include days, evenings, nights, and weekends. Clinical rotations are subject to last minute changes each semester. Requests for placement into a specific clinical site cannot be accommodated. Therefore, students’ personal commitments must remain flexible to accommodate program requirements.

6. ***CREDIT HOUR RATIO:***

- A. The credit hour ratio for classroom instruction is 1:1 (One hour of course credit for one hour of instruction).
- B. The credit hour ratio for clinical instruction is 1:3 (One hour of clinical course credit for three hours of instruction per week, 2 credit hours of clinical equates to 3 hours per week x 14 weeks = 84 hours of clinical in a semester).
- C. The credit hour ratio for laboratory instruction is 1:2 (One hour of lab course credit for two hours of instruction per week, 1 credit hour

of lab equates to 2 hours per week x 14 weeks = 28 hours of lab in a semester).

## **7. MATH/MED TEST FOR ALL PRE-LICENSURE STUDENTS:**

All students in every level of upper division nursing must successfully complete a standardized medication math test at each level of the pre-licensure nursing curriculum. Tests will cover standardized medication mathematics for the patient populations encountered at each level. Medication math tests will be a collaborative assessment tool designed by lead faculty of the clinical courses in each nursing level.

- A. In preparation for taking the medical dosage calculation test, students will be required to purchase a designated self-study workbook prior to level 1, this book will be utilized for all level math tests. Students are responsible for its content.
- B. Faculty across all courses in each level will participate in test proctoring, grading, remediation, and retesting.
- C. Students will receive self-study preparation materials including practice questions with correct responses prior to the medication math test.
- D. Medication Math testing will be completed during the initial week of each academic semester.
- E. Students must attain a 90% to be successful. Students who do not attain a 90% on their initial attempt will have two additional attempts at success. Students who are unsuccessful will attend a remediation session, review their tests, self-remediate during a designated time. It is recommended students refer to the required text for problem areas.
- F. Faculty/staff are required to be present during any circumstance in which a student reviews their test. Students will not be permitted to take the test home for review.
- G. Attempting to reproduce this test in any format is not allowed for any reason including, but not limited to: photocopies, taking pictures and/or writing problems down. Violations will result in disciplinary action and may result in dismissal from the nursing major.
- H. Students with two unsuccessful test attempts will be placed on clinical probation and will be provided a final opportunity to test during the initial week of the semester.
- I. Students who are unsuccessful on the third attempt will be required to withdraw from all clinical nursing courses.
- J. Multiple Clinical Course withdrawals mandated by medication math test failures will count collectively as one (1) withdrawal in relation to the withdrawal/failure policy for the School of Nursing.
- K. Students who are unable to successfully complete the medication math testing requirements in three attempts must follow all rules and regulations regarding readmission to the RU SON through the Undergraduate Admission, Progression and Graduation (APG) Committee.

**8. GENERAL RULES FOR ROUNDING MEDICATIONS FOR MATH CALCULATIONS IN ALL COURSES:**

*Note: Follow Faculty directions for special populations in certain courses for certain medications. In General: Medication dosages are generally not rounded and are to be calculated and given as ordered. This is particularly important in pediatric dosing. When you are calculating meds for injection, the degree of accuracy and rounding depends on the syringe- For example: Using a 3ml syringe- carry out the answer to the hundredth place and then round off the answer to the nearest tenth.*

- A. For numbers greater than 1, (for example using a 3ml syringe) carry out to the hundredths place (2 places after the decimal) and round to the nearest tenth.
- Example:  
2.21 ml is rounded to 2.2 ml
- B. For numbers less than 1 ( 1ml syringe) , carry out to the thousandths place (3 places after the decimal) and round to the nearest hundredth.
- a. Examples:  
0.823 ml is rounded to 0.82 ml
- C. IV drip rates are rounded to the nearest whole number: This is for IV fluids that are not on a pump, so you are actually counting drops/gtts (drops/min).
- a. Examples:  
31.2 gtt (drops) is rounded to 31 gtts/min
- b. IV rates that will be programmed into an IV pump may be calculated and should not be rounded.
- c. If the ordered amount is 13.5 ml/hr., that exact number should be entered into the pump rate.
- D. Other Rules:
- a. A zero is always placed in front of the decimal point when it is not preceded by a whole number.  
Example: 0.8 ml, not .8 ml
- b. No excess zero following a decimal fraction.  
Example: write 0.5, not 0.500
- c. All answers must be labeled.  
Example: ml, gtt/min, ml/hr., mg
- d. All time must use military time.

**9. PRE-LICENSURE STUDENTS EXAMINATION/TESTING POLICY:**

In an effort to ensure academic integrity and to best prepare all students for successful NCLEX testing conditions, the following practices will be followed. These measures are modeled after the NCLEX testing centers rules for testing.

As a demonstration of rigorous testing practices, only School of Nursing issued or integrated electronic testing platform calculators will be allowed.

Faculty will require the following conditions:

- A. During testing, there will be no student access to backpacks, beverage or food containers, books, caps or hats, cell phones, coats/jackets/outerwear with pocket, notebooks, or other electronic devices. No i-phone or “smart” watches are to be worn or accessible during testing.
- B. Cell phones are to be turned off, put in student backpacks and placed in an assigned area of the classroom.
- C. Students are discouraged from leaving the classroom during testing. If students must leave the classroom during testing they may be escorted. All testing materials must be left with faculty in the classroom.
- D. Students who leave the classroom or arrive late will not be given additional testing time.
- E. In the event of an absence from a test or exam, it is the student’s responsibility to notify faculty in advance. Makeup tests or exams will be given within 3 calendar days. Make-up exams will be administered at the discretion of the faculty and only in cases of documented illnesses, accident or documented family accident, death or medical emergency. An alternate exam may be given by faculty. The date and time of the makeup test or exam will be determined by faculty.
- F. The allotted time for a test will be specified by the faculty. When time is called, additional time will not be given for transposing of answers from the test to the scantron sheet or for electronic review. Students are encouraged to wear a watch to keep track of allotted time. Faculty announcements of time remaining may be disruptive to the testing environment and clocks are not in all classrooms.
- G. The student grade will be based on electronic submissions, the scantron or answer sheet only. Student grades will not be altered because the student failed to transcribe properly.
- H. There may be someone proctoring an examination that is not faculty for the course. Students should not ask questions about test questions during a test.
- I. School of Nursing faculty typically do not post exam and course grades until the student has completed the last final examination of the semester. Students who choose to check emails/grades prior to taking an exam are doing so under their own volition. The School of Nursing faculty and administration carry no responsibility if a student chooses to view grades. At all times students are responsible for their own learning, test-taking and behaviors. Final exams will not be postponed or given late unless there are

documented extenuating circumstances.

- J. All students have a responsibility to report any reasonable suspicion that another student has violated a student conduct code/academic integrity or the School of Nursing testing policy. The report should be made to the faculty of the course or to the Undergraduate coordinator.

**10. TEST REVIEWS:** Students will be allowed to review submitted work upon request.

- A. All reviews will take place under direct faculty supervision.
- B. All reviews will be time limited and faculty directed.
- C. All personal student items including, but not limited to, cell phones (turned off), other electronic items, papers, pens, etc. will be stored and away from the student.
- D. No recording or imaging devices of any kind can be used during a test review.

**11. PROGRESSION AND GENERAL POLICIES:**

- A. Students will have medical dosage calculation problems in selected classroom and clinical nursing courses throughout the curriculum. Students may use a school of nursing issued basic, stand-alone calculator or integrated electronic platform calculators when solving math problems in all nursing courses. Students may not use the calculator found on cell phones, I-Touch/Pad, or any device other than a stand-alone calculator. Faculty will require students to use School of Nursing issued calculators or calculators integrated into electronic testing platforms.
- B. A minimum grade of "C" is required in each nursing course.
- C. In courses with theory, laboratory and/or graded clinical components, a passing grade of 80% must be earned in each component in order to pass the entire course. In addition, clinical evaluations must receive a PASS on PASS/FAIL system in order to pass the course. Unsuccessful clinical performance will result in clinical failure.
- D. Faculty will measure theory grade with clearly measureable assessment instruments (tests, proctored quizzes, final exam). Scores from these instruments will stand alone as the course grade if less than 80% is achieved. Papers, projects and other course work will not be calculated until the minimum score of 80% is achieved. If the testing portion of the course results in lower than the 80% then the grade in the course will be a D or F depending on the average test grades regardless of the points or grades in the other parts of the course.

If the student makes below the grade of "C" in any two (2) upper division nursing major courses the student will be permanently dismissed from the upper division nursing program. If a student wishes to appeal a course grade, they may use the University grade appeal process. If a student wishes to appeal their dismissal from the nursing program, they may use the School program dismissal appeal process.

E. **Students who withdraw from or earn a D or F in 1 nursing course:**

**Students who withdraw from or earn a D or F in 1 upper division nursing course must request in writing consideration to repeat the course and to continue in the School of Nursing.** This letter should be written within a week of course withdrawal or failure addressed to the Chair of Admission, Progression and Graduation Committee (APG) and can be delivered to the School of Nursing office. Letters for course failures at the end of the semester need to be sent no later than 9:00 AM on the first Tuesday after exam week or emailed by attachment to the APG Chairperson. Students can ask their advisor the name and email address of the current Chair of the APG committee. The letter should include why the student feels they were unsuccessful in the course, what the student will do to be successful in the future and what nursing courses the student would like to take based on their nursing faculty advisement. The ability to progress through the remainder of the program is not guaranteed. The School of Nursing APG committee will deny readmission for failure to submit a letter.

**If a student withdraws from a single nursing course or multiple nursing courses they must complete the withdrawal form(s) with required signatures and deliver the form(s) to the Registrar's Office. Students are not withdrawn by faculty or personnel in the School of Nursing.**

This policy will not apply to elective nursing courses or Pathophysiology.

If a student has withdrawn from a course for any reason or has failed a course for any reason prior to the end of the semester, the student may not attend any remaining classes or clinical activities for that course. If a student has an active appeal in progress, the student may attend class and clinical pending the appeal decision.

**Students who withdraw or earn a D or F in 2 nursing courses:** Students receiving a grade of D, F, or W in 2 required Upper division nursing courses (not an elective nursing course) or when taking an individual course for the second time will be permanently dismissed from the nursing program. ***Students who withdraw from any two courses, fail any two nursing courses, or have a combination of one failed course and one withdrawal will be dismissed from the nursing program without ability to progress or reapply.*** The only exception to this policy is a documented extenuating circumstance requiring withdrawal from all courses at Radford University. If an extenuating circumstance occurs, the student is not guaranteed

readmission to the School of Nursing. It will be the student's responsibility to write a letter addressed to the APG Chair explaining the extenuating situation and requesting readmission to nursing. These are evaluated on a case-by-case basis. The letter needs to be submitted within one week of course withdrawal/failure for possible consideration by the APG committee.

If a student withdraws from a course or multiple courses they must complete the withdrawal form(s) with required signatures and deliver the form(s) to the Registrar's Office. Students are not withdrawn by faculty or personnel in the School of Nursing.

**If a student has to withdraw or fails a course before the end of the semester and it their second course failure or withdrawal, they must withdraw from all other clinical nursing courses that semester.**

**Incompletes must be completed prior to progressing to the next sequential nursing semester. Incompletes may not be completed during Wintermester, Maymester, or Summer sessions.**

- F. Students need to maintain continuous registration for nursing courses in the major. If a student cannot maintain continuous registration for any reason they must submit a letter to the Chairperson of the APG Committee explaining the circumstances. There is no guarantee of readmission and the decision is up to the APG Committee for readmission and progression.

## **12. *READMISSION POLICY for voluntary breaks in attendance:***

Readmission to the upper division nursing major is not automatic. The following policies govern readmission:

- A. The student must be in good standing at Radford University or be readmitted to Radford University prior to application for readmission to the School of Nursing. Students seeking readmission to the University must submit an application for readmission to the Registrar's Office no less than 30 days (or earlier than 6 months) prior to the beginning of the term in which re-enrollment is desired.
- B. After absence of a semester or longer from the School of Nursing, a former student must apply for readmission to the Admissions, Progression, and Graduation Committee. Materials should be submitted by November 15 for the following August admission and by August 1 for the next January admission.
- C. Readmission to the School of Nursing is not guaranteed.
- D. The student must have a cumulative grade point average of 2.500 or above.

- E. Following permanent program dismissal, students may not reapply to the School of Nursing.
- F. The student must have demonstrated potential to graduate with a 2.500 grade point average in the nursing major, as determined by grade point average predictive calculations.
- G. Any problems noted at the time of withdrawal must be resolved and verification of resolution provided; for example: physician's statement, counselor's assessment, etc.

### **13. Graduation Requirement:**

A minimum grade point average of 2.500 in the nursing major is required for graduation. **If a student does not have the required 2.500 Nursing GPA to graduate**, the student must re-take all level 4 courses in which a grade of C was earned. If the student received an A or B in NURS 454 and/or NURS 457, the student will enroll in a 4-6 credit N498 Independent Study Practicum and Transition to Licensure experience. This course will include all Kaplan/NCLEX preparation work from level 4, 168 hours of clinical and clinical logs. The syllabi for this N498 will reflect the same content as the syllabus for NURS 454 and NURS 457. The student is responsible for all tuition for the additional semester hours.

### **14. POLICY FOR PROGRESSION IN LEVEL 4:**

This policy is to ensure that students are adequately prepared to complete the N454 Practicum by successfully completing N451 and N453. This policy will also ensure that students have had N454 Practicum experience immediately prior to graduating, taking NCLEX, and practicing nursing. If a student does not earn a passing grade in either N451 (Community Health Nursing) or N453 (Leadership in Nursing) and it is their second withdrawal or failure of a nursing course, the student will be withdrawn from N454 (Nursing Practicum) and N457 (Transition to Licensure), even if they have started their clinical hours. In this case, the current progression policy will apply and the student will not be allowed to continue in the program.

If a student does not earn a passing grade in either N451 (Community Health Nursing) or N453 (Leadership in Nursing) and it is their first withdrawal or failure of a nursing course, they will be required to stop attending clinical for N454 (Nursing Practicum) and will receive an Incomplete for the Practicum and N457 (Transition to Licensure).

The student will then be required to ask permission from the APG committee to return to the School of Nursing the following semester and retake the course in which they were unsuccessful. If readmitted to the School of Nursing, this student will retake N454 and N457 in their entirety. The

student will be required to complete all assignments and clinical hours for N454 and N457, regardless of how many they completed prior to taking an Incomplete. At the successful completion of all assignments and clinical hours for N454 and N457, if the student has received a passing grade, the Incomplete will be changed to the letter grades that the student has earned. If the student has successfully completed the repeated course (either N451 or N453), but they do not earn a passing grade in N454 or N457, the failing grade for N454 or N457 will be considered their second failure. In this case, they will not be allowed to repeat N454 or N457 and they will not continue in the nursing program.

#### **15. ALTERNATIVE SEQUENCING FOR LEVELS 2 AND 3:**

Levels 2 and 3 may be spread over 3 semesters instead of 2 for some select students. This needs to be requested through the APG committee, is not guaranteed and the number of students may be limited. The W/F policy will remain the same. The sequencing would be:

Level 2: 9 credits (not full time)

N364 Adult 1

N362 Nursing Research

Level 2/3: 10 credits (not full time)

N366 Maternal/Newborn Nursing

N448 Adult 2

Level 3: 10 credits (not full time)

N444 Gerontology

N443 Pediatrics

Students interested in this option need to speak with their advisor and make an appointment with the Undergraduate Coordinator or Director to discuss during Level 1. Students will write a letter to the APG committee to formally request the option and explain the reasons why this option is necessary for academic success. This letter can be emailed to the Chair of the APG committee. This option has to be decided by the student and the APG committee before the last committee meeting while the requesting student is in level 1, before clinical groups are assigned and before clinical placements are made. Once clinical placements are completed, there cannot be changes made to this option.

After the first day of school, the W/F policy in the School of Nursing Handbook is in place. The alternative sequencing does not take the place or alter the W/F policy in the School of Nursing.

This part time option could impact a student's financial aid. It is the student's sole responsibility to fulfill the responsibilities of financial aid. A student cannot take any level 1 course in addition to this option.

**16. ATTENDANCE POLICY:**

Students are expected to participate in all scheduled learning experiences (see Academic Policies and Procedures and current Radford University Standards of Student Conduct.

- G. The faculty member will inform students of course attendance policies and the impact attendance will have on grading practices.
- H. If an absence from a laboratory/clinical component is unavoidable, the student must contact the faculty member and the clinical agency prior to the scheduled time. **See *School of Nursing Clinical Absence/Tardiness Policy*** below for specific guidelines related to clinical attendance.
- I. It is the student's responsibility to make up work missed during absences.
- J. It is expected that students will attend all classes and clinical. Any absence must be approved in advance by the instructor. Students should be consistently on time and prepared for lectures and stay until the end of class or clinical.
- K. Children, family and friends are not permitted to attend or visit classes, lab or clinical. Family members or friends are not permitted to visit students in clinical areas even if the family member or friend is an employee of that agency.

**17. CHAIN OF COMMUNICATION POLICY:**

The School of Nursing encourages all students who have questions and concerns about a specific course to speak directly with the instructor of the course/clinical. If this does not resolve the question or concern, follow the chain of communication as outlined below. Only proceed to the next level in this chain of communication if further discussion of the problem is necessary:

- A. Instructor of course/clinical
- B. Lead Instructor of the course
- C. Faculty Advisor
- D. Associate Director of Undergraduate Programs/Undergraduate Coordinator
- E. Site Director
- F. Dean or Associate Dean of the School of Nursing

It is considered unprofessional behavior to speak negatively about a faculty member to other faculty. Concerns should be directly addressed with individual faculty members and follow the chain of communication as outlined above.

Students at any point may contact the Dean of Students office for assistance, support, advice, or advocacy. <https://www.radford.edu/content/dos/home/student-complaints.html>

#### **18. STUDENT GRIEVANCE POLICY:**

The Radford University School of Nursing has set forth a policy and procedure to aid students, faculty, and staff in resolving concerns quickly and directly with the goal of working toward a resolution and maintaining a productive and positive learning environment.

Students who have issues with either the educational process or the operational procedures of the School of Nursing may, except as noted below, seek resolution of their complaints under this policy.

##### **Exceptions**

1. Students contesting individual grades should refer to the Radford University Grade Appeal Policy.
2. Students who believe they have experienced discrimination or harassment should refer to the Radford University Office of Institutional Equity Office.
3. Student involved in disciplinary proceedings for misconduct, including plagiarism and cheating, should refer to the Student Conduct Code (Office of Student Standards and Conduct).

##### **Timing**

Because the aim of local resolution is responsiveness, complaints should be brought to the attention of the involved parties promptly, within ten days of the precipitating cause.

##### **Procedure**

###### **Student-Faculty/Staff Discussion**

The student is encouraged to attempt to resolve the complaint directly in face-to-face conversation with the faculty or staff member. The student should make an appointment and state that the purpose is to discuss a complaint. Either the student or faculty/staff member may request another person be present during the discussion. Most conflicts can be resolved at this stage.

###### **Informal meeting with student, faculty and Undergraduate Coordinator/ Associate Dean or Dean for grievance resolution**

If the student-instructor discussion does not resolve the issue, the student may contact the Associate Director of Undergraduate Programs, the site Director, Associate Dean or Dean to request a meeting to assist in facilitating a resolution. If the circumstances of the complaint make direct discussion inappropriate, students may contact the Associate Director of Undergraduate Programs, site Director, Associate Dean or Dean initially. The student should request a meeting by email and state the basic purpose of the meeting. The school administrator will first obtain information from all parties and then convene a discussion to achieve a resolution.

Disputes resolved through this level of informal communications require no documentation.

If the student is dissatisfied with this level of grievance, the student may file a formal written grievance within 10 days of the conclusion of the attempted informal process.

###### **Formal Grievance Procedure**

The student will submit a written summary of the grievance and request an appointment with the Dean of the School of Nursing by email. A copy of the grievance should also be provided to the person concerned in the complaint and the academic advisor (for placement of the complaint in the student's file). The Director or Dean will meet with the student to understand the student's continuing dissatisfaction and discuss options for proceeding. Upon request of the student, the Director or Dean will establish a Grievance Committee to review the complaint.

###### **Resolution by the Grievance Committee**

The Grievance committee will consist of at least three faculty members.

Within 10 days, the committee will convene to review the written grievance, gather additional information, and may request a response to the issues raised in the grievance from any individuals

believed to have information considered relevant to the situation, including faculty, staff, and students.

The committee will normally complete a review of the grievance and issue a decision on the situation in writing within 45 days. That decision is final. All reasonable measures will be taken to finalize the process as soon as possible. The student will be informed what steps have been or will be taken to address the grievance, the outcome, the reasons for the decision, and further avenues for appeal.

**19. POLICY FOR STUDENT GRADE APPEALS:**

The Radford University Procedures for Formal Grade Appeals will be followed by the School of Nursing. The policy may be found at <http://www.radford.edu/content/registrar/home/about/academic-policies/grade-appeal.html>

**School of Nursing Policy on Composition of the Student Grade Appeal Committee**

The School of Nursing Student Grade Appeal Committee will consist of four School of Nursing Personnel Committee members. The remaining Personnel Committee members will serve as alternates if needed due to schedule conflicts or a conflict of interest. In addition, there will be one voting student member of the Student Grade Appeal Committee who is a non-nursing major. This member will be selected by the Director or Dean of the School of Nursing. The highest ranking and within rank the most senior faculty member of the committee shall be the chair.

**20. WITHDRAWAL POLICIES:**

The upper division nursing student is held strictly to both the regulations of the University and the School of Nursing. The policies below are those which apply to students enrolled in nursing courses. (See current Radford University catalog for university policies)

**If a student has to withdraw or fails a course before the end of the semester and it is their second course failure or withdrawal, they must withdraw from all other clinical nursing courses that semester.**

**L. WITHDRAWAL FROM NURSING COURSES:**

(1) VOLUNTARY:

A student who wishes to withdraw from a nursing course or change the nursing major should discuss plans with the students' assigned academic advisor and complete the proper forms prior to withdrawing from the course. If a student withdraws from a course or multiple courses they must complete the withdrawal form(s) with required signatures and deliver the form(s) to the Registrar's Office. Students are not withdrawn by the faculty or personnel in the School of Nursing. Students are permitted to request and repeat an individual nursing course one time only. Any student who withdraws

from an individual course must pass the course on the next attempt with a grade of C or better. Students receiving a grade of D, F, or W when taking an individual course for the second time will be dismissed from the nursing program. *Students who withdraw from any two courses, fail any two nursing courses, or have a combination of one failed course and one course withdrawal will be permanently dismissed from the nursing program.*

(2) INVOLUNTARY:

Nursing faculty members are committed to promoting the welfare of clients and their families. If a student demonstrates behavior that threatens or potentially threatens the welfare or confidentiality of clients, the student may be suspended from the clinical component of the nursing course. This suspension can be for a **single** incident or for a combination of behaviors. This action may adversely affect the final course grade.

**Possible Reasons for Involuntary Withdrawal may include but are not limited to:**

- (a) Failure to meet academic requirements or laboratory/clinical objectives.
- (b) Failure to meet clinical probation objectives.
- (c) Unapproved absence/tardiness from clinical and or simulation.
- (d) Violations to the standards of ethics for nursing or any unsafe practice.
- (e) Unprofessional behavior.
- (f) Conviction of Honor Pledge violations of Radford University. (Reference: current Radford University Standards of Student Conduct)
- (g) Failure to meet the Waldron College Standards for Professional Practice Education.
- (h) Diverting drugs in the clinical setting.
- (i) Positive drug or alcohol test.
- (j) Disruptive/disrespectful/uncivil behavior in the classroom that interferes with the learning of others.
- (k) Any other behaviors deemed inappropriate by faculty on an individual basis.
- (l) Violation of program probation.

**21. PROCEDURES FOR FORMAL APPEAL OF NURSING PROGRAM DISMISSAL:**

- M. Students will be permanently removed from the Nursing program after failing two nursing courses, or after failing to meet other School of Nursing requirements as outlined in the School of Nursing Undergraduate

Handbook. Written notification, including rationale, for removal from the nursing program will be provided by the School of Nursing following a meeting of the Admissions-Progression-Graduation Committee that will occur after the end of the semester. However, at the Director's discretion notification of student failure or dismissal may occur at any time in the semester. This notification will take place via students RU email address.

- N. The policy for dismissals for 2 course failures or withdrawals is strictly followed by the School of Nursing. The only exceptions to this policy are for extenuating circumstances related to documented medical issues.
- O. The student has the right to an appeal. The student desiring to appeal is responsible for initiating this process by written request to the site Director or Dean of the School of Nursing, within five business days of receipt of email notification of program removal. In the written appeal letter, the student should address the following:
  - (1) Precisely and specifically state the reasons for the appeal, noting extenuating circumstances that led to the dismissal.
  - (2) Offer suggestions as to what the student would consider a fair resolution of the appeal, with supporting reason or reasons.

Within fifteen business days of receipt of a request for an appeal, the Dean of the School of Nursing will appoint an Ad Hoc Committee to hear the appeal. The site Director or Dean of the School of Nursing will gather all evidences related to the appeal from all parties and present to the Committee. The Ad Hoc Committee shall consist of three nursing faculty members with voting privileges. Based upon the evidence presented and any additional evidence requested by the Committee, the Committee will meet to decide if there are grounds for a hearing. Minutes of the meeting and copies of any evidence presented shall become part of the record.

- (1) If the Ad Hoc Committee decides by a majority vote at a meeting at which a quorum is present that there are grounds for a hearing, a formal

hearing will be scheduled not sooner than ten and not later than twenty class days after the notice of a hearing is given to the instructor and the student appellant.

(2) If the Dismissal Appeal Ad Hoc Committee decides by a majority vote at a meeting at which a quorum is present that there are no grounds for a hearing, the appeal is denied and the program dismissal stands.

- P. If the Ad Hoc committee determines that there are grounds for a hearing, then, the site Director or Dean of the School of Nursing shall choose the time and place for the appeal meeting. The Nursing Program recognizes that extenuating circumstances arise that may require the appeal meeting to be postponed or delayed. Students need to communicate to the Site Director or Dean the circumstances and show documented proof of a medical or other emergency if a postponement is to be considered. The site Director or Dean will determine if an appeal meeting is to be rescheduled and when. Non-emergencies (work schedule, over sleeping, etc.) will generally not be considered sufficient excuse for postponing the appeal meeting and as such the appeal meeting will proceed as scheduled. In instances when circumstances arise that require the Nursing Program to reschedule the appeal meeting, contact will be made with the student immediately and a mutually agreeable time will be set for the rescheduled appeal meeting. Students need not be present for an appeal meeting to be conducted and a decision rendered.
- Q. The Ad Hoc Committee will conduct a closed appeal meeting within fifteen class days following notification of a formal appeal meeting. Attendance at this appeal meeting is limited to Appeal Hearing members, The School of Nursing site Director or Dean, the student, the involved faculty member(s), a non-voting student advocate, any necessary witnesses, and the recorder. Individuals other than those listed in the previous sentence may not attend the appeal meeting. The Ad Hoc Committee will be chaired by the site Director or Dean of the School of Nursing, who will vote only in the case of a tie. An administrative assistant will serve as recorder. Appeal hearings will be audio recorded. The recording will be maintained in secure files for two years and available only to principals involved. On written request from the student, the audio recording will be transcribed and a written copy provided to the student.
- R. The involved faculty and student may present evidence, witnesses, and testimony to support their viewpoints. Neither party may be represented by legal counsel at these proceedings.
- S. The decision will be based on a majority vote by the eligible voting members of the Appeal Hearing Committee.

- T. The Appeal Hearing Committee will notify the student and involved faculty member(s) in writing or by email within 5 business days after the meeting. The decision will be based solely on evidence presented at the meeting. The decision of this committee will be the final appeal process within the School of Nursing.
- U. If the committee decision supports the removal of the student from the Nursing program, the student will be provided contact information for the Office of Student success and Advising for change of major assistance. If the decision is in favor of the student, he/she may return to the Nursing Program without prejudice.

**22. *STUDENT PARTICIPATION IN CLINICAL/LABORATORY COMPONENTS OF COURSES:***

The faculty member has the responsibility to decide whether the student is well prepared, safe, physically, emotionally, and cognitively competent to carry out clinical responsibilities. The faculty member has the authority to remove the student from the clinical/simulation/laboratory setting. Student removal may affect the course grade and successful progression in the nursing program.

Examples of cause for removal are when:

- A. The student is absent, tardy or not prepared for clinical experiences.
- B. The student is ill.
- C. The student's behavior is impaired, disruptive or unprofessional.
- D. There is any compromise of safe practice including, but not limited to, psychomotor and/or psychosocial areas.
- E. Other situations arise in which the faculty member deems that the student should not participate.
- F. Students may not have any temporary medical assistive device while on any clinical unit. This includes but is not limited to: arm slings, foot cast/boot, leg brace, knee brace, fracture shoe or finger splint. Students requiring temporary assistive medical devices must stay out of clinical until the assistive device is no longer needed and they have a note from their provider that they are 100% functional, have no restrictions and can ambulate, wash hands up to their elbows, lift/move patients, and perform CPR.
- G. Failure to pass clinical readiness tests, check offs as defined by each course syllabi.

23. ***WEAPONS POLICY:***

The Radford University Code of Conduct prohibits weapons on the Radford University Campus or the Roanoke Higher Education Center Campus. Weapons of any kind are prohibited from all clinical sites, the grounds and parking structures of all clinical sites, even if a student has a concealed carry permit.

24. ***CLASSROOM OR CLINICAL SETTING VIOLATIONS:***

At the discretion of the faculty member who identifies a violation, the student may be dismissed from the clinical or classroom setting. Grading and make-up learning experiences in relationship to the incident will be in accordance with the individual clinical/theory course requirements contained in the course syllabi. The faculty may suspend student participation until resolution of the violation or adequate remediation has been completed and documented.

Certain behaviors will not be tolerated and will constitute a failing grade regardless of the date of occurrence. These behaviors include:

Unprofessional:

- Unauthorized use or disclosure of confidential information
- Failure to maintain professional boundaries
- Threatening behavior or harassment
- Commitment of an act which could adversely affect the physical or psychological welfare of a patient
- Abandonment of patients by terminating responsibility for nursing care without properly notifying appropriate personnel and ensuring the safety of patients
- Practicing beyond the scope of the student role
- Refusal to follow appropriate directives or instructions from faculty or nursing personnel
- Intentional failure to perform assigned work
- Intentional violation of clinical agency policies

Unethical:

- Dishonest behavior, including but not limited to giving false reports, falsifying documentation, theft
- Willful misuse, destruction, or damage to property
- Misrepresentation: A student will always present themselves as a nursing student.

Unsafe:

- Reporting for clinical or practicing nursing when not fit for duty due to the use or abuse of alcohol, drugs, prescription medicines or other controlled substances.
- Possession of alcohol or illegal drugs or drug paraphernalia while on duty.

- Practicing nursing while the ability to safely and effectively practice is compromised by physical or mental disability or lack of sleep.
- Being unprepared to safely and effectively care for assigned patients.

**25. TITLE IX:**

Radford University faculty and staff are mandatory reporters of Title IX violations. Sexual harassment or misconduct will not be tolerated by students, faculty, staff or third party individuals where our students are in clinical. If at any time a student feels uncomfortable or feels that there may have been a Title IX violation, they are to report this to the Office of Institutional Equity, [www.radford.edu/oie](http://www.radford.edu/oie). If at any time students feel that someone has acted unprofessionally toward them, they may report this to their clinical instructor or lead faculty of the course (follow chain of communication found on page 36).

**26. LABORATORY/CLINICAL PROBATION POLICY:**

Faculty are responsible for students in all classroom, laboratory and clinical learning settings. Failure to meet performance standards may result in clinical, course, and/or program probation.

- A. The purpose of laboratory/clinical probation is to formally notify the student that there are serious concerns that must be addressed in order for the student to satisfactorily complete the laboratory/clinical component of the course. The student will receive written documentation indicating unsatisfactory behavior or performance and an action plan to address said performance.
- B. The procedure for placing a student on laboratory/clinical probation is as follows:
- (1) When a faculty member identifies that the student is not safely, proficiently, and/or satisfactorily meeting the laboratory/clinical objectives, the student will be notified in writing of unsatisfactory behavior.
  - (2) The student and faculty member will meet and develop a plan for removal of deficiencies and will specify dates for reviewing progress.
  - (3) A copy of the probation documentation and plan will be completed with a copy to the student, the faculty member, and the Coordinator of the Undergraduate Program. A copy will be placed in the student file and may also be in electronic advising.
  - (4) A probationary period may be for any period of time up to and including the end of the student's final academic semester. The minimum probationary period is the entirety of the current academic semester.

Possible student outcomes include:

- (a) If the student has satisfactorily met identified objectives he/she will be removed from the laboratory/clinical probation status.
  - (b) If the student has not met identified objectives, the student will be removed from the laboratory/clinical component of the course and receive an "F" for the course.
- (5) Based on degree of performance/behavior deficiencies, a probationary period may be extended to include all subsequent semesters of Upper Division Nursing (program probation).

**27. *INTERIM SUSPENSION:***

**A. *SINGLE INCIDENT:***

A faculty member may remove a student from the laboratory/clinical situation for a single severe incident of unprofessional behavior or unsafe laboratory/clinical performance. This may result in a failing course grade with or without a probationary period.

**B. *REPETITIVE BEHAVIOR:***

A faculty member may remove a student from the laboratory/clinical area for patterns of behavior that include (but are not limited to) repeated absence, unprofessional behavior, unsafe practice or failure to meet academic standards. This may result in a failing course grade with or without a probationary period.

**28. *MANDATORY ADVISEMENT:***

Faculty members may request mandatory advisement sessions when students are in clinical or academic jeopardy, and/or when student behavior is below professional standards.

Students are expected to reflect and act on faculty feedback in a constructive manner by appropriate modification of behavior.

29. ***PROGRAM PROBATION:***

Program probation will be used for violations that warrant probation beyond one course or one level. When a student is placed on program probation, the probation period is extended until all nursing courses are successfully completed. A copy of the probation forms will be placed in the student's file.

All students on program probation will be discussed with the Undergraduate Coordinator.

All breeches to the standards set forth in the RU Honor Pledge or patient safety violations will result in a minimum of program probation, and could result in School of Nursing or University dismissal. Students may be dismissed from the program as a result of a single violation/incident. Students may be dismissed from the School of nursing having not been placed on probation.

The student will be informed in writing about the program probation. This status will be noted in the student file and will be forwarded to all successive faculty. Faculty will be informed about the probationary status of the student. If there is another infraction that violates the terms of the probation, the student can will be permanently dismissed from the program, and must withdraw from all courses immediately.

The Dean of Students and/or the Office of Student Standards and Conduct may be notified about a student's probationary status.

30. ***PROCEDURES FOR SUSPENDING THE STUDENT FROM THE LABORATORY/CLINICAL COMPONENT:***

The School of Nursing holds students accountable to the Radford University Standards of Student Conduct. The School of Nursing also holds students accountable for all agency conduct standards and the safety of patients is of highest priority. Faculty may remove a student from the laboratory/clinical component of a nursing course or place the student on laboratory/clinical probation at any time if the client's safety or welfare is or could potentially be jeopardized by the student's behavior, capability, or performance deficits. In addition, faculty may at any time identify compromising behaviors or actions resulting in laboratory/clinical probation, **thus it is possible for a student to earn a failing clinical grade having never been placed on probation.**

31. ***DETERMINATION OF CONDUCT VIOLATIONS ON RECORD:***

All student names will be verified with the Office of Student Standards and Conduct each semester to determine any conduct violations on record. Some violations could result in a student being unable to attend clinical which could result in permanent dismissal from the nursing program.

**32. CLINICAL SITE ORIENTATION AND TRAINING POLICY:**

Nursing students are required to complete orientation and training at various clinical agencies throughout the nursing program. School of Nursing staff and faculty will notify students via e-mail or in the classroom when and where orientation/training will be held. Some agencies require students to complete online training with specific due dates. Students may be required to complete this online training when school is not in session because of agency deadlines. All students will receive the necessary information via e-mail to complete all orientation and training before the due dates. Students are expected to check e-mail frequently and comply with the requests in the e-mail. Students who fail to complete live or online training as directed will be required to withdraw from the School of Nursing course requiring the clinical experience. Students are permitted to request and repeat an individual nursing course one time only. Students who fail a course may request to repeat that course one time only. ***Students who withdraw from any two courses, fail any two nursing courses, or have a combination of one failed course and one withdrawal will be dismissed from the nursing program.*** The only exception to this policy is an extenuating circumstance, such as a technical problem out of the student's control.

Some clinical agencies require an additional fee for clinical placements. If fee is not paid as directed for clinical placement, the student must withdraw from all applicable clinical courses. These course withdrawals will count toward the current School of Nursing withdraw/failure policy. The payment for clinical placements will go directly to the agency and will be the sole responsibility of the student.

**33. SCHOOL OF NURSING CLINICAL ABSENCE/TARDINESS POLICY:**

At all times, School of Nursing Faculty have the right to determine the consequences of a student's tardiness and/ or absence. Consequences will be determined on a case-by-case basis while following course policies, the School Of Nursing Undergraduate Handbook, and Radford University policies when applicable.

- A. Two unexcused absences from clinical and/or simulation equals clinical failure.
- B. Failure to arrive at the clinical and/or simulation center without calling the clinical faculty (must call the Simulation Center when scheduled for Sim lab and clinical faculty) results in an unexcused absence for the day. Failure to arrive at the clinical site and/or simulation center without calling the clinical faculty by the scheduled start time will result in an unexcused absence for the day. Texting is not an acceptable method of communication. When scheduled for the simulation center, students must call both the simulation center and the faculty member.
- C. Unexcused late arrival to the clinical and/or simulation setting on two occasions will result in one unexcused absence for the day.

- D. Dismissal from the clinical and/or simulation setting will result in an unexcused absence for the day.
- E. An excused absence will be granted by the clinical faculty only when written documentation is provided by the student within a time period specified by the faculty upon notification of the absence.

**34. CLOSURE OR DELAYED OPENING OF THE UNIVERSITY:**

If any classes, clinical or labs are cancelled because of inclement weather or faculty illness, the missed time will be rescheduled at the discretion of the course or clinical faculty. Classes, clinical and labs can be rescheduled by faculty on any day that a classroom, clinical unit or lab is available including any weekday, weekend or evening. This may include the weekend before final exams. Makeup experiences for class and lab will be optional for students but clinical hours must be made up prior to end of semester due accreditation standards and State Board of Nursing requirements. A student unable to make up clinical hours may need to take an incomplete for the course and complete during the next semester. This may delay progression to the next level.

**A. IF RADFORD UNIVERSITY IS CLOSED:**

When there is an announcement that Radford University is closed, all School of Nursing classes, clinical, and the Clinical Simulation Center will be cancelled on at RHEC and RU main campus. Cancelled classes and clinical will be rescheduled at the discretion of the instructor(s). There will be a separate announcement about closures at the RUC campus.

**Online assignments may not be affected by weather-related closings.**

**B. RADFORD CAMPUS DELAY OPENING:**

**1. CLASS:**

When there is an announcement that Radford University is delaying the opening of classes, School of Nursing students will attend classes at the delayed time. Classes affected by the delay will be re-scheduled at the discretion of the instructor(s). An announcement of a delay may lead to an announcement of closing. Stay tuned to a media source that is updating weather conditions and school closings.

**2. CLINICAL:**

When there is an announcement that Radford University is delaying the opening of classes, School of Nursing students will be expected to attend the clinical on their scheduled time unless directed otherwise by the clinical instructor. If clinical is missed due to inclement weather, the missed time will be rescheduled at the discretion of the course or clinical instructor(s). Clinical can be rescheduled by faculty on any day and time that the unit is available including week days, weekends and

evenings.

3. **EARLY CLOSING:**

When there is an announcement that Radford University is closing early, School of Nursing classes will be dismissed at the closing time. Class time will be rescheduled at the discretion of the instructor(s).

C. **ROANOKE HIGHER EDUCATION CENTER CAMPUS (RHEC) and Radford University Carilion (RUC):**

When the weather is not severe enough to create an opening delay or to necessitate a closure on the Radford campus, but is severe enough to warrant a delay and/or closure of the University's academic units in Roanoke (i.e., Roanoke Higher Education Center and RUC), the decision to operate will follow that issued by Roanoke Higher Education Center (RHEC) or RUC. Students are encouraged to sign up for the e2Campus emergency notification system at <http://www.education.edu/ens.html>. Please sign up so you can receive the important alerts from RHEC. Radford University faculty, staff, and students assigned to Roanoke should therefore monitor public announcements relative to inclement weather. Faculty can cancel class and clinical for inclement weather at their discretion. For clarification for class, clinical lab, and clinical simulation center experiences, the following details are provided:

1. **CLASS, LAB AND CLINICAL:**

When there is an announcement that Radford University is closed due to inclement weather, School of Nursing classes, labs, and clinical will be cancelled. Course faculty may cancel class, lab and/or clinical as necessary and notify students by e-mail 90 minutes prior to the scheduled class start time. Cancelled classes, labs and clinical will be rescheduled at the discretion of the instructor(s).

Clinical and class can be rescheduled by faculty any time that a unit or classroom is available including weekdays, weekends and evenings.

When the Roanoke Higher Education Center is closed, all classes and the RHEC Clinical Simulation Center sessions will be cancelled.

**Online assignments may not be affected by RHEC closings.**

Clinical and labs will not be cancelled if the Roanoke Higher Education Center is closed. Faculty will notify students if clinical is cancelled because of the early start time of clinical. Labs will only be cancelled if Radford University is closed.

2. **CLASS:**

When there is an announcement that the Roanoke Higher Education Center is delaying the opening of the building due to inclement weather, classes on the Roanoke Higher Education Campus will be delayed the same amount of time. Classes will follow their regular schedule starting at the time of opening. An announcement of delay may lead to an

announcement of closing. Stay tuned to a media source that is updating weather conditions and school closing.

***An announcement of a delay in the opening of classes at Radford University will not affect the opening of classes on the Roanoke Higher Education Center Campus.***

3. **LABS:**

If Radford University is delayed, students will follow a delayed schedule for labs, including those on the Radford campus. If Radford University is closed, labs, including those on the Radford campus will be cancelled and rescheduled at the discretion of the faculty.

4. **CLINICAL:**

When there is an announcement that Radford University is delaying the opening of classes due to inclement weather, School of Nursing students will be expected to attend the clinical on their scheduled time unless directed otherwise by the clinical instructor. If clinical is missed due to inclement weather, the missed time will be rescheduled at the discretion of the course or clinical instructor(s).

5. **EARLY CLOSING:**

When there is an announcement that Radford University or Roanoke Higher Education Center is closing early, School of Nursing classes will be dismissed at the closing time. Class time will be rescheduled at the discretion of the faculty.

**D. CLINICAL SIMULATION CENTER INCLEMENT WEATHER POLICY (Closings and Delays):**

The Radford University Clinical Simulation Center will follow Radford University (RU) closings and delays. The Roanoke Higher Education Center (RHEC) Clinical Simulation Center will follow RU closings and delays. If RU is open but RHEC is closed or delayed, the RHEC Clinical Simulation Center will follow the RHEC closing and delay schedule.

One/Two Hour Delayed opening schedule for High Fidelity Simulations and Boot camps for both Clinical Simulation Centers:

**Mornings sessions (AM)**

On-time 0800-1130

1 hour delay: 0835-1200

2 hour delay: 0930-1300

**Afternoon sessions (PM)**

On-time 1200-1530

1 hour delay: 12:00-1530

2 hour delay: 1300-1630

**E. ADDITIONAL INFORMATION FOR ALL CAMPUS locations:**

1. At all times each student is responsible for using his/her judgment

regarding his/her own personal safety during inclement weather.

2. Announcements about school openings and closing may be obtained from local radio and television stations, the Radford University web site ([www.radford.edu](http://www.radford.edu)), or the university switchboard (540-831-5000).
3. Except in the case of extreme weather conditions (i.e., severe snow, ice storms, floods, etc.) the Roanoke Higher Education Center (RHEC) and RUC will be open. When the Roanoke Higher Education Center or RUC is closed, announcements will be officially made to the news media for dissemination to the public. The local and regional radio and television stations that will provide this information include WVIF 89.1 FM, WFIR 960 AM, WDBJ Channel 7 and WSLN Channel 10.

**35. *POLICY REGARDING FULFILLMENT OF CLINICAL REQUIREMENTS IN THE EVENT OF AN EMERGENCY:***

Purpose

To provide direction for School of Nursing faculty, staff, and students in the event of an emergency event that has long-term effects on clinical learning experiences. Following the language used by the RU Academic Affairs Pandemic Preparedness Committee, an Emergency Event is defined as natural (such as flood, earthquakes, pandemics, hurricanes), man-made accidental (such as fire, explosion, hazardous material release), and man-made deliberate (such as sabotage, terrorism, bombs).

Policy

School of Nursing students will be removed from clinical sites when local officials indicate that 1) large clusters have been identified in the local areas, 2) faculty, staff, students, or patients are at identifiable risk, and 3) social distancing and protective sequestration are indicated.

In cases of man-made and natural events other than outbreaks, the Director or Dean of the School of Nursing will remove School of Nursing students from clinical sites when community events have occurred that would 1) overburden hospital resources during that facility's disaster response, or 2) place School of Nursing students and faculty in situations of unacceptable risk.

Although it is impossible to outline a preparedness plan for any and every emergency, as all emergencies occur in a unique manner, the intent of this policy is to provide general direction for how clinical will be handled in extraordinary situations.

- A. The Dean is the official point of command for the School of Nursing in emergency situations. In the event that the Dean is unavailable, the Associate Dean, Director or Undergraduate Coordinator will assume these responsibilities.

- B. If the university is closed, students may not participate in activities for clinical credit.
- C. Should students volunteer during an emergency event, no academic credit will be given for the volunteer experience.
- D. Faculty will be notified by the Dean of the School of Nursing, or their designee, if class or clinical are affected by an emergency event.
- E. Faculty are encouraged to be alert to emergency situations and check into the School of Nursing office in such an event.
- F. Faculty are responsible for maintaining a system of emergency notification for their clinical students.
- G. A grade of “Incomplete” will be assigned for clinical courses that could not be completed during the semester due to an emergency event. When the clinical requirements are completed, the “Incomplete” grade will be replaced by a letter grade following university policy.
- H. Students must successfully resolve an “Incomplete” in accordance with university policy prior to beginning the next clinical level. The Dean/Associate Dean Director or Undergraduate Coordinator of the School of Nursing will notify all students of the process to progress to the next level in the event that entire student groups receive incompletes due to an emergency.
- I. Alternative experiences for the fulfillment of clinical requirements may be provided to allow the student to complete objectives as soon as possible within the confines of the finite clinical resources available. Alternative experiences may be at originally scheduled sites, but may be completed at non-traditional times, such as evenings, week-ends, and during summer sessions. Laboratory or mock scenarios and computer assisted or on-line projects may also be utilized for partial completion of objectives consistent with regulatory guidelines.
- J. Students who become ill during an influenza pandemic or other outbreak are responsible for removing themselves from patient care situations and for notifying their faculty. These students will make up their clinical requirements at alternative times and places upon their return to school. If the faculty deems that significant clinical hours have been missed, the student will be advised to take an incomplete.
- K. Faculty teaching and clinical assignments may be revised by the Dean or Director to meet the needs of multiple incompletes in a level and to assist these students to progress through that level.

**36. PROFESSIONAL PORTFOLIO:**

During the last semester of the senior year (level 4) students are required to submit a professional portfolio that can be used when seeking employment as a graduate nurse in healthcare settings. The portfolio represents the best of a student’s work and is concrete evidence of individual talent, skills, abilities and interests. The student is advised to retain all student work completed during the nursing program in preparation for completion of this requirement. No clinical work with any patient data of any kind may be used in the portfolio.

**37. STUDENT FILES:**

- A. Clinical Evaluations and print/electronic Faculty Advisement Notes can be placed in student files and electronic databases.
- B. Student print/electronic files are accessed by nursing faculty and administrators who are involved in the ongoing education of the student and when requested to write letters of support, provide references, or verify professional activities and academic achievement.
- C. Examples of student work will be kept on file in the School of Nursing for the purpose of school evaluation and accreditation.
- D. The School of Nursing will not release to student's or student's family/friends copies of health records data. Students can access immunizations and other personal health data from the electronic storage database.
- E. Students may request to review their individual files. To do so, the student will be required to show School of Nursing Faculty/Staff the Radford University ID prior to record examination. Students will not be allowed to copy any portion of the file, and will be required to review the file only in the presence of School of Nursing Faculty/Staff. The student file will not leave the School of Nursing for any reason.
- F. Student files are available to faculty and individuals during accreditation visits, site visits and by any entity with over site of the nursing program.

**38. KAPLAN/STANDARDIZED TESTING POLICY AND PROCEDURES:**

Standardized specialty exams and case studies are assigned to each level within the Upper Division, School of Nursing Curriculum. Students in all levels are required to purchase Kaplan testing and case study products, and students bear the financial responsibility of paying for these tests and case studies.

At the beginning of each semester in the upper division nursing major, students are required to pay for assigned Kaplan products. Access to the Kaplan products are purchased directly from KAPLAN. Failure to pay Kaplan by the designated deadline will result in the deactivation of the student's Kaplan account. Students will pay for Kaplan costs by the designated due date. If the payment is not made, Kaplan will terminate access and the student must withdraw from all nursing courses that semester with the option to reapply for the next semester for nursing courses. Students must follow all readmission policies, including writing a letter to the chairperson of the APG committee. Students will not automatically be admitted for the next semester. Level 1 students will go into the general pool of applicants for

admission consideration. This due date is final even if KAPLAN would allow for late payments.

Students are strongly encouraged to fully utilize all Kaplan materials throughout the Upper Division, School of Nursing Curriculum.

Students will pay for Kaplan for all semesters that Kaplan is utilized. If a student has additional semesters for any reason, the student will have to pay for Kaplan for all semesters. If a student is taking only 1 nursing course in a semester, Kaplan payment must be made that semester.

**39. *AUDIO –VIDEO RECORDINGS:***

Students must obtain permission from the faculty member prior to any audio or video recording. It is considered unprofessional behavior and a violation of student conduct to not obtain permission to audio or video record any classroom material prior to doing so. Faculty may deny students audio or video recordings of lectures.

In the clinical setting, audio or video recordings are not allowed at any time. Students should be aware that audio or video recordings in clinical will result in failure of the course and possible permanent dismissal from the program. Audio/video recordings involving patients could be a HIPAA violation and could result in criminal prosecution.

**40. *FIELD TRIPS AND CONFERENCES:***

During the course of the nursing program, students will be required to attend some programs outside of the School of Nursing at the students' own expense, including, but not limited to Conferences, Research Day, and Nursing Career Fair.

**41. *INTERNATIONAL TRAVEL/STUDY ABROAD/FACULTY SUPERVISED TRIPS COUNTED TOWARD SOME N451 CLINICAL HOURS:***

In some cases, students may use International Travel/Study Abroad or Faculty Approved and Supervised trips for some of the clinical hours for N451 in level 4. These hours must be approved by supervising RUSON faculty and N451 lead faculty. The clinical experience must include hands on care and occur during or after level 3. Students may not receive clinical credit for N451 if they are already receiving credit for the trip through another course. Summer externships and internships that are not directly supervised by RUSON faculty are not eligible for N451 clinical hours. These hours must be requested in writing by the student to the lead faculty of N451 prior to the trip. The request must include detailed information about the trip, how it relates to Community/Public Health Nursing, and contact

information for the supervising faculty. Consultation with N451 faculty is recommended prior to the written request to determine if the trip will meet requirements for the course clinical.

**42. *REQUIRED TEXTBOOKS AND MATERIALS:***

Student success is highly dependent upon excellent learning resources. Required textbook and learning resources are required at each level within the Upper Division School of Nursing curriculum. Required course materials, including but not limited to, textbooks are published each semester through the Radford University Bookstore at <https://radfordu.bncollege.com/>. Most course textbooks have supplemental student learning resources and testing/quizzing platforms which are required for individual courses. The Radford University bookstore is knowledgeable in student textbook purchase and can aid students in a format selection that provides the student access to all available learning resources. Students who elect to purchase course materials from secondary suppliers run the risk of having incomplete access to learning and quizzing resources. The School of Nursing faculty and administration carry no responsibility in student textbook format choice, supplier choice, or purchase. Students are responsible for attaining all required course textbooks and learning resources.

Online learning/simulations for clinical credit may be required in nursing courses. Students are responsible for payment of any learning source.

**43. *STUDENT REQUESTS FOR FACULTY RECOMMENDATIONS:***

Students are expected to submit their requests for faculty recommendations using a copy of the form provided in this handbook on the following page.

**Students must use the below form for any request for faculty recommendation. Do not submit a faculty name or contact information without first asking faculty permission and submission of this form to faculty.**

## REQUEST FOR FACULTY RECOMMENDATION

Directions:

1. Submit this request for faculty recommendation to desired faculty, allowing a minimum of two weeks for completion.
2. Attach a Resume or other personal information that will help the faculty member write the recommendation.
3. Submit envelopes addressed to person receiving the recommendation with a stamp for appropriate postage affixed if required for recommendation to be mailed.

Date request submitted \_\_\_\_\_ Date needed \_\_\_\_\_

Request submitted to (faculty name) \_\_\_\_\_

Request submitted by (student name) \_\_\_\_\_ Level \_\_\_\_\_

Dates of association and in what capacity you knew the faculty member (for example semester and year and what course you had the professor)

\_\_\_\_\_

I hereby give permission to Professor \_\_\_\_\_ to write a letter of recommendation to:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City

State

Zip Code

Recommendation is sought for (specify award, position, etc.) \_\_\_\_\_

\_\_\_\_\_

Student's Cumulative GPA: \_\_\_\_\_ Most recent nursing GPA: \_\_\_\_\_

On a separate sheet of paper:

1. Describe professional, student, or community service activities in which you have been involved. Include any committees on which you have served or offices that you have held.
2. Describe any relevant work experience, internships or externships that you have. Include pertinent volunteer activities.
3. Describe other activities, awards, or qualities that you feel should be highlighted in this recommendation.

I verify that the data supplied with this request is accurate. I \_\_\_\_\_ waive \_\_\_\_\_ do not waive my right to review a copy of this letter at any time in the future.

Signature: \_\_\_\_\_

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

## GENERAL POLICIES

### ***1. EXPECTATIONS OF STUDENT CONDUCT:***

The Waldron College has distinct expectations of students that are in addition to those outlined in the Radford University Standards of Student Conduct. These standards are aligned with students' abilities to become effective health and human service professionals and are provided so that students and faculty can be clear about expectations and procedures to address practice performance. The ultimate goal of the standards is to help students become successful health and human service professionals.

All students are expected to read and apply the Waldron College Standards for Professional Practice Education. Students are required to sign an acknowledgement verifying their intent to abide by these standards. The form is kept in the student's hard copy or electronic file. Students are expected to review these standards every semester. The standards are found in this handbook. In addition to these standards, specific School of Nursing Policies includes, but is not limited to the following:

- A.** All members of the School of Nursing who have knowledge that a student has committed academic or professional misconduct are expected to report the infraction(s) to School of Nursing Faculty or the School of Nursing Dean/Associate Dean, Director or Undergraduate Coordinator. The School of Nursing may notify the Office of Student Standards and Conduct. The School of Nursing will contact the Office of Student Standards and Conduct for violations of any kind for all students each semester. Students must immediately disclose any and all University, state or local infractions to the School of Nursing Dean, Director or Undergraduate Coordinator.
- B.** All students in the School of Nursing are expected to conduct themselves in a professional manner when communicating with one another in person, e-mail, or by phone. The use of profanity or unprofessional communications may result in disciplinary actions by the School of Nursing.
- C.** The School of Nursing does not allow children, family or friends to be present in the classroom, nursing lab, or at any clinical site. It is inappropriate for friends or family members to visit a student while a student is in clinical. Additionally, pets/animals are not allowed in the class, lab, or clinical setting unless the student and animal meet federal guidelines requiring service animals intended to aid those with disabilities.

**D.** Students are expected to act in a professional manner both inside and outside the School of Nursing. Examples of unprofessional behavior (but not limited to):

- Demeaning, belittling or harassing others
- Rumoring, gossiping about or damaging the reputation of a classmate or professor in anyway including any social media
- Habitually interrupting when someone else is speaking
- Emails that are inflammatory or use unprofessional language
- Not responding to email or voice mail that requires a reply
- Yelling or screaming
- Slamming doors
- Threatening others in anyway, verbal, non-verbal, physical or implied
- Displays of temper
- Dressing in an unprofessional manner
- Other behaviors identified by faculty, staff or clinical agency personnel as unprofessional.

**E. University Smoking Policy:** Smoking is prohibited in all classrooms, clinical sites, university operated buildings, enclosed spaces, university vehicles and within 25 feet of an entrance. This includes any type of smoking, lighted or heated substances including vaporizers.

**F. Civility with Colleagues/Mentors/Peers:**

Professional relations among all members of the medical community shall be marked by civility. Students will deal with professional, staff, and peer members of the health team in a considerate manner and with a spirit of cooperation. It is unethical and harmful for a student to disparage, without sufficient evidence, the professional competence, knowledge, qualifications or services of a colleague to anyone. It is unethical to imply without reliable evidence- by word, gesture, or deed- that a patient has been poorly managed or mistreated by a colleague.

**G. Gift Giving/Showing Gratitude:**

Some students come from a culture of giving where it is respectful to provide gifts to professors to show their gratitude. Due to any possible perceptions of undue influence, students are discouraged from giving gifts to faculty members. It would be better for students to write a note of thanks or appreciation to faculty. We encourage clinical groups to provide a token of appreciation to our clinical units that provide valuable clinical experiences to students. Many clinical groups provide food on the last clinical day. Please refer to your clinical instructor for guidance.

Gifts or tokens of appreciation may be given to your clinical preceptors during your practicum experience. Students may wish to show gratitude to professors by giving monetary donations to the School of Nursing through the Radford University Foundation. <https://connect.radford.edu/give>

**H.** In Clinical, Students will:

- Maintain professional boundaries with clients, a student will not at any time have a personal or sexual relationship with a patient or former patient or client. Students will not use social media with a patient and may not exchange personal contact information.
- Provide privacy for clients during personal and bodily needs.
- Use universal blood and body fluid precautions
- Not engage in any behaviors that seeks personal gain from a client, a student may not accept gifts or money from a client.
- Not use any substance that require a prescription without a legal valid prescription issued to the student.

**I. Personal Safety:**

The Nursing department will not disclose any information about the location of any student to anyone other than an authorized University employee acting in an official capacity.

The Department will not post schedules that include student names and clinical locations in public areas.

Students must not reveal the location of other students to anyone other than an authorized University employee acting in an official capacity.

Students should inform their own family members or significant others what they want them to know about their whereabouts. Students should establish with these individuals how to reach them in case of emergency.

If a students' personal situation could present a threat to their own safety or the safety of others, they should immediately confer with relevant faculty, the department Dean, Associate Dean, Director or Undergraduate Coordinator and campus police to establish procedures to maintain a safe learning and teaching environment.

**Recommended Safety Guidelines for Clinical Experiences:**

- Maintain car in good condition including enough gas to reach clinical locations.
- Carry and learn to use a map and/or street guide, a computer search for directions or a GPS navigation system to obtain directions to clinical locations.
- It is recommended that students have a cell phone in their cars; however cell phones should not be used in clinical agencies.
- Call your instructor immediately if you feel that a community site is unsafe.
- Carry phone numbers to call the agency and/or faculty member in case of difficulty.

- Keep car doors locked at all times.
- Do not carry any valuables in your car or with you to any clinical site.
- Where your name badge at all times in clinical agencies/sites.
  - Any concerns that the students has about safety, security or client assignments should be discussed with the faculty member.
  - At no time shall a student transport clients and/or family members in their personal vehicle.
  - All absences and/or anticipated tardiness are to be reported to the clinical faculty personally and in a timely manner.
  - When arriving or leaving a clinical site, be alert and aware of your surroundings.

**2. *TRANSPORTATION POLICY:***

Each student is responsible for providing their own transportation to meet the requirements in upper division. Students should not transport clients at any time. Adequate automobile accident insurance coverage must be maintained and is the personal responsibility of the student. Students are responsible for abiding by all traffic and parking laws, as well as any penalties for such violations. Clinical experiences may be up to 50 miles from campus.

**3. *PARKING INFORMATION FOR EACH CAMPUS:***

Roanoke-based students who are required to attend classes, labs, or events at the Radford Campus need to purchase a daily, weekly, or yearly parking pass from RU Parking Services, located in Heth Hall. For more information about parking, please contact parking services at 831-6361 or 831-6330.

Roanoke-based students each semester are required to obtain a hang tag from the front desk of the RHEC in order to use RHEC designated parking lots.

Parking at the RHEC (Roanoke Higher Education Center) for all students: Students can obtain a parking pass to park for free in designated student lots from the main reception desk on the 2<sup>nd</sup> floor of RHEC. Students can use the pay lot in the front of the building (must pay the meter) or there is some timed street parking monitored by the City of Roanoke.

Students are responsible for parking at all times. Students are responsible for their own parking tickets received at either campus. It is the student's responsibility to have a parking pass and to know the parking rules at each location and to park their cars in a lawful manner. Parking tickets are never the responsibility of the School of Nursing.

Radford University Carilion (RUC) has free parking in the parking garage at Roanoke Community Hospital.

#### 4. **DRESS CODE AND UNIFORM POLICY:**

The School of Nursing believes that professionalism begins with appearance and attire. In striving to uphold a high professional standard, this policy addresses clothing requirements. The values of asepsis, client safety, and client sensitivity are also incorporated into this policy. No chewing gum in clinical.

When a student attends a conference or a setting where the uniform/scrubs do not have to be worn, business/professional attire is required. Whenever a student is representing Radford University, the student must be professionally dressed. There can be no jeans, short skirts, shorts, mid drifts, tank tops, sweat pants/yoga pants, leggings, tight clothing, low cut clothing, clothing showing undergarments, high heels, crop tops, camouflage or denim.

**The School of Nursing Uniforms are to be purchased from the Radford University Bookstore. You may purchase them online or in the store on campus.**

Radford University Bookstore  
Fairfax Street/Dalton Hall  
Radford, Virginia 24141  
Barnes & Noble Radford University  
540-831-5498  
FAX 540-831-6166

**You are to order the following uniforms:**

- Two Cherokee Gray Scrub Tops with Radford University Logo
- Two Gray Cherokee Scrub pants  
Additional tops and pants may also be purchased. There may be times when you will have 3 clinical days in a row. If you only have 2 sets of scrubs, you will need to wash your uniform before the 3<sup>rd</sup> clinical day, if this isn't possible, you will need to have a 3<sup>rd</sup> set of scrubs.
- Gray Polo Shirt with Radford Logo Required as part of uniform in Nursing 352 (Level 1) clinical rotation. Polo shirt with Radford Logo must be purchased through the RU Bookstore.
- Black Scrub pants are to be worn with the Gray Polo Shirt when in the Nursing 352 clinical. The black scrub pants can be purchased any place and do not need to be a specific style. They are not available in the RU bookstore.
- Red or Gray Polo Shirt for Nursing 444 and Nursing 451 in Level 3 and 4. Khaki or black pants can be worn with the Gray or Red Polo Shirt in these levels.
- Khaki or black pants can be purchased anyplace of your choosing. Pants must be made of material thick enough to prevent seeing undergarments through the fabric.
- Radford University School of Nursing Photo ID Name Tag. First name and middle initial only will appear on the name tag. (Will be purchased from RU ID Services at the opening of the semester).

- Additional items as desired.

**The basic student uniform for male and females will consist of the following:**

- A. Radford University School of Nursing Cherokee Gray Scrub Tops.
- B. Matching Gray scrub pants – made from the same material as the top purchased from the RU bookstore.
- C. Pants hemmed to extend to and no more than one-half inch below the ankle.
- D. The length of the top and height of the pants must be such that at no time will skin be visible in the break between the top and pants.
- E. Uniform must be neat, clean, wrinkle free and free of offensive odors such as cigarette smoke or pet odors.
- F. Optional: A solid white or gray long or short sleeved tee shirt may be worn underneath the scrub top for warmth or comfort.
- G. Shoes must be of solid material. Shoes cannot have mesh, fabric or be permeable to liquids or sharps. They must be clean, closed toed, closed backed, entire foot must be covered, (no clogs) in good condition, and appropriate to the clinical setting. Soles should be non-skid. Shoes can be made for health care professionals or tennis shoes as long as they meet the above specifications.
- H. Stockings and/or socks must be worn.
- I. For the purpose of infection control, begin each clinical day with a freshly laundered uniform.
- J. No cloth covering on stethoscopes in clinical.
- K. School of Nursing Uniforms/Scrubs should only be worn during School of Nursing clinical experiences and not worn at any time students are not in clinical. They should not be worn during internships/externships or during employment.

**In addition to the basic uniform, all students will adhere to the following:**

- I. Required identification:
  - (1) An agency-specific picture name badge is required by some institutions and will be worn on the uniform at all times in those settings.
  - (2) A Waldron College/Radford University School of Nursing name badge will be worn on the uniform when an agency-specific picture name badge is NOT required. This name badge will be made by RU ID Services and will be available for a fee before the first clinical. The School of Nursing name badge

must be worn on street clothes or lab jackets in all other settings for clinical assignments when an agency specified name badge is not required. ID badges will have first name and middle initial only.

- (3) A Radford University ID Card
- (4) Replacement of ID cards and name badges will be the student's responsibility and at the student's expense.

J. Jewelry:

- (1) Allowed:
  - (a) One pair or less stud-type, non-dangling post earring to be worn in the ear lobe(s). Irremovable piercings on any body part are not to be visible. Spacers and/or Band-Aids are not to be used to cover piercings.
  - (b) A plain band worn on the ring finger of either hand
- (2) Required: A plain watch with a second sweep hand. Watch should be able to be cleaned daily with alcohol. No smart-watches or fit-bits should be worn in clinical.
- (3) **No other jewelry is allowed.** Visible irremovable piercings on any body part are not allowed in the clinical setting. Ear lobe expanders (gauges) are not permitted. No tongue or facial piercings are permitted.

K. Body art may not be visible outside of the uniform

L. Nails:

- (1) No colored nail polish, or artificial nails
- (2) Length to be a maximum of 3mm beyond the finger-tip or less

M. Hair:

- (1) If hair is longer than collar length, it must be secured up (back) with a band or clip and up off the collar. Long hair should not be worn in a pony-tail, it must be up off the collar. Hair must be away from the face and neck. Hair must be clean at all times.
- (2) No wide cloth headbands in clinical.

- (3) Men must be clean shaven or facial hair must be neatly trimmed and clean. Beard, moustache, goatee are to be closely cropped, if worn
- (4) Hair must be of a natural color - for example: blond, brown, black. No unnatural colors, for example: purple, blue, etc. No unnatural streaks of color.

N. Undergarments will be worn, and are not to be visible at any time.

O. Personal Hygiene:

- (1) Cleanliness is expected. Overpowering scents are not to be used. Foul odors, body odors, cigarette smoke and perfumes are unacceptable.

Either the course instructor or the clinical instructor will establish uniform requirements in some community settings. Khaki or black pants and a gray or red polo shirt is acceptable in the community setting. Identification, jewelry, hair, nails, body art, undergarment, and hygiene criteria noted above are expected regardless of clinical setting.

In all clinical settings, the clinical instructor will make the final decision about each student's professional appearance. If you are not properly attired, you may be sent off the clinical unit which may negatively impact your course grade, including probation and/or failure for the clinical day

### **PURCHASE OF STETHOSCOPE AND BLOOD PRESSURE CUFF**

#### **What to look for when purchasing a stethoscope:**

A stethoscope is an important piece of equipment for a registered nurse. It helps the nurse assess and monitor a client's blood pressure, heart rate, rhythm, lung sounds, abdominal sounds, and bruits. Stethoscopes range in price from \$15 - \$800, you should be able to get one for under \$100. You do not need to purchase an expensive stethoscope. Cheaper stethoscopes are fine for a nursing student. Purchase what you can afford. The BEST stethoscope for you is one you can afford and one that has the features listed below:

- Earpieces should fit snugly and comfortably in your ears.
- Binaural should be angled and strong enough to keep the earpieces in place without causing discomfort.
- Earpieces should point toward your nose when you put them in your ears.
- The tubing should be flexible and 12 to 18 inches in length (longer tubing decreases sound transmission through the stethoscope)
- The tubing should be thick walled (internal diameter of 4 mm or 1/8 inch) to help eliminate transmission of noises caused by rubbing the tubing against other surfaces.
- Before buying, listen to your own or another person's heart sounds to determine if you can indeed hear with the stethoscope you are considering.
- The higher priced stethoscopes may have adapters that you can purchase

which allow you to change off the adult chest piece for a child chest piece. Check the options listed with the stethoscope packaging information. Pediatric attachments aren't necessary for nursing school.

- Based on advice of nursing faculty, it is best to purchase a traditional bell and diaphragm stethoscope instead of the new combination model with a one-sided chest piece that changes from bell to diaphragm by pressure.
- The School of Nursing will have a few child stethoscopes and blood pressure cuffs for use during the pediatric rotation. The neonatal nursery in the hospital has tiny models for you to use during that rotation. No need to purchase a stethoscope with pediatric/neonatal size chest pieces.
- No cloth covering on stethoscopes.
- You do not need to purchase an expensive cardiology stethoscope.

## 5. ***POLICY FOR CELL PHONES:***

Students may use cell phones and other communications technologies according to the following guidelines:

- A. In the classroom/lab setting, cell phones must have a non-audible signal. If the vibrate mode produces an audible tone during vibration, then this is not considered a non-audible signal. Student must quietly leave the classroom/lab to answer cell phones. Students may not interrupt the class for the purpose of responding to cell phones. Excessive interruption of the classroom will be interpreted as leaving class for two or more calls within a semester or two or more audible signals in class during a semester.
- B. While in the classroom, laboratory, and clinical settings, students are expected to be actively engaged in the process of learning as directed by the faculty. Students should not text, email, or use other personal communications during class.
- C. In the clinical setting, the student must follow the regulations of the clinical site for use and possession of cell phones. If the clinical site has no regulations, the student will follow the above guidelines. Text-messaging during clinical at any location is not permitted during the clinical experience.  
Carilion facilities specifically prohibit students from using cell phones at any time.
- D. Computers in the classroom, laboratory, and clinical settings are to be used for academic purposes only. Faculty will take immediate action if computers are being used for any other purpose. Some courses may prohibit computers in class. Follow faculty guidelines for class conduct.
- E. During testing and examinations, the use of, accessibility to, or disruption from any communication device is strictly prohibited. Faculty will take immediate action if such a violation is identified during a test or examination.

**6. UNDERGRADUATE NURSING REQUIREMENTS:**

**A. REQUIRED DOCUMENTS:**

**(1) PRIOR TO THE START OF THE NURSING MAJOR:**

Students are required to submit a criminal background check. After the student submits the background check the CastleBranch account is set up for uploading the required documents. The following must be uploaded to the tracker prior to the beginning of the nursing major:

• Health Record which includes:

Personal Data,

Next of Kin

Health Care Credentials

Health History

Tuberculosis Screening (also referred to as PPD): QuantiFERON Gold (QFT- G) or T-spot blood test – it is the student’s responsibility to keep the Tuberculosis Screening up to date. This is done yearly.

Certificate of Immunizations:

Diphtheria/Tetanus and Acellular Pertussis (Tdap)

Meningococcal Conjugate Vaccine

Hepatitis B Vaccine series of 3 vaccines

Measles, Mumps, Rubella

Varicella Zoster

Polio Virus (IPV) 3 Vaccines

Physical examination with health care provider signature

Student Signature and health record dated

After initial submission of the above requisite forms, any changes in information originally submitted that occur during a student’s enrollment in the program must be immediately communicated to the Associate Director of Undergraduate Programs/Undergraduate Coordinator or to the student services coordinator to confirm clinical eligibility. This is the responsibility of the student and failure to comply with this mandate may jeopardize a student’s participation in the required clinical portion of the program.

All health status changes are considered important and relevant. Health status changes that are prolonged or highly disruptive to attending class or clinical must be immediately communicated. The communication path to follow is Clinical Instructor, then Course Coordinator, and then the Undergraduate Coordinator. In various circumstances the consent of a qualified health care professional may be required to permit the student to continue in the classroom and/or clinical arena.

Students are required to have up to date American Heart Association BLS CPR and Tuberculosis Screening. If either the CPR or Tuberculosis Screening expires students will not be allowed to be in clinical until they have updated this information to your CastleBranch account and approved by School of Nursing designee. It is the student's responsibility to contact faculty to make arrangements for clinical absence.

All students must read and sign the following policies and upload to their CastleBranch account prior to the beginning of the semester in which the student is admitted to the School of Nursing. When you sign and uploaded the form to the CastleBranch account you are stating you understand the policies of the School of Nursing for the coming semester. The signed form must be submitted to your CastleBranch account.

- Functional and Technical Standards
- Agreement for Shared Information with Faculty
- Risk Management (Drug Use/Abuse)
- Standards of Professional Practice Education
- Standards of Student Conduct
- Clinical Simulation Center Student Expectations
- Clinical Simulation Center Confidentiality Agreement
- Confidentiality Agreement for Nursing Majors
- Clinical Absence/Tardiness Policy
- Health Insurance Card – front and back of card
- Undergraduate Student Handbook – The undergraduate student handbook is revised frequently. All students must read the revised handbook, sign the form that they have read the handbook and upload to CastleBranch account.

**(2) LEVEL I STUDENTS:**

Incoming Level I students must complete the School of Nursing Health Record and upload to your CastleBranch account by the deadline date set by the School of Nursing. The health record will be reviewed by a designated person within the School of Nursing. If there are concerns regarding information on the health record, this will be discussed with the Undergraduate Coordinator in the School of Nursing. If necessary, the Undergraduate Coordinator will discuss this information with the Dean of the School of Nursing. If there is a consensus of concern regarding health or other

records the results will be discussed with the clinical agencies utilized by the School of Nursing. The clinical agencies will independently determine whether a student can participate with their agency for a clinical. Completion of clinical is a course requirement. Therefore, any student that is not permitted by the clinical agency to participate in a clinical will need to withdraw from School of Nursing courses.

All immunizations **MUST** be completed and verification recorded on health record. Verification of Tuberculosis Screening (QuantiFERON Gold (QFT- G) or T-spot blood test or Chest X-Ray if positive screening or previous positive screening must be completed prior to enrollment in upper division nursing major and must be kept up-to-date during the remainder of the nursing major. **All pertinent information must be submitted to the student CastleBranch account by the date given by the School of Nursing.**

**Please do not ask nursing faculty to sign off on paperwork for a negative PPD. Please return to the place where you received the test to have them sign off.**

Each semester students will have a urine drug testing at both the Radford and Roanoke site at a time designated by the School of Nursing. Students may be subject to additional screenings throughout upper division at the student's expense.

Level 1 students will purchase a skills pack for the skills lab. At no time will invasive procedures be performed using equipment from the skills packs or the skills lab on anyone. Students are not to perform invasive procedures except in clinical when supervised by licensed personnel.

**(3) LEVEL II, III AND IV STUDENTS:**

All immunizations **MUST** be completed and verification recorded on health record. Verification of Tuberculosis Screening (QuantiFERON Gold (QFT- G) or T-spot blood test or Chest X-Ray if positive screening or previous positive screening must be completed prior to enrollment in upper division nursing major and must be kept up-to-date during the remainder of the nursing major. **All pertinent information must be submitted to the student CastleBranch account by the date given by the School of Nursing.**

**Please do not ask nursing faculty to sign off on paperwork for a negative PPD. Please return to the place where you received the test to have them sign off.**

Each semester students will have a urine drug testing at both the Radford and Roanoke site at a time designated by the School of Nursing. Students may be subject to additional random screenings throughout upper division at the student's expense.

## B. FLU VACCINE:

Influenza (the flu) can be a serious disease that can lead to hospitalization and sometimes even death. Anyone can get very sick from the flu, including people who are otherwise healthy.

You can get the flu from patients and coworkers who are sick with the flu.

If you get the flu, you can spread it to others even if you don't feel sick.

By getting vaccinated, you help protect yourself, your family at home, and your patients.

Radford University Nursing students: the flu vaccine is required by many of our clinical agencies. Therefore, **nursing students will be required to get a flu vaccine by October 1<sup>st</sup> of each year unless a student has a documented medical reason they cannot receive the flu shot.** Students need to upload proof of their flu vaccine or medical documentation about why they have to decline. Students who do not receive the flu vaccine, will be required to wear a mask in all patient settings and may limit where a student can attend clinical.

## C. CERTIFICATION: CARDIOPULMONARY RESUSCITATION AMERICAN HEART ASSOCIATION BLS-C COURSE (REQUIRED) AND BASIC FIRST AID (OPTIONAL):

Certification for **Cardiopulmonary Resuscitation (CPR)** is required from all students prior to the beginning of classes. **The American Heart Association BLS-C Health Care Provider course is the only approved provider for CPR.** Renewal for the AHA/BLS-C certification is every two years.

Some agencies that do CPR courses will allow you do the class online. If you do the class online you must be checked off by an instructor for the hands on experience. No online courses will be accepted without the hands on experience.

The Basic First Aid certification is not required but is optional. This may be included in some CPR courses. It may provide student with valuable beginning skills but again is optional and not required.

**CPR must be current and up-to-date at all times. It is your responsibility to keep your CPR certification current and submit a copy of your new card or ecard to your CastleBranch account. If your CPR on your CastleBranch account is expired, the student cannot attend clinical until the updated CPR card or ecard is uploaded to the CastleBranch account and approved by the School of Nursing designee.**

The student is responsible for maintaining current certification throughout the upper division nursing program. **If CPR certification has expired, no grace period will be allowed, and the student may not attend clinical rotations; not attending clinical will result in probationary action.**

#### **D. CRIMINAL BACKGROUND INVESTIGATING:**

The School of Nursing must adhere to requirements established by clinical agencies regarding Criminal Background Checks (CBC) on students and faculty members. All students will be required to have an initial CBC upon admission and every semester thereafter a CBC recheck if student is taking clinical courses. The School of Nursing has contracted with CastleBranch to do the background checks. Link to order background check: <https://portal.castlebranch.com/RC70> To place the order click on Place Order. You will be taken to another page then click on please select and click on nursing. You will select the appropriate semester either, Fall or Spring, that you start the nursing major to begin the background check. You will need to click on either resident of Virginia or Non Resident of Virginia. The student will be responsible for the fees associated with any CBCs required for clinical.

If the background check shows issues of concern the results will be shared with the clinical agencies that the School of Nursing uses for clinical. The clinical agencies will determine whether you can come to their agency for clinical. If the clinical agency refuses to allow you in clinical you will be dismissed by the School of Nursing.

After you start the nursing major, if you are charged or convicted, pled guilty to, or pled nolo contendere (no contest) to a violation of any federal, state or other statute or ordinance constituting a felony or misdemeanor, this includes, offenses for driving under the influence of drugs and/or alcohol must be reported to the Dean or Undergraduate Coordinator of the School of Nursing. Failure to report this information will result in disciplinary action by the School of Nursing. This will be reported to clinical agencies as necessary and the Dean of Students and the Office of Student Standards and Conduct. Student will provide all required and requested court papers. The clinical agency will decide if a student can attend clinical. If not, the student will be required to withdraw from the School of Nursing.

Conduct checks will be done every semester by the School of Nursing with the Office of Student Standards and Conduct.

#### **E. LIST OF ITEMS/INTERVENTIONS RADFORD UNIVERSITY NURSING STUDENTS CANNOT DO ANY CLINICAL SETTING:**

The student cannot:

1. Hang Blood or blood products, including auto-transfusions.
2. Go to the lab, sign for blood products and bring blood products to the unit.
3. Hang or titrate critical drips (such as dopamine, heparin, nitroglycerine, Cardizem, insulin, etc.)
4. Set up, set rate, adjust rate, or clear PCA pumps.
5. Manipulate epidural pumps.
6. Administer IV chemotherapy drugs.

7. Be assigned to a patient in airborne isolation precautions requiring a fit tested mask. (students have not been fit tests for masks)
8. Be assigned to a patient being treated with a radioactive implant.
9. Take verbal, phone or written report from a physician, nurse practitioner or physician's assistant.
10. Witness any consents.
11. Perform any interventions the hospital unit does not permit nursing students to perform.
12. Participate in bedside time outs.
13. Initiate or discontinue restraints.

7. ***CLINICAL SIMULATION CENTERS (CSC) EXPECTATIONS:***

**Simulation Center Preparation:** Students must bring the completed answers to the admission ticket questions and present them to the CSC instructor for admission to the simulation session.

**There is to be no eating or drinking in the Simulation Centers.** These are to be considered patient care areas.

**Attendance:** Clinical simulation experiences are offered at specific times. Students are expected to be on time. **NOTE: *If you are late you will be sent home and your instructor notified. This is considered a missed clinical experience.***

**Required Equipment:** Stethoscope, penlight, pen with black ink, and watch with second hand.

**Dress code:** To enter the CSC the student must dress in their School of Nursing (SON) mandated uniform including photo ID badge. Student is also required to follow their SON clinical dress code policy. Students inappropriately dressed will be sent home and will be responsible to reschedule their clinical experience with their clinical instructor.

**Audio-Video Taping:** All participants in simulation courses will be audio-videotaped. The audio-video tape will be used in the debriefing portion of the simulation experience and will be available for the student and their instructor to review.

**Confidentiality:** All records, documents or communications in the CSC are considered confidential and privileged. Disclosure of such records, documents or communications to any person during or after their CSC experience is a violation of their respective school's honor code.

8. ***HEALTH CARE INSURANCE OR PRIVATE PAY:***

- A. Students are required to have private health insurance and are required to provide proof and upload their insurance card to their CastleBranch account each semester. This is a requirement of our clinical agencies.

Students are responsible for all expenses related to required vaccinations and physical exams. Students will be responsible for all expenses related to providing documentation from a healthcare provider if class or clinical is missed due to illness. If a student has a medical issue during clinical, the student is solely responsible for the out of pocket expenses related to any care provided.

- B. Health Care Numbers to Know:

- RU Student Health Services - 540-831-5111
- Center for Counseling and Student Development - 540-831-5226  
Walk in hours 1-3 Monday-Friday. Office hours 8am-5pm Monday – Friday.
- Substance Abuse and Violence Education support Services (SAVES) Sexual Assault Specialist - 540-831-5709
- Carilion New River Valley Medical Center - 540-731-2000
- Connect is a confidential, 24 hour emergency evaluation and referral service. Connect is staffed by psychiatric nurses and clinical social workers trained to help people access psychiatric and behavioral supports. CONNECT (Carilion New River Valley Medical Center) - 540-731- 7385, Connect, Roanoke area – 540-981-8181 or 1-800-284-8898
- RAFT (24 hr. hotline) or ACCESS (Emergency and Assessment Services) both of New River Valley Community Services –540-961-8400
- Emergency – 911  
RU Police Department 831-5500
- Blue Ridge Community Service Hotline – 540-981-9351
- Carilion Behavioral Health Clinical Counselors:  
Radford Clinic: 540-731-7385  
Roanoke Clinic: 540-981-8960

Other Contacts:

- Dean of Students,  
Student Advocacy  
540-831-6297
- Center for Accessibility Services (CAS)  
540-831-6350
- RU Military Resource Center 540-831-5002
- Harvey Knowledge Center can provide coaching/net tutor, private work spaces can be reserved [hkc@radford.edu](mailto:hkc@radford.edu) 540-831-7704  
McConnell Library

Faculty may share behaviors of concern to the University Behavioral Consultation Team (BCT). The BCT includes members of the student counseling services, dean of students, housing and res life, RU Police, CAS, Office of Substance abuse, violence education and support services (SAVES).

C. RU Student Health Services - Hours of Operation:

**Fall and Spring Semesters:**

Monday- Thursday 8:00 AM to 5:00 PM

Friday 9:00 AM to 5:00 PM

**Summer Sessions:**

Monday and Wednesday 8am-noon

Tuesday and Thursday 1-5pm closed on Fridays

**Phone:** 540-831-5111      **Fax:** 540-831-6638

The student health center is closed when there are no classes (during breaks and school closings)

**After Hours and Weekend Contacts:** Radford University Student Health Services does not provide after-hours emergency services. Students with urgent health needs should utilize the following services:

**For Serious Medical Issues:** Call 911

**For Emergency Room Services:**

Carilion NRV Medical Center Emergency Department at 731-2000, located at 2900 Lamb Circle, Christiansburg, Virginia

Lewis Gale Hospital Montgomery at 951-1111, located at 3700 S. Main Street, Blacksburg, Virginia

Lewis Gale Hospital Pulaski at 994-8100, located at 2400 Lee Highway, Pulaski, Virginia

**For Non-Emergency Urgent Care Services:**

CVS Minute Clinic at 731-9533, located at 31 W. Main St., Radford, Virginia

Carilion Velocity Care at 382-6000, located at 434 Peppers Ferry Rd NW, Christiansburg, Virginia

Carilion Velocity Care at 540-961-8040, 215 Gilbert Street,  
Blacksburg, Virginia

Med Express at 381-2745, 100 Spradlin Farm Drive, Christiansburg,  
Virginia

**For Medical Advice and Assistance:**

Non-life threatening related health questions, call FONEMED, the  
24-hour, 7 days a week, toll free number to speak to a registered  
nurse at 1-866-316-5009.

- D. The RU Student Health Fee, included in your tuition, covers the majority of services provided by the Student Health Center therefore, this is no office visit/co-pay. There are some minimal fees for some procedures and tests. Students may use their insurance cards or pay out of pocket for non-covered services. For more information, please refer to the Student Health website: <https://www.radford.edu/content/student-health/home.html>

The RU Student Health fee does not cover services or prescriptions filled at other pharmacies, x- rays and additional laboratory tests. The health care practitioner will give certain immunizations, lab tests, evaluations and referrals to other resources on campus and in the community. There is no emergency care for serious or life-threatening illness or injury. The health services accepts cash, checks, RU express and MC/VISA for payment.

- E. Students may be seen by their personal physician. Students and/or parents/guardians are responsible for any cost associated with physician visits.
- F. Charges for medications prescribed by the physician will be the responsibility of the student and/or family.

**9. *INFECTION CONTROL AND EXPOSURE INCIDENTS FOR STUDENTS:***

Students are required to use universal precautions in clinical settings at all times to prevent contact with blood, body fluids or other potentially infectious materials. Students will know and follow infection control policies of the institution in which they are affiliating.

An exposure is defined as: injury with a contaminated instrument (contaminated needles, blades or sharp instruments); contact of blood or body fluids containing blood into an open wound; cutaneous exposure involving large amounts of blood or prolonged contact with blood-especially when the exposed skin is chapped, abraded, or afflicted with dermatitis.

Should an exposure occur in a clinical facility, follow the policy of that facility. It is customary for students to either report to Employee Health or to the Emergency Department if such is available. If an exposure should occur:

1. Immediately following a needle stick, laceration, or skin exposure to blood/body fluid, wash the site with soap and water- do not squeeze the affected area. For mucous membranes exposures, rinse the affected area with water.
2. Report the incident to the clinical instructor or nursing preceptor immediately.
3. Follow the agency/facility policy for exposures. (Most of the time, this will involve reporting to Employee health or to the Emergency Department).
4. The faculty member should notify the Director, Undergraduate Coordinator or the Dean and document the incident and place in the student file.

The agency will be responsible for source testing of patients if necessary.

Workman compensation at Radford University or at any clinical facility does not cover students. The student will be responsible for all costs associated with follow-up medical care, labs and medications. Students may have the choice to go to their own private physician or some facilities may offer for students to pay Occupational health/Emergency/Employee health Department charges. If the student chooses to go to their private physician, source patient blood testing will not occur unless they inform Occupational health/Emergency/Employee health Department of the exposure immediately.

#### **10. *STUDENT ILLNESS OR HOSPITALIZATION:***

Student illness or hospitalization:

With any illness (physical, emotional or mental) or condition (pregnancy/injury), the School of Nursing may require that the student have documentation from a medical provider or counselor certifying that the student is able to perform all duties expected of a nursing student. The student may not be able to continue in the program until such documentation is received.

Expenses related to illness or injury: The student is responsible for any expenses incurred while acting in the capacity of a student.

## **11. DRUG TESTING AND RISK MANAGEMENT POLICY FOR STUDENTS:**

### **Drug and Alcohol Use:**

The following policy applies to all students enrolled in the Radford University School of Nursing. The School of Nursing is committed to educating professional nurses and is obligated to provide safe and effective care to the clients we serve. We also have an obligation to those agencies with whom we contract, to ensure that our students are capable of providing safe care to their clients. With this commitment and obligation in mind, the School of Nursing is reaffirming a position of **no tolerance** for conduct associated with drug and alcohol use/abuse that in any way jeopardizes the preservation of patient safety or pursuit of excellence in professionalism and education. All students enrolled in the School of Nursing will be held accountable to the standards of academic and clinical conduct outlined in this policy.

“Drugs” and “Alcohol” are defined to include any substance with the potential to produce the effects of intoxication and/or behavior which may adversely affect a student’s ability to safely and efficiently perform in the clinical or classroom environment.

It is understood that there are circumstances where students may need to take medications due to medical conditions which may possibly impair their performance. Students in a clinical setting are required to be aware of the effect that all medications may have on performance and must notify their instructor and receive confirmation of approval to attend clinical assignments **prior** to attendance in the clinical setting.

### **Alcohol:**

All students are held accountable for the Alcoholic Beverage Policy and Virginia State Alcoholic Beverage Control Laws as outlined in the Radford University Standards of Student Conduct. Virginia State Alcoholic Beverage Control Laws state, “Persons under the age of 21 are prohibited to buy, possess, drink or serve beer, wine or liquor in Virginia.”

No student may consume or be under the influence of, or be in possession of alcohol at any time the student is in the classroom, labs and/or performing clinical duties.

Use of alcohol will result in immediate removal from the classroom or clinical setting and is considered a violation of this policy.

In addition to this policy, any use/abuse of alcohol outside the clinical, lab or classroom which adversely affects a student’s performance in the clinical setting or classroom, or adversely affects or threatens to adversely affect other interests of the School of Nursing is prohibited and will result in disciplinary action and possible dismissal from the program. As described in the Radford University Standards of Student Conduct, “Public intoxication is illegal. (Those conditions considered to indicate intoxication, although not necessarily limited to those listed include: affected manner or disposition, speech, muscular movements, general appearance or behavior **as apparent to the observer.**)”

### **Illegal Use of Controlled Substances:**

All students are accountable to the drug policy as outlined in the Radford University Standards of Student Conduct which states, "Possession, use, distribution, manufacture or sale of controlled substances or illegal drugs is prohibited."

Any student with drug or alcohol related problems that voluntarily discloses will be referred to the Radford University Center for Counseling Services and the Office of Substance Abuse, Violence Education and Support Services (SAVES).

Participation in the Center for Counseling Services or SAVES does not relieve any student from overall compliance with the School of Nursing's drug and alcohol policy or attendance, performance and other rules and standards generally applicable to students. Those students who have disclosed alcohol or drug related problems may be required to submit to immediate drug/alcohol testing. A student who has drug or alcohol related problems will not be able to attend clinical and therefore will be withdrawn from the School of Nursing. The student may reapply to the School of Nursing when the student has documentation of successful rehab. Readmission is not guaranteed and periodic drug and alcohol testing may be required if they are readmitted to the School of Nursing.

### **Pre-enrollment and each semester Drug Testing:**

The following categories of drugs will be tested for in the urine drug screen:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids (THC) (Please note CBD can contain THC and may make a drug screening positive for marijuana which is prohibited by clinical agencies).
- Cocaine (as Benzoyllecgonine)
- Meperidine (Demerol)
- Methadone (Dolophine)
- Opiates (codeine, morphine, hydrocodone, hydromorphone)
- Oxycodone (Oxycodone, oxymorphone)
- Phencyclidine (PCP)
- Propoxyphene (Darvon)
- Tramadol
- Dilution testing- creatinine

**Policy:**

1. Each semester a negative urine drug screen is required of all students in the Radford University School of Nursing; therefore this policy applies to all nursing students.
2. A SAMSHA (Federally) certified reference laboratory must perform testing. The School of Nursing will designate where students are to receive their drug screen.
3. The testing fee is the responsibility of the individual student.
4. A student who tests positive on the drug screen panel will have the results reviewed by the Medical Review Officer (MRO) of the laboratory. The final determination of a positive or negative drug screen will be determined by the MRO. Failure to follow up as directed with the MRO results in a POSITIVE drug screen panel for the student.
5. The School of Nursing reserves the right to require additional drug screening at any time during enrollment in the School of Nursing.
6. If a student is found to be positive in any drug category, as reported by the lab MRO, the student will be dismissed from the School of Nursing and will follow below policy for readmission.

**Policy for positive drug screens:**

- Students will be dismissed from the School of Nursing for 2 semesters
- Students may reapply for progression by writing a letter to the Undergraduate Admission, Progression and Graduation (APG) committee for consideration for readmission.
- If approved to progress/readmission, the student will be subject to adherence to an individualized progression plan, including random drug screening(s), throughout the remainder of their time in the School of Nursing.
- The student is responsible for the expenses related to all drug screenings.
- If at any time, the student demonstrates a second positive drug screen, the student will be permanently dismissed from the School of Nursing with no possibility of readmission.

**Procedure:**

1. Each semester students will have a urine drug testing at a time designated by the School of Nursing. Students may be subject to additional screenings throughout upper division at the student's expense.
2. The School of Nursing will send an email to each level student with instructions on how to order the drug screening and the time frame the drug screening must be completed. All drug screenings must be completed within

the time frame and have a negative report. If drug screening is not completed within the time frame, this will be cause for dismissal from the School of Nursing for 2 semesters. Student must reapply and follow policy for positive drug screening.

3. You will order your drug screening online through Castle Branch. The order form will require personal information – You will enter your full name, date of birth, social security number, current address, phone number and e-mail address.
4. When you register for testing you will be given a location of the LabCorp that is closest to the address you provide on the order form. If you are not at the address you list on the order form you can take your custody form, **LabCorp Drug Screen Registration Form**, to any LabCorp and have the drug screening done. You will have to find the nearest LabCorp to where you are staying.

Within 24 - 48 hours after you place your order the **LabCorp Drug Screen Registration Form** will be placed directly into your CastleBranch account. You will receive an email that your **LabCorp Drug Screen Registration Form** is ready to print. You will need to print the form and take with you to do the test. NOTE: At this time the closest testing site to Radford is Roanoke.

5. When final report is posted to your CastleBranch account the results must be negative. Drinking large amounts of water may cause a dilute negative result. If you have a dilute negative you will be required to retest. You will need to order another drug screening and pay an additional fee to retest.
6. If you are on medication(s) this may affect the results of your screening. The assigned laboratory's Medical Review Officer (MRO) will review your test results to determine the results of your screening. The MRO will call you to clear up any possible positive screening. Failure to make contact with the MRO will result in a POSITIVE drug screening posted to your CastleBranch account and reported to the School of Nursing. If you have a positive screening posted to your CastleBranch account due to not following up with the MRO you will be dismissed from the School of Nursing for 2 semesters and must follow the policy for readmission after a positive drug screen. All students must have a negative screening. Please answer all unknown calls during this time in order to speak to the MRO if they try to reach you.
7. Your drug screening results will be posted to your CastleBranch account. The School of Nursing will have access to the results.
8. If a student cannot provide a urine sample at the time of screening, they will be required to reorder the test, pay an additional \$50.00 and retest within provided time frame.

**B. Testing Under Reasonable Suspicion:**

1. The instructor will request the student to leave the classroom or clinical

environment and direct that student to the School of Nursing administrative office or agency administrative office if there is reasonable suspicion of substance abuse. Reasonable suspicion of substance abuse is considered when any student demonstrates unusual, unexplained behavior. Observable signs might include, but are not limited to:

- Slurred speech
- Odor of alcohol on breath or person
- Unsteady gait
- Disoriented or confused behavior
- Significant changes in work habits
- Observed behaviors indicative of hallucinations
- Unexplained accident or injury
- Sloppy, inappropriate clothing or appearance
- Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements
- Excessive sick days, excessive tardiness when reporting for class or clinical
- Missed deadlines, careless mistakes, taking longer than customary to complete work
- Coordination (not normal, swaying, staggering, lack of coordination, grasping for support)
- Performance (unsafe practices, unsatisfactory work)
- Alertness (change in alertness, sleepy, confused)
- Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic)
- Eyes (bloodshot, dilated)
- Other clinical observations consistent with impairment

**Procedure for non-clinical times:**

1. Once it has been determined by the Director or Dean of the School of Nursing, or an individual designated by the Dean, that testing an individual student for drugs and alcohol is warranted, the student will be notified by the School Of Nursing official requesting the testing.
2. The student will submit to testing for substances within one hour of notification.
3. The School of Nursing official will notify the laboratory that a student is being sent for testing.
4. The School of Nursing official will call a cab to transport the student to the laboratory and will escort the student to the cab.
5. The student is responsible for any costs associated with laboratory testing and transportation.

6. The student will not be allowed to return to the classroom or clinical environment until the test results are confirmed.

**C. Testing for reasonable suspicion during a Clinical Rotation:**

1. The clinical instructor will request the student to leave the clinical environment and direct that student to the collection site or emergency department as per agency protocol.
2. The Dean, Director or Undergraduate Coordinator of the School of Nursing will be immediately notified by the clinical instructor of the incident.
3. The School of Nursing official will notify the laboratory/ED that a student is being sent for testing.
4. The School of Nursing official will call a cab to transport the student to the laboratory/ED and will escort the student to the cab. Following testing, a cab or responsible person will drive the student home.
5. The student is responsible for any costs associated with laboratory testing and transportation.
6. The student will not be allowed to return to the clinical environment until the test results are confirmed.
7. If test results are negative, students will be allowed to make up missed work.

**D. Test Results:**

1. Positive test results will be reported to a Medical Review Officer (MRO) appointed by the testing laboratory. The Medical Review Officer will confer with the student to determine if there is any authorized reason for the positive test result. Failure to make contact with the MRO as requested results in a POSITIVE drug screening.
2. All confirmed positive test results will be reported to the School of Nursing Undergraduate Coordinator, Director and Dean of the School of Nursing. Progression issues with students are reported to the Chair of the Admissions, Progression, and Graduation Committee (APG).
3. Any student who, as a result of testing, is found to have unauthorized drugs or alcohol in his or her system in excess of established standards, regardless of when or where the substance entered the student's systems, will be considered in violation of this policy.

4. If a test result shows the test or specimen is rejected, cancelled, given a No test result due to an invalid sample- the test will be considered adulterated. If the test shows the temperature of the sample is invalid or the creatinine, specific gravity or color makes the sample invalid- the test will be considered adulterated and the test will be considered positive and in violation of the drug and alcohol policy. Policy Violations and Procedures:

Any violation of the School of Nursing's Policy (*Drug and Alcohol Use/Abuse*) will result in **immediate removal** of the student from all courses within the School of Nursing. A positive test result will be considered a violation of the policy and result in removal from all courses.

In the presence of irregular student behavior, the instructor will immediately notify the student of that observation; document reasons for suspicion that describes dysfunctional/unsafe student performance; and require that the student leave the clinical/classroom setting immediately. With the determination of the Dean, Director or Undergraduate Coordinator of the School of Nursing or said designee, the student will be required to submit to urine/blood/breath testing for substances within one hour of the precipitant event. The educator's judgment is itself sufficient to direct these measures. Any student recourse will necessarily follow their unquestioning execution of that educator's direction for testing.

Persons found in violation of this policy may also be subject to arrest, criminal prosecution, and/or university judicial charges and sanctions.

**Confidentiality:**

All records and information obtained by the School of Nursing regarding drug testing, will be maintained by restricting access, on a need-to-know basis, to those designated by the Dean or Director of Nursing - as allowed for by the Family Educational Right to Privacy Act. (Buckley Amendment) which can be viewed at <http://cpsr.org/prevsite/cpsr/privacy/ssn/ferpa.buckley.html/>

## **STUDENT PARTICIPATION IN GOVERNANCE**

The Student Government Association (SGA) exists at Radford University to facilitate the representation of student opinion. Every undergraduate student becomes a member of the association upon matriculation with the university. Nursing majors are encouraged to actively participate in the SGA.

Within the School of Nursing, there is an active Student Nurses' Organization (SNO). Participation and membership in SNO by all nursing students is highly encouraged.

Nursing majors also serve on Standing Committees of the Faculty Organization according to Faculty Organization By-Laws.

Class members are encouraged to attend class and school events as an active participant. If elected to an office or selected to serve on a committee of the Faculty Organization active involvement is needed to voice student concerns and recommendations to faculty and to keep classmates informed of decisions which affect the nursing program.

Students are also involved in the internal governance of the university. Elected or appointed representatives of the student body serve with faculty and administrators of the policy recommending councils and committees of the university.

## **STUDENT ORGANIZATIONS**

Sigma Theta Tau International is a Nursing Honor Society. Membership requirements include senior standing in nursing major with an overall grade point average of 3.0 and outstanding leadership qualities. Membership is limited to the upper 35% of the senior class.

The Radford University Student Nurses' Organization (SNO) is an affiliate to the National Student Nurses' Association. SNO is an integral part of the nursing program at Radford University School of Nursing. SNO membership is open to Pre-Nursing and Nursing majors. SNO strives to provide leadership, education, community and mentoring programs. The organization offers learning experiences outside of the classroom for personal and professional growth. SNO creates many opportunities for students to participate in college and community activities. Radford University SNO members have the opportunity to hold office in the Virginia Nursing Students Association (VNSA) and represent Radford University School of Nursing at the state level. Membership can be obtained directly from the VNSA website at [www.vnsa.us](http://www.vnsa.us)

## **LEVEL IV STUDENT AWARDS**

### ***CRITERIA:***

#### ***AWARD FOR SCHOLASTIC EXCELLENCE:***

1. 4.0 G.P.A in the Radford University School of Nursing Major.
2. Student must have followed School of Nursing proposed pattern of curriculum

#### ***KITTY PARKER SMITH LEADERSHIP AWARD:***

1. G.P.A. of 3.0 or above in the Radford University School of Nursing Major
2. Demonstrates leadership qualities in the classroom and clinical settings
3. Serves as a positive role model for other students
4. Demonstrates a positive professional image
5. Demonstrates the ability to apply critical thinking elements into their nursing practice

#### ***JANET HARDY BOETTCHER NURSING EXCELLENCE AWARD:***

1. G.P.A. of 3.0 or above in the Radford University School of Nursing Major
2. Demonstrates outstanding clinical competency
3. Establishes therapeutic relationships with clients
4. Collaborates with multidisciplinary team for delivery of comprehensive care

#### ***MARCELLA J. GRIGGS EXCELLENCE IN GERIATRIC NURSING AWARD:***

1. G.P.A. of 3.0 or above in the Radford University School of Nursing Major
2. Provides positive role model for others who work with older adults
3. Demonstrates effective therapeutic relationships and interventions in working with older adults
4. Expresses an interest in pursuing a career path in Gerontological Nursing

#### ***JANICE S. MOONEY EXCELLENCE IN PEDIATRIC NURSING AWARD:***

1. Maintains G.P.A. of 3.0 or above.
2. Provides positive role model for others who work with pediatric clients.
3. Demonstrates effective therapeutic relationships and interventions in working with pediatric clients and their families.
4. Expresses an interest in pursuing a career path in Pediatric Nursing.

**WALDRON COLLEGE OF HEALTH AND HUMAN SERVICES**

**For all majors in Waldron College: RU and RUC**

**STANDARDS OF PROFESSIONAL  
PRACTICE EDUCATION**

**Radford University  
Radford, Virginia**

**Radford University Carilion  
Roanoke, Virginia**

**February, 2020**

# **Standards for Professional Practice Education Outline of Contents**

- 1.0 Introduction to Standards
- 2.0 Evaluation
  - 2.1 Basic Abilities
    - 2.1.1 Communication skills
    - 2.1.2 Interpersonal skills
    - 2.1.3 Cognitive skills
    - 2.1.4 Physical skills
  - 2.2 Emotional and Mental Abilities
    - 2.2.1 Stress Management
    - 2.2.2 Emotional and mental capabilities
  - 2.3 Professional Performance Skills
    - 2.3.1 Professional commitment
    - 2.3.2 Professional behavior
    - 2.3.3 Self-awareness
    - 2.3.4 Ethical obligations
  - 2.4 Sources of Evidence
  - 2.5 Accommodations for Disabilities
- 3.0 Policies and Procedures for Review of Academic Performance
  - 3.1 Performance That May Result in Possible Dismissal
  - 3.2 Review Process

# **STANDARDS FOR PROFESSIONAL PRACTICE EDUCATION**

## **1.0 INTRODUCTION**

This document sets out Standards for Professional Practice Education that apply to students enrolled in the Waldron College of Health and Human Services at Radford University and Radford University Carilion, involving the health, welfare, and safety of people across the lifespan.

The Waldron College has distinct expectations of students that are in addition to those outlined in the Radford University Student Handbook. These standards are aligned with students' abilities to become effective health and human service professionals and are provided so that students and faculty can be clear about expectations and procedures to address practice performance. The ultimate goal of the standards is to help students become successful health and human service professionals.

Since becoming a professional is a gradual and lengthy process, while all criteria are expected to be met, additional supervision may be needed in novice situations. Students are always considered to be responsible for their own actions and are expected to be properly prepared for their experiences. Persons who teach and supervise students, along with program coordinators, will assess student academic performance and apply their professional judgment to determine if standards are being met during a student's educational career. Professional judgment is the capacity to assess a situation by applying the values and knowledge of related professions, combined with a professional's own experience and practice wisdom. It also represents the application of knowledge, values, and skills to making decisions in an ethical and compassionate manner.

All students will be expected to read and apply the Waldron College Standards for Professional Practice Education. Students will be required to sign an acknowledgement verifying their intent to abide by these standards. (See Appendix A.)

## **2.0 EVALUATION**

In order to meet their responsibilities to provide quality health and human service professional education and to ensure that its graduates are able to function in a broad variety of professional situations, the disciplines within the Waldron College evaluate the academic performance of students in four general areas: (1) basic abilities to acquire professional skills; (2) mental and emotional abilities; (3) professional performance skills; and (4) scholastic performance. Meeting the criteria for scholastic achievement is necessary but not sufficient to ensure continued enrollment in a program. Both professional behavior and scholastic performance comprise academic standards.

## 2.1 BASIC ABILITIES NECESSARY TO ACQUIRE PROFESSIONAL SKILLS

### **2.1.1 Communication Skills**

Demonstrates sufficient written and verbal skills to comprehend information and communicate ideas and feelings.

- a) *Written:* Writes clearly, uses correct grammar and spelling, and applies appropriate writing style, such as the American Psychological Association (APA) referencing, appropriate source citation, and documentation. Demonstrates sufficient skills in written English to understand content presented in the programs and to complete adequately all written assignments as specified by faculty members.
- b) *Verbal:* Communicates effectively and sensitively with other students, faculty, staff, clients, and professionals. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates sufficient skills in spoken English to understand content presented in the program, to complete adequately all oral assignments, and to meet the objectives of field placement experiences as specified by faculty members and site supervisors.

### **2.1.2 Interpersonal Skills**

Demonstrates the interpersonal skills needed to relate effectively to other students, faculty, staff, patients, clients and professionals and to fulfill the ethical obligations of the profession. These include compassion, empathy, altruism, integrity, and demonstration of respect for and consideration of others. Takes appropriate responsibility for own actions and considers the impact of these actions on others.

### **2.1.3 Cognitive Skills**

Exhibits sufficient knowledge of the chosen profession and clarity of thinking to process the information and apply it to appropriate situations in classroom and field. Demonstrates relevant knowledge and skills including relationship building, data gathering, assessment, intervention, problem solving, and evaluation of practice. Exhibits ability to conceptualize and integrate knowledge and apply that knowledge to professional practice.

### **2.1.4 Physical Skills**

Exhibits sufficient motor and sensory abilities to attend and participate in class and practicum placement, with or without accommodations. **Particular physical limitations depend on the profession and the clinical site.**

## 2.2

### **EMOTIONAL AND MENTAL ABILITIES NECESSARY FOR PERFORMANCE IN THE PROGRAM AND PROFESSIONAL PRACTICE**

#### **2.2.1 Stress Management**

Demonstrates ability to deal with current life stressors through the use of appropriate coping mechanisms. Handles stress effectively using suitable self-care and developing supportive relationships with colleagues, peers and others.

#### **2.2.2 Emotional and Mental Capacities**

Uses mature judgment. Seeks and effectively uses help for medical and emotional problems that interfere with scholastic and professional performance. Provides evidence that appropriate counseling or help with personal problems, psychosocial distress, substance abuse or mental health difficulties has been obtained. No student will be allowed to continue if personal situations

- compromise scholastic and/or other performance
- interfere with professional judgment and behavior or
- jeopardize the best interests of those to whom the student has a professional responsibility.

Personal information will be held in strict confidence with those in positions of authority with a need to know.

## 2.3

### **PROFESSIONAL PERFORMANCE SKILLS NECESSARY FOR WORK WITH CLIENTS AND PROFESSIONAL PRACTICE**

#### **2.3.1 Professional Commitment**

Exhibits a commitment to the goals and ethical standards of the profession. Demonstrates commitment to the essential values of the health and human services professions including the respect for the dignity, worth, and rights of each individual, and abides by discipline specific Code of Ethics.

#### **2.3.2 Professional Behavior**

Exhibits behaviors that are in compliance with program policies, School, and University policies, professional ethical standards, and social laws in classroom, field, and community. Appearance, dress, and general demeanor reflect a professional manner. Demonstrates responsible and accountable behavior by knowing and practicing within the scope of the discipline, respecting others, being punctual and dependable, prioritizing responsibilities, attending class regularly, observing deadlines, completing assignments on time, keeping appointments, and accepting supervision and constructive criticism. Works effectively with others, regardless of level of authority. Advocates for him/her in an appropriate and responsible manner and uses proper channels for conflict resolution. Shows a willingness to accept feedback and supervision in a positive manner, as well as use such feedback to enhance continued professional development.

### **2.3.3. Self-Awareness**

Exhibits knowledge of how personal values, attitudes, beliefs, emotions and past experiences affect thinking, behavior and relationships. Accurately assesses one's own strengths, limitations, and suitability for professional practice. Shows awareness of self and how others perceive one. Reflects on one's own limitations as they relate to professional capacities. Is willing to examine and change behavior when it interferes in working with clients and other professionals.

### **2.3.3 Ethical Obligations**

Current behavior and classroom performance demonstrate adherence to the ethical expectations and obligations of professional practice. Ethical behaviors include:

- Abides by Radford University Honor Code.
- Abides by expectations outlined in the current Radford University Student Handbook
- Maintains compliance with laws and regulations for professional practice according to each profession's Commonwealth of Virginia regulatory agency.
- Evaluates client situation in an unbiased, factual way with suspension of personal biases during interactions with others.
- Comprehends another individual's way of life and values. Empathic communication and support of the client as a basis for a productive professional relationship.
- Appreciates the value of cultural pluralism. Effective and nonjudgmental relation to and work with others who are different from oneself. Appropriate service to all persons in need of assistance, regardless of the person's age, class, race, religious beliefs, gender, disability, sexual orientation, and/or value system. No imposition of personal, religious, sexual, and/or cultural values on clients.
- Demonstrates respect for the rights of others. Commitment to client's rights to freedom of choice and self-determination.
- Maintains confidentiality as it relates to human service, classroom activities, and field placement.
- Demonstrates honesty and integrity by being truthful about background, experiences and qualifications, doing one's own work; giving credit for the ideas of others; and providing proper citation of source materials.
- Demonstrates clear, appropriate, and culturally sensitive boundaries. Does not sexually harass others; make verbal or physical threats; become involved in sexual relationships with clients, supervisors, or supervising faculty; abuse others in physical, emotional, verbal, or sexual ways, or participate in personal relationships where conflicts of interest may exist.

## **2.4**

### **SOURCES OF EVIDENCE**

Evidence of meeting academic performance criteria may include but is not limited to any of the following:

- Feedback or reference letters from faculty, work supervisors, or supervisors at volunteer human service activity or other field experiences
- Feedback from agency-based field instructors/staff
- Observation of classroom, volunteer, or field behaviors
- Performance in oral and written assignments, examinations, labs, presentations group work, or other appropriate coursework
- Student personal statements or self-assessments
- Interviews with faculty or other professionals
- Taped interview situations (audio or video)
- Feedback from students, staff, university (RU or other colleges and universities), helping professionals, or community representatives
- Feedback from faculty in other health and human service programs that students may have attended

## **2.5**

### **ACCOMMODATIONS FOR DISABILITIES**

No otherwise qualified student shall, on the basis of disability, be subjected to discrimination or excluded from participation in the Waldron College. A student with a disability may be protected by the Americans with Disabilities Act (ADA) and be eligible for reasonable accommodations that will provide an equal opportunity to meet the academic criteria related to professional behavior and scholastic performance. It is important to note that Waldron College Schools and disciplines have published technical standards that must be met to ensure the health, welfare, and safety of clients in various field settings that may substantially effect accommodation.

Any otherwise qualified student with a protected disability who requests a reasonable accommodation must notify the Radford University Center for Accessibility Services (CAS) and provide documentation as needed. The CAS makes recommendations for accommodations. It is the student's responsibility to contact the CAS and to propose accommodation requests to the appropriate instructor and School Director. The Schools within the Waldron College will review academic performance criteria in light of individual student circumstances to explore issues of appropriateness and accommodation. An initial assessment, subsequent plan, use of outside experts (including the CAS), and periodic checks between the Schools of the Waldron College and the student are appropriate courses of action in making accommodations. Accommodation requires a signed agreement with the faculty member that is appropriate and does not compromise standards of behavior required for success in the professional discipline.

Students seeking academic accommodations under the Americans with Disabilities Act must register with the Center for Accessibility Services (CAS) to determine eligibility. To begin the registration process, complete a Student Registration Form and submit documentation to PO Box 6902, Radford, Virginia 24142, or deliver to the 3<sup>rd</sup> floor of Russell Hall, by fax to 540-831-6525, or by email to [cas@radford.edu](mailto:cas@radford.edu) (See documentation guidelines). Students qualified for academic accommodations should meet with each course professor during office hours, to review and discuss accommodations. For more information, visit the Center for Accessibility Services website or call 540-831-6350.

### **3.0**

## **POLICIES AND PROCEDURES FOR REVIEW OF ACADEMIC PERFORMANCE**

Student performance is evaluated regularly in a systematic manner as outlined in the course syllabus, faculty directions, and university policy. If there is a problem involving professional practice performance, maintaining client safety is the first priority. Opportunities for student academic appeal will follow the current Radford University Student Handbook.

Any information that may be disclosed during student meetings with faculty, program coordinators, or School or College administrators may not be kept confidential if the information raises concerns about professional performance. Faculty and/or program/course coordinators will share pertinent information with each other for the professional purpose of identifying student issues and enhancing problem solving about the concerns. They will follow university procedures related to student performance issues.

### **3.1**

## **PERFORMANCE THAT MAY RESULT IN POSSIBLE DISMISSAL FROM THE PROGRAM/MAJOR**

Student reviews can occur under any of the following circumstances:

- Failure to meet or maintain academic requirements
- Scholastic dishonesty, including cheating, lying, plagiarism, collusion, falsifying academic records, submission of work submitted in previous classes, or any act designed to give unfair academic advantage to the student
- Unethical behavior
- Any threat or attempt to harm oneself or someone else
- Commission of a criminal act that is contrary to professional practice, as defined by each profession's state regulatory agency, occurring during the course of study or occurring prior to admission and becoming known after admission

- Consistent pattern of unprofessional behavior
- Failure to meet any of the Standards for Professional Practice Education

## 3.2 REVIEW PROCESS

When a faculty member has concerns about a student meeting any of the academic criteria, whether related to professional behavior or scholastic performance, that faculty member will:

- Discuss those concerns directly with the student and seek to work with the student to resolve the difficulties and provide options or alternatives
- Apprise the appropriate program/course coordinator of the concerns in order to identify potential patterns and issues related to the student
- Document dates and content of meetings with students
- Prepare a written statement to the student describing the change in behavior that is required

If a problem arises in the field, the agency-based field instructor will discuss concerns directly with the student and the faculty liaison. It is the responsibility of the faculty liaison to apprise the appropriate coordinator of the concerns.

In many instances, meetings between faculty and students resolve the concerns and do not necessarily lead to further action.

The next step involves the faculty member, student, and appropriate program/course coordinator. The faculty and coordinators will meet with the student when the student is not adhering to appropriate standards, policies and procedures or when concerns have not been resolved.

The program/course coordinator will determine the nature of the concern and gather sufficient information to develop a plan to address that concern, if one is needed. No further action may be required, or the student may be asked, in writing, to modify his or her behavior and/or seek appropriate help. This process is designed to assist students in dealing with identified concerns that have an impact on their performance.

The third step involves the faculty member, student, program/course coordinator, and faculty who have had direct experience with the student in classroom, field or clinical area. Generally, this occurs when problematic patterns are identified with students or when the issues are serious. This is conducted when concerns have not been resolved; when issues relate to a student not meeting the criteria for academic performance (often involving

professional or ethical behavior); or when the student is being considered for withdrawal or discontinuance of the program. The student will be notified in writing of the concerns and meeting date, with sufficient time to attend the meeting. Neither party may be represented by legal counsel at these proceedings.

**Possible Outcomes:**

- ***Continue the student in the program with no conditions.*** In these situations, the concern has been addressed and no further action by the student or program is required.
- ***Establish formal conditions for the student's continuance in the program.***  
In these situations, specific conditions must be met in order for the student to remain in the program. Action may include establishing goals, a plan, a timeline, and appropriate monitoring; providing mentoring and support; placing the student on probation and monitoring the student during the probationary period; referring the student to counseling and/or advising services; allowing the student to follow a reduced course load or delay entry to the field practicum; or requiring the student to withdraw from the program with the option of reapplying.
- ***Consult with and/or refer to the Dean of Students.***  
In some instances, depending on the nature of the problem, the University's Office of the Dean of Students may be consulted. If a referral is made to that Office after consultation, the student will be notified in writing about the nature of the concern and the fact that the referral is taking place. Situations which may result in referral to the Office of the Dean of Students include scholastic dishonesty, hazing, possession or use of firearms on University property, damage or destruction of University property, and conduct that endangers the health, safety, or security of any University student, employee, or campus visitor. For racial discrimination or sexual harassment situations, students, staff or faculty should contact RU's Human Resources Department.
- ***Counsel the student to change majors/degree programs and/or discontinue the student in the program.***  
In some situations, it will be recommended that the student no longer continue in the program. The student will be counseled to voluntarily change majors or degree programs. If that does not occur, the student will be withdrawn from the program. In either case the student will be provided with documentation regarding the specific reasons for their dismissal and the conditions, if any, under which they may reapply. Grade appeals may be pursued by following the established University procedure for such appeals.

For additional related policies see:

- Radford University Student Handbook
- School or Department Student Handbook

Approved by: Waldron College Faculty and Vice President Academic Affairs 2000

Revised: February 2020

*Acknowledgements: Special thanks are due to the late Dr. Roy Denton, School of Social Work, and Professor Mary Beth Hunziker, formerly with the RU School of Nursing*

## Appendix A:

### Radford University/Radford University Carilion Waldron College of Health and Human Services Standards of Professional Practice Education

Revised February 2020

#### Student Agreement Form

The purpose of this form is to document that I have: (1) received a personal copy of the Standards for Professional Practice Education (Adopted, 2000) for the Waldron College; (2) familiarized myself with the expectations contained in this document; (3) had an opportunity to discuss this commitment with a faculty member if desired; and (4) agreed to abide by these Standards in the courses in my major in the Waldron College. I understand that these Standards are in addition to other behavioral/performance standards that are in the Radford University Student Handbook and that may be identified in expectations requested by specific community service agencies or businesses where practicum experiences are assigned.

I know that this form will be kept in my academic file until graduation and is appropriate for all learning experiences in my major. Because health and human service professional education involves responsibility for others who may be dependent on me for health and safety, I know that unwillingness on my part to accept personal responsibility for abiding by these performance expectations *will* result in my withdrawal from a major in the Waldron College.

*I understand and agree to abide by the expectations outlined in the Radford University Waldron College Standards of Professional Practice Education.*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Student ID No: \_\_\_\_\_

Major: \_\_\_\_\_

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

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

## Appendix B

Pages v, vi, vii, viii, and page 96.

Signed paperwork is to be turned into Monique Clemont via email. These documents will be sent to students. Students are to return in PDF format no pictures.

Page 17

### Degree Requirements:

A minimum of 45 credit hours must be completed at Radford University. To graduate with a baccalaureate degree in nursing a student must have a total of 123 semester credit hours in the Traditional BSN program and 122 credit hours including prerequisites for the Accelerated BSN program. This means that a transfer student must enroll in additional upper division course(s) for enough credits to meet the degree requirements.

It is the responsibility of the student to meet degree requirements. Students should meet with personnel in the Waldron College Advising Center to review their academic records and establish a plan for completing degree requirements.

Page 28

### *Dosage Calculation Proficiency Requirement, ABSN Pre-licensure BSN Track*

All pre-licensure BSN students must demonstrate proficiency in dosage calculations for safe medication administration. At the beginning of each semester, all students enrolled in clinical nursing courses are required to pass dosage calculation proficiency tests. The grade on the first attempt of the dosage calculation test will be a maximum of 5% of the written work portion of the clinical grade. A second attempt will be provided for those not obtaining the minimum required score on the first attempt but this grade will not be included in the 5% grade.

Accelerated BSN students enrolled in NURS 352 and NURS 364 or NURS 358C, NURS 369C **must score 88.00** or higher and students enrolled in NURS 448 and NURS 454, NURS 479C must score **92.00** or higher on required dosage calculation proficiency tests (one retake is permitted) prior to the drop-with-a-refund date or within two weeks of the beginning of the semester, whichever comes first. If the student fails to achieve the required score, the student will be required to withdraw from the clinical nursing course (and co-requisite theory courses) for that semester.

Page 32

### **Students who withdraw from or earn a D or F in 1 nursing course:**

Students who withdraw from or earn a D or F in 1 upper division Traditional BSN program or the Accelerated BSN program nursing course must request in writing consideration to repeat the course and to continue in the School of Nursing. This letter should be written within a week of course withdrawal or failure addressed to the Chair of Admission, Progression and Graduation Committee (APG) and can be delivered to the School of Nursing office. Letters for course failures at the end of the semester need to be sent no later than 9:00 AM on the first Tuesday after exam week or emailed by attachment to the APG Chairperson. Students can ask their advisor the name and email address of the current Chair of the APG committee. The letter should include why the student feels they were unsuccessful in the course, what the student will do to be successful in the future and what nursing courses the student would like to take based on their nursing faculty advisement. The ability to progress through the remainder of the program is not guaranteed. The School of Nursing APG committee will deny

readmission for failure to submit a letter.

If a student withdraws from a single nursing course or multiple nursing courses they must complete the withdrawal form(s) with required signatures and deliver the form(s) to the Registrar's Office. Students are not withdrawn by faculty or personnel in the School of Nursing. If a student withdraws from a didactic course, the student must also withdraw from the co-requisite clinical course.

This policy will not apply to elective nursing courses or Pathophysiology.

If a student has withdrawn from a course for any reason or has failed a course for any reason prior to the end of the semester, the student may not attend any remaining classes or clinical activities for that course. If a student has an active appeal in progress, the student may attend class and clinical pending the appeal decision.

**Students who withdraw or earn a D or F in 2 nursing courses:** Students receiving a grade of D, F, or W in 2 required Upper division nursing courses or Accelerated BSN nursing courses (not an elective nursing course) or when taking an individual course for the second time will be permanently dismissed from the nursing program.

***Students who withdraw from any two courses, fail any two nursing courses, or have a combination of one failed course and one withdrawal will be dismissed from the nursing program without ability to progress or reapply.*** The only exception to this policy is a documented extenuating circumstance requiring withdrawal from all courses at Radford University. If an extenuating circumstance occurs, the student is not guaranteed readmission to the School of Nursing. It will be the student's responsibility to write a letter addressed to the APG Chair explaining the extenuating situation and requesting readmission to nursing. These are evaluated on a case-by-case basis. The letter needs to be submitted within one week of course withdrawal/failure for possible consideration by the APG committee.

**If a student has to withdraw or fails a course before the end of the semester and it their second course failure or withdrawal, they must withdraw from all other clinical nursing courses that semester.**

**Incompletes must be completed prior to progressing to the next sequential nursing semester. Incompletes may not be completed during Wintermester, Maymester, or Summer sessions.**

If a student withdraws from a course or multiple courses they must complete the withdrawal form(s) with required signatures and deliver the form(s) to the Registrar's Office. Students are not withdrawn by faculty or personnel in the School of Nursing.

Page 34

Graduation Requirement

**Accelerated BSN program:** A minimum grade point average of 2.500 in the nursing major is required for graduation. **If a student does not have the required 2.500 Nursing GPA to graduate,** the student must re-take all senior level courses in which a grade of C was earned. If the student received an A or B in NURS 479C, the student will enroll in a 4 credit N498 Independent Study Practicum experience. This course will include all work from NURS 479C, 180 hours of clinical and clinical logs. The syllabi for this N498 will reflect the same content as the syllabus for NURS 479C. The student is responsible for all tuition for the additional semester hours.

Page 61

Uniforms at Radford University Carilion 98

Radford University Carilion Bookstore  
3rd Floor Community Hospital  
101 Ell Ave. SE.  
Roanoke, VA 24013  
Phone: 540-985-8296

Update Uniform:  
2740 Franklin Rd SW  
Roanoke, VA 24014  
Phone: 982-8438