

# *The Division of Nursing*



SPRING HILL  
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*Forming leaders engaged in learning, faith, justice and service for life.*

***Nursing Student Handbook  
2018-2019***



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I, \_\_\_\_\_, have obtained the *Nursing Student Handbook*. I have read and understand the policies and procedures required of nursing students.

Spring Hill College Division of Nursing reserves the right to amend, modify, delete, or add to any and all provisions, policies, and information contained herein. I understand that I, the nursing student, am responsible for reviewing the updates in this handbook when notified.

**Signature**

**Date**

(After reading and understanding this handbook, print this page, sign and return it to the Nursing Division for placement in your file).

This form will be requested at the beginning of each academic year, and as the policies/procedures are updated within this Nursing Student Handbook.

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## CHAPTER 1

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### **Spring Hill College Division of Nursing Mission, Philosophy, and Expected Student Outcomes**

#### **Mission Statement:**

The mission of the Division of Nursing is to provide quality baccalaureate and master's nursing education in a Jesuit liberal arts environment. Through its professional nursing courses students are prepared to become critical thinkers and conscientious caring health care professionals who are committed to excellence and responsibility in service to others. Graduates are guided by an ethical framework nurturing both the personal and social dimensions of faith while meeting the health care needs of a diverse and ever-changing society. Graduates are prepared to accept leadership responsibilities in service to others.

#### **Philosophy:**

The Division of Nursing supports the mission and values of Spring Hill College, while educating students to become leaders in service to others. The tradition and identity of Spring Hill College have been formed from the strength of its Catholic heritage and its Jesuit spirituality and education philosophy. The nursing program nurtures both the personal and social dimensions of faith, seeking to draw our students into a deeper and more vital relationship with God.

The person resides in an ever-changing, culturally diverse society and assumes responsibility for decisions regarding personal health and illness. Each individual is a holistic being with intrinsic worth, who has bio-psycho-social, spiritual and cultural dimensions in interactions with their environment. Respect for individual human dignity, equality, freedom, and justice are basic rights in our society.

Health is a dynamic multidimensional state represented by a health continuum and is affected by personal choices, values, and interactions with the environment. Nursing promotes the awareness of healthy lifestyles while compassionately assisting individuals to reestablish health and cope with illness or impending death.

The environment includes the interaction of physical, ecological, political, cultural, and religious factors. Healthcare policy shapes the nature of quality and safety of the practice environment. Although the environment is constantly changing, a healthy environment is conducive to the quality of life for individuals, families, the community, and society.

Nursing practice is committed to promoting health, preventing disease and improving patient outcomes. It involves knowledge, critical thinking skills and collaboration with other colleagues and disciplines to provide high quality safe effective patient-centered and holistic care. Nurses as caregivers, teachers, and advocates must use technology and evidence based practice incorporating ethical, moral, and legal standards.

Nursing education at Spring Hill College strives to awaken mind and spirit to the pursuit of truth and to an ever-deepening appreciation of the beauty of creation, the dignity of life, the demands of justice, and the mystery of God's love. The graduate will be educated in the Jesuit liberal arts tradition to become a competent, intelligent nurse who exercises compassion and caring to a

culturally diverse society. Through the professional nursing courses offered in the Division of Nursing, the faculty prepares students to become critical, conscientious, health care professionals, who are committed to excellence in the service to others.

Learning occurs in a virtual environment, the classroom and clinical experiences. The role of the nurse educator is to facilitate the students learning and provide opportunities to meet individual learning needs based on diverse learning styles into the teaching process. This takes place through cognitive, psychomotor and affective learning incorporating the students' life experiences, motivation, and scholastic aptitude to reach their maximum potential.

**The Division's Program Goals are to:**

1. Support the mission of Spring Hill College and encourage growth of body, mind, and spirit throughout the nursing curriculum.
2. Collaborate with other departments and divisions within the college to enhance the educational experience of each individual nursing student.
3. Educate professional nursing students to function as leaders in service to others.
4. Fulfill AACN/CCNE Standards and Board of Nursing regulations.
5. Maintain and update facilities, equipment and other resources.
6. Recruit and retain qualified nursing faculty who will adhere to the philosophy of Jesuit and liberal arts education.
7. Foster an environment within the division that enhances open communication and collaboration.
8. Assess, plan and enhance curriculum and program policies based on informal and formal evaluation.

**Expected Student Outcomes of the Baccalaureate Nursing Program:**

1. Practice as a professional generalist incorporating the values inherent in the Jesuit liberal arts philosophy.
2. Apply knowledge of health care policy to analyze societal and professional issues.
3. Practice from a holistic base to promote health and prevent disease and injury throughout the lifespan.
4. Demonstrate responsibility and accountability for practice, incorporating quality care and patient safety.
5. Demonstrate management and leadership roles in the health care system.
6. Collaborate in the research process for the improvement of evidence based nursing care to improve patient care outcomes.
7. Incorporate the skills of critical thinking, communication, collaboration, negotiation, teaching and advocacy when providing care in a global society.
8. Master increasingly complex skills and knowledge including nursing informatics and emerging technologies throughout the nursing curriculum.

**Expected Student Outcomes of the Master of Science in Nursing Program:**

1. Integrate scientific findings from nursing, sciences, and the humanities for the continual improvement of nursing care across diverse settings.
2. Demonstrate organizational and systems leadership in current healthcare and educational issues for the promotion of high quality and safe patient care, including

- the emphasis on ethical and critical decision making, effective working relationships, and a systems perspective.
3. Apply methods, tools, performance measures, standards related to quality, and quality principles within an organization.
  4. Apply nursing research outcomes within the practice setting, resolves practice problems; work as a change agent, and disseminates results.
  5. Manage informatics and healthcare technologies to provide integrated and coordinated care to individuals, families, and aggregates/identified populations.
  6. Intervene at the system level through policy development processes and advocacy Strategies to influence health and healthcare.
  7. Provide leadership of interprofessional teams by communicating, collaborating and consulting with other health professionals.
  8. Integrate patient-centered and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention, health promotion, and services to individuals, families, and aggregates.
  9. Demonstrate advanced nursing practice interventions including both direct and indirect care components that influence healthcare outcomes for individuals, populations, or systems.

Faculty will:

1. Demonstrate excellence in teaching, which is the primary goal of the division and college.
2. Mentor students in the acquisition of knowledge, skills, and values.
3. Collaborate with other health care professionals and resource individuals in the community.
4. Participate in service to the students, division, college, and community.
5. Maintain expertise by remaining up to date through practice, seminars, research, and journals.
6. Maintain scholarship and professional development through research, presentations, publications, and participation in nursing organizations.

Adopted 9/06  
Revised 6/09  
Revised 5/13  
Revised 4/14  
Revised 5/15  
Revised 4/16  
Revised 4/17

## CHAPTER 2

### NURSING DIVISION POLICIES

#### Policy for Use of Social Media by Nursing Students

##### **Purpose**

The purpose of this social media policy is to provide direction for the use of social media by students in the Division of Nursing.

*Although there are many benefits to using social media, there are a number of risks associated with this practice in the context of healthcare practice and employment.*

Social networks are “web-based services that allow individuals to 1) construct a public or semi-public profile within a bounded system, 2) articulate a list of other users with whom they share a connection, and 3) view and traverse their lists of connections and those made by others within the system” (Boyd & Ellison, 2007, cited in ANA, 2011a).

##### **Policy**

###### **Spring Hill College:**

Confidential or proprietary information about Spring Hill College (SHC) Division of Nursing or its affiliates, students, employees, or alumni may not be posted on any social media site. If you need assistance or guidance with respect to this restriction, please do not hesitate to contact the Division of Nursing Chair at (251) 380-4490. You may also find specific information in the SHC Student Handbook at: [http://www.shc.edu/media2/medialibrary/2017/09/Student\\_Handbook\\_Final.pdf](http://www.shc.edu/media2/medialibrary/2017/09/Student_Handbook_Final.pdf)

Student privacy and confidentiality can be breached inadvertently on social media. Examples include referring to students in a degrading or demeaning manner or comments in which student information is shared regarding class performance. FERPA violations may result in loss of federal funding to the College. Students may not harass, libel, slander, or embarrass anyone. Do not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to another person or entity.

Consequences: Each occurrence when reported to the Division of Nursing that a student nurse is involved will be dealt with on an individual basis and may lead to formal disciplinary action, including possible dismissal from the College. Appropriate recommendation will be made to the Provost at the discretion of the nursing division faculty.

###### **Spring Hill College Student Nurses in Clinical Settings:**

Students may not communicate over social media with patients, patients’ family members or patients’ legally appointed decision-makers. Students must always uphold confidentiality and privacy standards and adhere to HIPAA and FERPA regulations during all interactions, including online communication, whether via e-mail or social media platforms. Remember that HIPAA violations are serious and may have serious consequences, including dismissal from the Division of Nursing, as well as civil and criminal penalties, including fines and jail time. HIPAA information

is accessible at

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>. FERPA protects student information. This information can be accessed at [https://badgerweb.shc.edu/ICS/Registrar/Registrar's\\_Office.jnz](https://badgerweb.shc.edu/ICS/Registrar/Registrar's_Office.jnz).

Consequences: Each occurrence when reported to the Division of Nursing will be dealt with on an individual basis. Appropriate actions will be taken. Also, see each clinical course syllabus for further information regarding clinical ‘infractions’.

## **Resources**

American Nurses Association (2011a). *American Nurses Association Fact Sheet: Navigating the world of social media*. Silver Spring, MD: ANA.

Spring Hill College (n.d.). *Family Educational Rights & Privacy Act (FERPA)*. Retrieved November 9, 2017 at [https://badgerweb.shc.edu/ICS/Registrar/Registrar's\\_Office.jnz](https://badgerweb.shc.edu/ICS/Registrar/Registrar's_Office.jnz).

Spring Hill College (n.d.). *2017-2018 Student Handbook. Social Network Policies*. pg. 30-31. Retrieved December 5, 2017 at [http://www.shc.edu/media2/medialibrary/2017/09/Student\\_Handbook\\_Final.pdf](http://www.shc.edu/media2/medialibrary/2017/09/Student_Handbook_Final.pdf).

U.S. Department of Health & Human Services (2003). *Summary of the HIPAA Privacy Rule*. Retrieved January 7, 2015 at <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/privacysummary.pdf>.

Adopted: 2/18

## **Disability Policy for the Division of Nursing: Essential, Mental and Physical Qualifications for Advancement to the Professional Component**

All students (including students with disabilities with or without reasonable accommodation) advancing to the Professional Component must meet essential, mental and physical qualifications of the Nursing Program. These requirements include the following:

1. Be able to work in a standing position and do frequent walking.
2. Physically perform up to twelve hours of time in the clinical setting.
3. Possess fine motor skills and manual dexterity.
4. Possess adequate strength in order to:
  - a. Lift and transfer patients up to 6 inches from a stooped position, then push or pull the weight up to 3 feet,
  - b. Lift and transfer a patient from a stooped position to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
  - c. Physically apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
5. Possess adequate hearing in order to respond and react immediately to auditory stimuli.
6. Possess adequate vision in order to:
  - a. Discriminate depth and color perception
  - b. Perform close and distance visual activities.
7. Discriminate between sharp/dull and hot/cold when using hands.



8. Possess the ability to detect odors.
9. Perform mathematical calculation for medication preparation and administration.
10. Communicate effectively (oral and written) using appropriate grammar, vocabulary and word usage.
11. Make appropriate and timely decisions under stressful situations.
12. Possess the ability to consistently and dependably engage in critical thinking in order to make safe and ethical clinical decisions.

## **ACADEMIC POLICIES**

### **1. Disability Statement for the Division of Nursing**

Academic Accommodations: Students with a documented disability wishing to utilize academic accommodations should contact the Center for Academic Support and Advising by calling 251-380-3470 or emailing [casa@shc.edu](mailto:casa@shc.edu) as soon as possible so that warranted accommodations can be arranged.

The Nursing Faculty will engage in an interactive process with the student in order to assist the student to obtain resources to accommodate his/her disability and to determine if a requested accommodation is, in fact, reasonable and does not alter the fundamental, essential and academic requirements of the program. Alternatives that work just as well may be offered, when applicable. Each Nursing Course may require different accommodations; therefore, discussions should continue throughout the curriculum with appropriate faculty members. (See further details in the Nursing Student Handbook.)

### **2. Academic Support Services:**

The Center for Academic Support and Advising provides academic support services for all students. For more information on academic support services including academic accommodations and course specific tutoring, visit [www.shc.edu/studentsuccess](http://www.shc.edu/studentsuccess). For writing and math tutoring, visit the Center for Academic Excellence (CAE), [www.shc.edu/cae](http://www.shc.edu/cae).

### **3. Early Alert System:**

Purple Alert is the college's official early alert system. Faculty and staff are able to send an alert to a Student Success Coach about a student's level of engagement and/or performance inside and outside of the classroom. Students who receive alerts should respond to the Student Success Coach in a timely manner so that they can be matched with appropriate resources. For more information, call 380-3472 or email [purplealert@shc.edu](mailto:purplealert@shc.edu).

### **4. Participation in School Athletics:**

For those students participating in school athletics, scheduled absences must be discussed with the faculty of each class. Make-up assignments will be given at the discretion of the faculty.

### **5. SHC Bulletin / Division of Nursing Student Handbook:**

Students are expected to abide by all policies in the SHC Bulletin and the Division of Nursing Student Handbook.

### **6. Withdrawal Policy:**

Withdrawal policy for SHC applies to nursing courses. After the withdrawal period, the student will receive the grade received. There will be no WP or WF given.

## **7. E-Mail:**

It is the student's responsibility to check the SHC Email daily and SHC Schoology for announcements, topical outline and schedule changes, and assignments. Posting of test results will be discussed with each class.

## **8. Cell Phone:**

All cell phones should be deactivated (OFF) during class. No text messaging or instant messaging during class. Cell phones cannot be used during tests, test reviews, in clinical settings, or at any other time faculty deem inappropriate.

## **9. Electronics Policy / Class:**

No electronics are permitted in the classroom setting without permission from the faculty. If an electronic device is allowed, the student must maintain the integrity of the classroom setting and refrain from using the electronic device for anything other than the task at hand. If a student is caught using an electronic device for any other purposes (i.e. recording of faculty, social media, personal emails, playing games etc.), the student will lose the privilege of using an electronic device in the classroom. This prevents the device from becoming a distraction in the classroom.

## **10. Attendance Policy:**

**Class attendance is mandatory.** Should a situation occur which precludes the student from attending a class at the designated time, day, and location (e.g. illness, jury duty, etc.), the faculty member must be notified prior to the experience. Should a student miss a class day without proper notification to the faculty member, or a situation not deemed as excused as provided by the examples above, the absence will automatically be termed as unexcused and any missed class work or test will be given a grade of "0" (zero). Excused absences will be handled at the discretion of the faculty member.

Any absence of three class hours (unexcused or excused) will result in the student receiving a written warning. Any further absences may result in the student being withdrawn from the class by the Instructor (see current Attendance Policy of the Spring Hill College Bulletin of Information).

## **11. Make-up Exam Policy:**

The student must notify the faculty member before an exam is missed by e-mail and a call to the office/cell phone. Only students with excused absences will be allowed to take a make-up exam. Failure to do so will result in a "0" grade for any quizzes and exams missed with no opportunity for a make-up exam. The student has 24 hours after the class to arrange for a make-up exam with the faculty member. The make-up exam will be at the faculty's discretion and may not be the same format as the original exam. Absences due to illness require excuse from a physician or the school nurse; other excused absences also require proper documentation.

**12. Academic Dishonesty and/or Impropriety:** See current SHC Bulletin.

## **13. Library and Information Literacy Policy:**

This course utilizes technology to enhance student learning. Course materials including course announcements, syllabi, handouts and other teaching materials are posted on the College Schoology system, and students are expected to access Schoology for these materials. Additional technology may be utilized including computer assisted instructional programs and computerized testing (i.e.: HESI). It is expected that students will adhere to The Spring Hill College Policy for the Acceptable Use of Electronic Resources (see current SHC Bulletin).

## 14. Specialty HESI Exam

The Specialty HESI Exam that will be provided in specific courses will count as 10% (unless otherwise specified) of the overall course grade, according to the grading scale as indicated in the Division of Nursing policy, approved by the faculty. (See table below.)

### HESI Score Conversions Approved: May 2017

	HESI Scores	Grade
<b>A's</b>	1000-up	100
	960	96
	925	93
<b>B's</b>	924	92
	880	88
	835	84
<b>C's</b>	834	83
	790	79
	755	76
<b>D's</b>	754	75
	730	73
	675	68
<b>F's (67 and below)</b>	674	67
	490	49
	355	36

The grade received on the HESI will be 10% of the grade in the clinical courses.

### GRADING POLICY

In the nursing courses that have a clinical component, the student must achieve a passing score of 76% in theory and a passing clinical grade to successfully complete the courses. **A minimum of "C" is required in all nursing courses.**

**Theory grades are on the following scale:**

- 93 – 100 = A
- 84 – 92 = B
- 76 – 83 = C
- 68 – 75 = D
- 67 – below = F

**Clinical grades will be Pass/Fail.**

To achieve a pass in clinical the student must:

1. Obtain an average of 76% on written assignments for clinical.
2. Demonstrate satisfactory clinical competency.

Both clinical and theory must be passed to achieve at least a “C”.

**GRADUATION**

In order to qualify for graduation in nursing, students must meet, in addition to the general graduation requirements of the College, the following criteria:

- Fulfill the requirements of and pass all nursing courses
- Initiate plans for licensure
- Complete a transcript request form in the Registrar’s Office

## CLINICAL POLICIES

### BACKGROUND SCREENING

A background screening will be conducted by the Division of Nursing prior to the start of clinical rotations within the Professional Component of the nursing curriculum to abide by requirements of most, if not all, the agencies utilized for clinical and maintain contracts with them. The Division of Nursing will request authorization to procure a consumer report and/or an investigative consumer report and to make an independent investigation of the nursing student's background, references, character, past/present employment, education, credit, motor vehicle records, drug screening records, criminal and police records, including those maintained by both public and private organizations and all public records.

Any initial offer of acceptance into the Professional Component will be contingent until all information is obtained and processed and may be subsequently withdrawn based on these results. The signed consent authorizes Spring Hill College, and/or its contracted agents, to conduct necessary and/or periodic background investigations as a requirement of the nursing student's continued qualifications.

### DRUG SCREENING POLICY

Spring Hill College Division of Nursing contracts with numerous clinical agencies for clinical experiences, which is a component of the curriculum to meet requirements for graduation. Many agencies are requiring that all students utilizing the facility must be drug screened. To abide by requirements of these agencies and maintain contracts with them, the Division of Nursing must enforce a drug screening policy. The Division of Nursing will contract with a certified/licensed drug testing company and abide by the guidelines of the company.

- I. Pre-Professional Screening
  - a. All nursing majors will be drug screened after they receive acceptance into the professional component of the Nursing Curriculum.
  - b. Drug screening will be scheduled and conducted by the certified/licensed drug testing company with the cost being paid by the individual student.
    - i. Any student failing to report for screening at the designated time must complete testing with the certified/licensed drug testing company within 24 hours after the missed appointment.
    - ii. See Section V for discussion of a positive drug screen.
  - c. Refusal by the student to submit to testing or a student who is a "no show" at the certified/licensed drug testing company will result in that student's permanent dismissal from the Division of Nursing.
- II. Reasonable- Suspicion Screening
  - a. Definition: In accordance with agency requirements, any or all of the following behaviors merits cause for screening:
    - i. Observable phenomena, such as direct observation of drug use and or the physical symptoms or manifestations of being under the influence of a drug or
    - ii. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance or

- iii. A report of drug use provided by reliable and credible sources which has been independently corroborated or
    - iv. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while on the clinical premise.
  - b. The cost of drug screening will be borne by the Division of Nursing.
  - c. The student will:
    - i. Be asked to submit to a drug screen
    - ii. Report for drug screening within 24 hours, and
    - iii. Not be allowed on the clinical unit until the results of the drug screen are known
  - d. Refusal by the student to submit to testing or a student who is a “no show” at the certified/licensed drug testing company will result in that student’s permanent dismissal from the Division of Nursing.
  - e. See Section VI for discussion of a positive drug screen.
- III. The Division of Nursing can request a drug screen for any student in the Professional Component at any time.
  - a. The cost of this drug screening will be borne by the Division of Nursing.
  - b. The student will:
    - i. Be asked to submit to a drug screen
    - ii. Report for drug screening within 24 hours, and
    - iii. Not be allowed on the clinical unit until the results of the drug screen are known
  - c. Refusal by a student to submit to testing or a student who is a “no show” at the certified/licensed drug testing company will result in that student’s permanent dismissal from the Division of Nursing.
  - d. See Section V for discussion of a positive drug screen.
- IV. For purposes of Sections I, II, and/or III, above, the initial steps of the certified/licensed drug testing company’s drug screening process may originate on campus by a qualified individual (*e.g.*, the College Nurse).
- V. Confidentiality:
  - a. Each student prior to enrolling in the Professional Component will sign a Drug Screen Waiver Agreement.
  - b. The College Nurse will maintain a secure file of each consent form and the results of each test.
  - c. The College Nurse will report any positive results to the Chair of the Division of Nursing.
  - d. The individual student will be responsible for any fees related to additional testing.
- VI. Positive Drug Screen
  - a. A student who is unable to enter the Professional Component or has been dismissed during the Professional Component due to a positive drug screen may reapply the following year only upon the following conditions:
    - i. The student must
      - 1. Show verification of completion of a treatment program
      - 2. Be screened and cleared by the certified/licensed drug company at the student’s expense, and

3. Submit to unannounced drug screening at the discretion of the Division of Nursing faculty.
  - b. A positive drug screen after readmission to the Professional Component will result in permanent dismissal from the Division of Nursing.
- VII. Many clinical agencies have standard drug screening procedures they implement, for example, when they cannot reconcile drug inventory records. The Spring Hill College Division of Nursing Drug Screening Policy is in addition to and does not supersede any clinical agency's standard drug screening policy. Nursing students in the Professional Component are subject to these agency-controlled standard drug-screening policies. A positive drug screen result from a clinical agency's standard drug screening procedure will result in permanent dismissal from the Division of Nursing.
- VIII. This policy does not supersede, but is in addition to, other College policies on Academic Standards of Conduct (See Student Handbook and Bulletin of Information).

(Adopted April 2002; Reviewed August 2008; Reviewed with legal council July 2013)

## **NURSING STUDENT UNIFORM GUIDELINES**

### **Student Uniform Policy for Pre-Professional Nursing Courses:**

The following uniform policy is applicable to the students in nursing courses who have not been admitted to the professional component of nursing when in agency or laboratory settings.

#### **Uniform and Name Badge Orders and Payment**

Name badges, with photo identification, will be obtained through the Division of Nursing. Faculty will provide information to students about obtaining badges at the beginning of the semester. Badge holders (with badge reel for Professional Component) will be provided with the badges.

The white polo is to be purchased from Zoghby's Uniforms. They are located at 4851 Old Shell Road. You may call them at (251) 342-0039. The web site is [www.Zoghbyuniform.com](http://www.Zoghbyuniform.com).

1. The regulation white polo shirt with the Spring Hill emblem will be worn with black pants (Lee or Dockers) or black scrub pants. No denim jeans, corduroy, bell bottoms, ragged edges, hip huggers, or tight fitting pants will be accepted. A plain white (no advertisement) short or long sleeve t-shirt with round neck may be worn underneath the white polo shirt.
2. A white or black long sleeve sweater with no logos (**no exceptions**) may be worn for warmth with the name badge. If the sweater is removed, the name badge must be worn on the polo shirt as described above.
3. Polo shirts should be tucked into pants.
4. A black belt will be worn with those pants requiring one.

5. No undergarments must be visible through the student's uniform. If they are, the student will be asked to leave the clinical site and have an unexcused clinical day.
6. Shoes must be clean, polished, leather, and all white. Insignias, logos, or other emblems are not acceptable. They must have an enclosed toe and heel. Straps on the back of shoes are not acceptable.
7. Socks must be white. Plain or white hose may also be worn. Socks with designs are not acceptable.
8. A name badge is to be worn on the right side of the polo shirt (opposite emblem).
9. Hair must be of a natural color. Hair will be off the collar and not loose around the face. When pulled up, it will be secured with a small white or plain barrette or a small white, purple, brown or black soft scrunchy or coated rubberband. No bows, headbands (bands), or large barrettes are to be worn. Simplicity is best.
10. A mustache or beard, if any, will be neatly trimmed.
11. No jewelry, including "clear" or "invisible" jewelry, will be worn. This includes tongue piercing, nose piercing, or other visible body piercing. No visible tattoos are acceptable. They must be covered at all times following the agency protocol. Please consult with your faculty should you need to wear a Medical Alert bracelet/necklace during clinical hours.
12. Avoid use of colognes, body sprays or after-shave lotions.
13. Fingernails must be cut or filed so that the nail does not extend beyond the fingertip. No artificial fingernails are allowed in the clinical setting. No polish is allowed.
14. Students wearing the Spring Hill College nursing uniform must abide by the dress code policy at all times. This includes on and off campus.
15. If professional dress is required (for hospital visits/presentations), students should use business-dress guidelines (slacks/collared shirt for men; dress/skirt/pants for women). The name badge should be worn.
16. Other guidelines listed below in the "Other Requirements for all hospital/agency work" (#1, 2, & 4) are to be followed as well as any specific agency protocol regarding dress code.

### **Student Uniform Policy for Professional Component:**

The following uniform policy is applicable to the students admitted to the professional component of nursing when in a clinical setting (hospital or agency).

When obtaining assignments in hospital settings, students are to wear lab coats with name badge and the approved uniform (scrubs or white polo and black pants with approved shoes) as described above.



## **Uniform Order and Payment**

Uniforms and lab coats are to be purchased from Zoghby's Uniforms. They are located at 4851 Old Shell Road. You may call them at (251) 342-0039. The web site is [www.Zoghbyuniform.com](http://www.Zoghbyuniform.com).

1. Purple warm up jackets or a white hip length lab coat will be worn over regulation white scrub tops and purple scrub pants with a name badge on the right side of the jacket. If the jacket is removed during the clinical day, the name badge must be worn on the right side of the scrub top.
2. White short or long sleeve t-shirts with round necks may be worn under the uniform tops. The shirts must be plain and without any writing, symbols or logos on them.
3. Other guidelines listed above in the "Student Uniform Policy for Pre-Professional Nursing Courses" (#5-15) are to be followed as well as any specific agency protocol regarding dress code.
4. Other guidelines listed below in the "Other Requirements for all hospital/agency work" are to be followed as well as any specific agency protocol regarding dress code.

### **Note:**

Deviations from any aspect of the above uniform policy due to medical, religious, or cultural reasons may be allowed with prior approval from the appropriate faculty or Division of Nursing Chair.

### **Other Requirements for all hospital/agency work (unless otherwise specified):**

1. Smoking is not allowed in or on any clinical campus at any time.
2. Eating, drinking, or chewing gum is not allowed in the clinical setting.
3. Students will bring to clinical a watch (no smart watches) with a second hand, bandage scissors, dual head stethoscope, a penlight, a pen with black ink, a sharpie, and a small notepad. Optional items are a straight hemostat (Kelly forceps), pocket CPR mask, and calipers. Other items as suggested by the faculty may be required depending on the clinical site.
4. Unapproved electronic devices are not allowed in any clinical setting.

Uniform Policy Revised: 8/08

Uniform Policy Revised: 10/13

Uniform Policy Revised: 1/15

Uniform Policy Revised: 8/17

Uniform Policy Revised: 2/18

## **STUDENT/PROFESSIONAL REPRESENTATION**

Students shall under no circumstances represent themselves as nursing students or engage in patient/client care as nursing students except as part of an assigned, planned learning activity in a practice setting integral to the curriculum (e.g., Students may not go to a clinical facility except under the direction of a Faculty member).

## **CLINICAL EXPERIENCES / POLICES**

The SHC Division of Nursing takes seriously the clinical experiences that the students are assigned to and expect the student to:

- maintain quality care and patient safety, upholding the ANA Practice Standards, the ANA Code of Ethics, and clinical agency policies and procedures;
- be professionally dressed according to the established dress code policy of the division (as found in the Student Nursing Handbook);
- maintain a professional attitude and appropriate behavior to patients, patients' families, staff, faculty and other students from both SHC and other schools;
- submit clinical paperwork that is professionally written, demonstrating critical thinking, quality care, and meeting the needs of assigned patients / clinical setting. A satisfactory score must be achieved on the clinical paperwork. Score is determined based on the criteria for individual courses.

**Clinical Sites:** The Division of Nursing uses a variety of clinical sites dependent upon the clinical course to best meet the needs of the course and student outcomes.

### **Clinical Requirements:**

1. Students will be expected to show proof of current CPR certification for adult, child, and infant prior to each year of clinical. BLS certification is good for two years.
2. Each student must meet the agency health requirements related to caring for patients in the clinical area.
3. Students must show proof of immunizations / vaccinations as required by the Division of Nursing. The Hepatitis B vaccination must be started prior to their first clinical experience and completed by the end of their junior year; immunity screening will be conducted as needed.
4. Each student must have a yearly TB skin test or chest x-ray.
5. Any student with a Herpes simplex (Type 1) lesion on the mouth will not be permitted in the clinical areas.
6. Students will follow the policy of the clinical agencies utilized with regards to the flu vaccine. As required by the clinical agencies, faculty are responsible to show proof of adherence to their policy. It is the responsibility of the student to alert the faculty to any religious or medical reasons for not receiving the vaccine.
7. Students are expected to follow procedures utilizing the CDC and OSHA guidelines in clinical practice.
8. Student fees cover professional liability insurance that is purchased by the Division of Nursing.
9. Proper attire for each of the clinical areas, whether it is in the hospital or community setting, must be followed as addressed in the Nursing Student Handbook.

10. Students may not administer blood products or chemotherapy. Other high-risk medications can only be administered under direct supervision of the Clinical Instructor or Approved Clinical Preceptor.

#### **ATTENDANCE/CLINICAL:**

***Clinical attendance is mandatory.*** Should a situation occur which precludes the student from attending a clinical experience, either in the hospital or a community setting at the designated time and day (e.g. illness, jury duty, etc.), the faculty member and clinical site must be notified prior to the experience. Should a student miss a clinical day without proper notification of the faculty member, the absence will automatically be termed as unexcused (see 'Criteria for Clinical Failure' below.)

Any absence must be made up in order to complete the course. Failure to attend the clinical make up experience as designated by the instructor will result in failure (F) of the clinical component of the course. Clinical failure will automatically result in an 'F' for the course.

#### **Criteria for Clinical Failure has been established as follows:**

During each clinical course two (2) unsatisfactory clinical days will result in failure of the course.

During the course of the professional component of the nursing program, three (3) unsatisfactory days will result in dismissal from the program with an 'F' in the course in which the student is enrolled when the third unsatisfactory day is given.

#### **Immediate dismissal from the Division of Nursing program and an 'F' in the enrolled clinical course will be the result of the following infractions:**

- Failure to comply with ANA Practice Standards and the ANA Code of Ethics to include HIPPA Regulations.
- Administering medications without a faculty member or assigned preceptor present.
- Non adherence to the Drug and Alcohol Policy (See Student Nursing Handbook.)
- Failure to report a patient care error or incident.
- Falsification on any clinical paperwork.
- Failure to comply with the 'Policy for Use of Social Media by Nursing Students' as it applies to the clinical setting.

**An unsatisfactory clinical day will result from one (1) of the infractions listed below. Any student sent home will be required to make up the clinical experience.**

The decision for the student to stay in the clinical setting is at the discretion of the faculty.

- Unprepared for clinical experience (e.g. not having appropriate supplies for the particular clinical setting, care of patient or the clinical agency.)

- Demonstrating inappropriate attitude and/or behavior within the clinical setting to patients, patients' families, staff, faculty, or other students from both SHC and other schools (e.g. disrespectful language and/or gestures, chewing gum, using tobacco products in non-smoking areas, disruptive behavior)
- Failure to comply with policies of the hospital/college (i.e.: no call, -no show, cell phone usage, smoking policies, etc.)
- Leaving the assigned clinical area without permission / proper notification of the faculty prior to leaving.

**An unsatisfactory day will result from two (2) of the infractions listed below. Any student sent home will be required to make up the clinical experience.**

The decision for the student to stay in the clinical setting is at the discretion of the faculty.

- Arriving late to any clinical experience without proper notification of the faculty.
- Not conforming to the established division dress code.
- Failure to complete assignments or submitting late assignments without prior request and approval of the faculty.

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## CHAPTER 3

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### NURSING ORGANIZATIONS

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

Declared nursing students may join the National Student Nurses' Association (NSNA). This membership and cost includes Spring Hill College Student Nurses' Association and students are strongly encouraged to join the Student Nurses' Association. **Information regarding the NSNA may be found at:** <http://www.nsna.org/>

#### **SHC Honor Society of Nursing, *Upsilon Sigma Chapter***

The Spring Hill College Honor Society of Nursing became a chapter of Sigma Theta Tau International Honor Society of Nursing, *Upsilon Sigma*, in April 2008. The overall purpose of this honor society is to recognize the achievement of academic scholarship of superior quality, which includes demonstration of leadership, creativity, and overall ability in nursing.

Invitation to membership, which follows the guidelines established by Sigma Theta Tau International, is based upon the student's grade point average, reviewed after the first half of the spring semester of the senior year. Students in a baccalaureate program are required to complete one-half of the nursing curriculum to be considered for membership. It is based on a cumulative grade point average of 3.0 on a 4.0 scale, and the students are required to rank in the upper 35% of their graduating nursing class in scholarship.

**For further information regarding Sigma Theta Tau International Honor Society, please refer to their website:** <http://www.nursingsociety.org>

### AWARDS / SCHOLARSHIPS

The following awards and scholarship have been awarded to senior and junior nursing students at the Spring Hill College Honors Convocation. (Availability and sponsorship may change each year).

#### **President's Scholar**

The President's Scholars are students who have been nominated by the faculty of their disciplines of concentration for demonstrating with greatest distinction those qualities of scholarship and achievement appropriate to their areas of concentration. President's Scholars must have a cumulative grade point average of 3.5 or better. The recipient receives recognition at the annual SHC Honors Convocation and a certificate.

#### **Springhill Medical Center Nursing Award**

The Springhill Medical Center Nursing Award is given to a nursing student with a high academic standing, who exemplifies the Jesuit mission of caring. Given at the annual SHC Honors Convocation.

### **Providence Hospital Nursing Scholarship**

The Providence Hospital Nursing Scholarship is given to a senior nursing major with a high GPA who consistently displays the value of Catholic healthcare. Given at the annual SHC Honors Convocation.

### **Providence Hospital Clinical Achievement Award**

The Providence Hospital Clinical Achievement Award is given to a senior nursing student in recognition of outstanding achievement during clinical practice. Given at the annual SHC Honors Convocation.

### **Mobile Infirmarium/Infirmarium Health Senior Nursing Student Patient Safety Award**

The Mobile Infirmarium/Infirmarium Health Senior Nursing Student Patient Safety Award is given to a senior nursing student that exemplifies the use of patient safety behaviors and tools during clinical practice. Given at the annual SHC Honors Convocation.

### **Spring Hill College Spirit of Nursing Award (given at the Nursing Division Pinning Ceremony)**

The Spring Hill College Spirit of Nursing Award recipient is selected by the senior class and is given to the senior who represents the values of Spring Hill College and Nursing. This individual that has been able to smile through adversities, as well as support other classmates in their endeavors to achieve success in nursing. The recipient has his/her name added to the Spirit of Nursing Award plaque hanging in the Division of Nursing.

### **The Kelley Powell Nursing Scholarship (given at the Nursing Division Pinning Ceremony)**

The Kelley Powell Nursing Scholarship was founded in memory of Kelley, a 2007 graduate of the BSN nursing program. The award is presented to a rising junior or senior nursing student who is actively involved in the Student Nurses' Association and has demonstrated academic excellence. The recipient receives a financial aid award, and has his/her name added to a perpetual plaque located in the Division of Nursing.

## **IMPORTANT WEBSITES**

- The nursing program is based on a foundation of the generalist knowledge common to all baccalaureate nursing education programs as delineated in *The Essentials of Baccalaureate Education for Professional Nursing Practice*. These essentials are integrated throughout the curriculum in order to prepare graduates to assume the roles of provider of care, designer/manager/coordinator of care, and member of a profession.

<http://www.aacnnursing.org/Portals/42/Publications/BaccEssentials08.pdf>

- The *Nursing: Scope and Standards of Nursing Practice*, published by the American Nurses' Association (ANA), identifies care as assessment, diagnosis, outcome identification, planning, implementation, and evaluation. These standards, as well as the *Alabama Board of Nursing Administrative Code* provide a scientific approach to the delivery of comprehensive nursing care and are incorporated throughout the curriculum.

<http://www.nursingworld.org/scopeandstandardspractice>

<http://alabamaadministrativecode.state.al.us/docs/nurs/index.html>

- The *Code of Ethics for Nurses with Interpretive Statements*, published by the American Nurses' Association (ANA), is used as the guideline for teaching ethics and integrating ethical behaviors.

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>

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