

School of Nursing
RN-BSN Student Handbook
2016-2017

James Madison University
School of Nursing
MSC 4305
540-568-6314

Purpose

The information in this RN-BSN Student Handbook is intended to provide you with the current policies and guidelines important to your success as an undergraduate student in the School of Nursing. The policies and procedures and other information contained within this handbook are in compliance with and are supplements of the JMU Undergraduate Bulletin and other JMU policies as specified.

Every reasonable effort has been made to ensure the accuracy, reliability, and completeness of the policies and guidelines found in the handbook. However, if any discrepancies exist between the information in the handbook and official University Undergraduate Bulletin or other JMU policies, the information in the official policies shall take precedence.

All students are responsible for following the policies and procedures in the *RN-BSN Student Handbook*. The plans, policies and procedures described in this handbook are subject to change by the School of Nursing at any time without prior notice.

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SCHOOL OF NURSING

Program Overview

- Fully accredited by the Commission on Collegiate Nursing Education (CCNE) of the American Association of Colleges of Nursing (AACN)
- Fully approved by the Virginia State Board of Nursing
- Leads to a Bachelor of Science in Nursing Degree (BSN)

As a graduate of the James Madison University (JMU) School of Nursing RN-BSN Program, you will be prepared to practice as a registered nurse to provide nursing care to clients in a variety of settings. The program enjoys a positive reputation within the Commonwealth of Virginia and beyond.

Online Program Format

The RN/BSN program is delivered in an asynchronous online format. In order to prepare and enhance students learning in this fully online program a two day face to face orientation will be required of all students entering the program and all returning students. All of the online courses in the program are delivered using the learning platform provided by JMU.

Mission:

We engage in dynamic and innovative nursing education, practice and scholarship to influence health in our world.

Vision:

To be a school of nursing nationally recognized for academic excellence and innovative health care.

Values:

We value:	Description:	Sample Behaviors:
Integrity	Act ethically with accountability and respect for others' values.	<ul style="list-style-type: none"> - Communicate honestly with clients and colleagues - Demonstrate action congruent with professional values and ethics - Accept responsibility for behaviors

Caring	Promote health, healing and hope, incorporating the core ethical values of altruism, human dignity, integrity, autonomy and social justice.	<ul style="list-style-type: none"> - Communicate concern, empathy, compassion, and intention to help - Incorporate technical and scientific knowledge and skills with other caring practices - Listen actively
Excellence	Pursue the highest standards of teaching, scholarship and practice.	<ul style="list-style-type: none"> - Design evidence based practice - Promote knowledge development in practice - Engage in effective clinical reasoning - Tailor interventions to promote health - Seek innovation in teaching
Collaboration	Cooperate with others to achieve mutual goals and influence health.	<ul style="list-style-type: none"> - Engage in inter-professional education, scholarship, service, and practice - Develop mutually beneficial service learning opportunities - Initiate / conduct research with community partners - Establish mentoring partnerships
Advocacy	Empower and give voice to those we serve.	<ul style="list-style-type: none"> - Influence policy to improve health - Facilitate informed decision making - Champion access to resources - Promote the best interests of a vulnerable patient - Commit to act in the client's best interest

Student Learning Outcomes

The graduate of the JMU baccalaureate nursing program will be able to demonstrate:

Health Promotion/Illness Care:

Provide health protection and promotion, risk reduction, disease prevention, illness care, rehabilitation, and end of life care to clients within a holistic framework in a variety of settings.

Rationale: Graduates will be generalists who offer a service, *nursing care*, within the

context of the *nursing process* (see *Critical Thinking*). Includes assessment, planning, intervention, and evaluation for actual and potential health needs for *clients* (individuals, families, aggregates, and communities). *Health* is a dynamic and individual state of being that includes wellness and illness. *Health Protection* describes the regulatory and environmental measures used to enforce protective strategies for specified population groups. *Health Promotion* describes strategies designed to increase the physical, social, and emotional health, growth, and development of individuals, families, and communities. *Risk Reduction* is the application of selected interventions to control or reduce risk factors and minimize the incidence of associated disease and premature mortality. *Disease Prevention* is behavior directed toward reducing the threat of illness, disease, or complications. *Illness Care* describes the care given to a client who is experiencing an illness or disease process. *Rehabilitation* is the process of restoring a person's ability to achieve the maximum self-care in physical and psychological fitness after a disabling injury or illness. *End of Life Care* describes palliative and bereavement care for terminally ill individuals and their families.

Critical Thinking:

Synthesize knowledge, skills, and technology from the established practice and science of nursing, the biological and psychosocial sciences, and the humanities to engage in critical thinking, clinical reasoning and the nursing process in the care of clients.

Rationale: Nursing involves the evaluation and integration of theory, principles, and technology from science, using clinical skills. *Critical thinking* is defined as purposeful, reflective thought process that guides what to believe and do. Levels of critical thinking progress from:

1. The discrimination of factors that influence or affect common clinical situations;
2. The ability to interpret the significance of multidirectional and interrelated factors that affect clinical decision-making;
3. The ability to engage in complex clinical reasoning that leads to predictions, proactive decisions, and influences change. Critical thinking is foundational to the nursing process, or the nursing decision-making process of assessment, planning, implementation, and evaluation.

Therapeutic Relationships:

Develop caring relationships with clients that are sensitive to diverse personal, socio-cultural, and environmental characteristics, which encourage clients to assume primary responsibility for health care decisions, and in which the nurse functions as advocate and advisor.

Rationale: This criterion elaborates the expectation that graduates will establish *caring relationships*. Nurses in caring relationships respect and incorporate the culture, values and beliefs of clients when planning care. This relationship implies that clients and their families have primary responsibility for their own health care decisions.

Communication:

Use effective communication and information technology to communicate interpersonal and health care information.

Rationale: *Communication* refers to an interactive process of giving and receiving written, verbal and/or nonverbal messages which convey information, feeling, attitude, and ideas in a social context.

Professional Role Development:

Enhance professional role development.

Rationale: *Role development* is the development of a professional identity and the enactment of functions of a professional nurse. These include nurse as provider, coordinator, and advocate of care. The graduate will be a member of a profession which actively participates at all levels within the health care system. The nursing professional influences the process of health policy formation along with its impact on nursing and the health care delivery system. All professional nurses must display characteristics of leadership and engage in leading and managing activities, either at the bedside or in other positions of responsibility within organizations and communities.

Ethical and Professional Self Development:

Engage in activities to promote self-awareness, self-growth, ethical accountability, and legal responsibility in the practice of nursing.

Rationale: This criterion articulates the ethical and legal accountabilities we expect of a graduate. *Self-awareness* means that graduates have insight into their own values, strengths, and needs; *self-growth* refers to the idea that graduates value ongoing learning and professional service; *accountability* means being responsible for one's own behavior and the consequences of that behavior; and *responsibility* implies that the nurse will practice according to societal expectations, professional standards of practice, and the legal parameters of licensure.

Scholarship:

Contribute to excellence in nursing practice by identifying and critiquing research evidence and integrating it with clinical practice, client preference, cost-benefit, and existing resources.

Rationale: In the scholarship of *discovery* students are involved in assembling and evaluating evidence through high quality integrative reviews. The scholarship of integration involves the synthesis and critique of existing knowledge across disciplines. The scholarship of application involves developing competence in practice that is evidence-based.

ADVISING AND ADMISSION TO THE PROGRAM

Preadmission Advising

The RN/BSN program offers preadmission transcript review and brief advising. Interested RNs who wish to have a preadmission transcript review complete may contact Theresa Jennings, the program admission coordinator, at jennintl@jmu.edu or 540-568-2990. Once the review is completed she will communicate the transcript findings and advise regarding the admission process.

Advisement in the Program

Nursing Academic Advisor/Faculty Advisor

In your 1st semester, you will be assigned to a RN-BSN Program Faculty Advisor who will be your point of contact until you graduate. The faculty program advisor will review and complete a semester update on the students' plan of study beginning when a student enters the program. Your faculty advisor can assist you if you have questions related to the following:

- Progression through the program – Students may seek advice regarding progression through the program. Examples of topics include course selection, completion of General Education courses and transfer credit.
- Students may seek counsel related to personal and interpersonal difficulties that have an impact on the academic experience.
- Students may seek counsel related to difficulty with time management, organization, study skills, or academic achievement.

RN-BSN Administrative Assistant

The RN-BSN administrative assistant can be reached at 540-568-7612. They can answer questions about processes and procedures once you enter the RN-BSN program.

RN-BSN Program Coordinator

You may contact the RN-BSN Program Coordinator, Dr. Nena Powell, if you have unresolved advising issues or questions after you have contacted your faculty advisor. Please seek assistance first from your current advisor. To schedule a meeting with the RN-BSN Program Coordinator, please contact the RN-BSN Administrative Assistant at 540-568-7612. If you continue to have unresolved issues you may meet with the Undergraduate Program Director, Dr. Joe Tacy, who can be reached at tacyjx@jmu.edu.

Admission Procedures

Complete the RN-BSN requirements and prerequisites

- Admission to the RN-BSN program of study in Nursing is competitive. Prospective students must have the following qualifications:
 - Associate Degree or Diploma in Nursing from a community college or diploma nursing school.
 - Transcripts reflecting a cumulative GPA on all college work attempted of 2.5 or better on a 4-point scale.
 - TOEFL scores greater than 570 for international applicants.
 - Current unrestricted RN license in any state, Washington D.C., or a U.S possession or territory.
 - Graduates of foreign nursing schools, who are licensed outside of the United States, are required to pass the Qualifying Exam of the Commission on Graduates of Foreign Nursing Schools (CGFNS).
 - Employment as an RN for a minimum of six months or plans to practice concurrently with coursework.
 - Ability to meet the School of Nursing's Technical Standards for nursing practice (posted on the nursing website).
 - Complete a transcript review with the RN/BSN program which reflects all pre-requisite courses have been or will be completed by the time a student will enter the first semester. A transcript review can be completed by contacting the program admission coordinator, Theresa Jennings, at jennintl@jmu.edu or 540-568-2990.

Complete the RN-BSN Application to the Nursing Program:

- Complete the RN-BSN Online Application. Specific directions on how/when to complete will be given by the Admission coordinator once a transcript review has been completed.
- The School of Nursing will respond only to applications that are complete.

Submit the RN-BSN application by the following set dates:

There are two admission deadlines each year for the RN-BSN Nursing program.

For Fall admission: April 15

For Spring admission: October 15

Students who are accepted to the RN/BSN program will be required to attend the face to face orientation prior to beginning course work. If a student is unable to attend the required mandatory orientation then the student will have to defer until the next semester when an orientation is offered. Deferment can be completed following the procedures noted under Deferment/Leave or absence section below.

Required Admission Documentation

Admitted Students must submit proof of employment as a RN and completion of the required 540 hours of practice as a RN.

- New graduates must show proof of employment as a RN by the time of orientation and then provide subsequent proof to the faculty program advisor and/or program coordinator that the practice hours have been completed prior to the end of the second enrolled semester.

True Screen

The School of Nursing requires students to enroll in True Screen's electronic service that provides electronic management of student screenings required by JMU-affiliated clinical facilities. The documentation required consists of a background check, drug screen, CPR certification, immunizations, training modules, and signed program forms (including verification of meeting program technical standards). All forms are available for download from True Screen.

The RN-BSN program includes one practicum course. Therefore, the paperwork noted below is required to meet regulatory requirements from the State Board of Nursing:

Initial Requirements (on admission to program)

<p>Immunization Tracker (activated concurrently with background check and drug screen)</p>
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<p><i>You will upload all clinical documentation requirements to your True Screen account.</i></p>
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<p>Varicella (2 Vaccines OR Titer OR History of Disease)</p>
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<p>One of the following is required: Proof of 2 vaccinations OR positive antibody titer (lab report required) OR medically documented history of disease.</p>

<p>Hepatitis B (Series in process OR Titer OR Declination)</p>
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<p>One of the following is required: 3 vaccinations OR positive antibody titer (lab report required) OR declination waiver.</p>

<p>MMR (2 Vaccines OR 3 Titers)</p>

<p>One of the following is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report required.)</p>
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<p>TDAP Vaccine</p>

Upload documentation of a Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.
TB (2 Step OR Chest X-ray OR Blood Test) One of the following is required: 2 step TB Skin test (1 st test within the last 12 months and subsequent 2 nd test done upon entering the program –if 1 st test is older than 12 months will be required to complete 2 test 1-3 weeks apart) OR QuantiFERON Gold Blood Test OR if positive results, provide a clear Chest X-ray.
CPR Certification Must be the American Heart Association Healthcare Provider course for CPR AED for adult, infant & child. Upload front & back of the card and card must be signed.
Upload signed Notice of Reportable Conditions Form (<i>Available on My Record Tracker</i>)
Upload signed Ethical / Risk Form (<i>Available on My Record Tracker</i>)
Upload signed Health Insurance Verification Form (<i>Available on My Record Tracker</i>)
Upload Nursing Education Confidentiality Agreement (<i>Available on My Record Tracker</i>)
Upload RN-BSN Handbook Agreement (<i>Available on My Record Tracker</i>)
Upload Technical Standards Verification (<i>Available on My Record Tracker</i>)
10 Panel Drug Screen and Criminal Background Check Ordered from certifiedbackground.com with My Record Tracker.
Current RN License

Annual Requirements

TB (PPD) – Upon renewal one of the following is required: 1 step TB Skin test OR QuantiFERON Gold Blood Test OR if positive results, a clear Chest X-ray.
Current CPR Certification

Immunizations

See above section for required immunizations for program entry.

Varicella titer, immunizations, and/or 2 step TB test done at any location or provider of the student's choice.

Documentation of TB, CPR and Influenza MUST be kept current during all semesters of the Nursing program.

CPR Certification

All students must be CPR certified by the approved certification prior to program entry and maintain current certification throughout enrollment in the program. Students failing to maintain current and/or approved certification course will not be permitted in the clinical setting. All clinical facilities mandate that all students have current health provider CPR certification. The approved CPR certification course is the **American Heart Association Healthcare Provider course for CPR AED for adult, infant & child**. Students are responsible for verifying that they register for the correct CPR course.

The copy must show front & back of the card and the card must be signed. Students should be aware that it usually takes 3-4 weeks after completing a course to receive the card. Plan to take the CPR course at least 5-6 weeks prior to the deadline for uploading the initial CPR card and for the renewal process and card.

Program Requirements

Estimated Program Costs

The Financial Aid Office considers expenses on this list in determining financial need and eligibility levels for nursing students. This is the list of *estimated expenses* to assist the student in submitting financial aid applications.

The following expenses are reasonable anticipated costs based on the following rates:

In-State: \$345 per credit hour

Out-of-State: \$355 per credit hour

The below table is based on *in-state* tuition rates.

Requirement	Part Time	Full Time
Estimated Program Total	\$11,123	\$11,116
Text books (all semesters total)	\$400	\$400
True Screen fee (one time at program entry); if part time will have a renewal fee of \$7 in second year for myRecordTracker)	\$71/ renewal \$7	\$71
<i>Estimated total cost</i> per semester based on anticipated number of credits for PT and FT study		
Fall		\$4,485
Spring	\$2,415	\$4,140
Summer	\$2,415	*\$2020
2nd Fall for PT study	*\$2020	
2nd Spring for PT study	\$2,070	

	\$1,725	
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*Summer tuition is based on the regular undergraduate rate for online courses. These are the 2015-2016 rates and will change when the new academic year rates are posted.

Technology Proficiency/Online Student Orientation

All entering JMU students are required to demonstrate a minimum level of computer and internet competency. Each student must demonstrate the competency by the successful completion of the NSG 324 Strategies for Success course and any online learning/technology assessments assigned in this course. For additional assistance or computer help sessions, contact the JMU computing helpdesk at 540-568-3555 or at <http://www.jmu.edu/computing/helpdesk>.

The following are considered the minimum level of competency needed to participate in the online program and the NSG 324 course will provide validation that students have successfully mastered the following competencies:

1. Use an internet browser to log onto websites and other applications with a user ID and password.
2. Download and use required internet browsers, such as Firefox, Chrome or Internet Explorer.
3. Use the Library databases to retrieve articles
4. Receive, send, and reply to JMU email account and attach files to emails as required.
5. Develop, file, revise, edit, and print Microsoft Word documents.
6. Follow and participate in an online discussion, chat or blog.
7. Log on and navigate Canvas effectively, including using Canvas and/or Weebly e-portfolio and uploading Word documents, PowerPoint presentations and video files.
8. Be able to participate in a Skype session and have this app downloaded to a laptop computer.

Computer Hardware and Software Requirements for Online RN-BSN Program

These are recommendations. In general, any computer up to 3 years old should be able to access and use JMU's resources. Performance may be impacted with the age of the computer.

Visit www.jmu.edu/computing/quick/student.shtml to get answers to your computing questions including:

- **information on acquiring Microsoft Office and Symantec Antivirus for free**
- **academic pricing on Dell and Apple computers available through the JMU Bookstore that meet or exceed these recommendations**

If you already own a computer, we recommend these minimum specifications:

Recommended Minimum Configuration for Existing Computers June 2016		
PC	Processor	Optiplex: 3.0 GHz Intel Core i5 Latitude: 2.3 GHz Intel Core i5
	RAM	8 GB
	Operating System	Windows 7 Enterprise for JMU-owned computers (Windows 8 if there is a pressing academic or business need) Windows 8 Professional for student-owned computers
	Office Application	Microsoft Office 2013 Professional Plus for JMU-owned computers Microsoft Office 365 (Office 2013 applications) for student-owned computers
Macintosh	Processor	2.7 GHz Intel Core i5/i7(1.6 Ghz for Dual Core i5/i7 MacBook Air)
	RAM	8 GB
	Operating System	OS X 10.10 Yosemite
	Office Application	Microsoft Office 2013 for JMU-owned computers Microsoft Office 365 ProPlus (Office 2013 applications for student-owned computers)

Recommended Minimum Configuration for New Computers June 2016		
PC (Dell Optiplex/Latitude)	Processor	OptiPlex: 2.4 GHz Intel Quad Core i5 Latitude: 2.4 GHz Intel Quad Core i5
	RAM	8 GB
	Operating System	Windows 10 Enterprise for JMU-owned computers (Windows 7 if there is pressing academic or business need) Windows 10 Professional for student-owned computers
	Office Application	Microsoft Office 2016 Professional Plus for JMU-owned computers Microsoft Office 365 ProPlus(Office 2016 applications) for student-owned computers
Macintosh	Processor	3.1 GHz Intel Core i5/i7 (1.6 GHz for Dual Core i5/i7 MacBook Air)
	RAM	8 GB
	Operating System	10.11 (El Capitan)
	Office Application	Microsoft Office 2016 for JMU-owned computers Microsoft Office 365 ProPlus (Office 2016 applications) for student-owned computers

Computers must have video and audio capabilities.

Textbooks

The School of Nursing faculty members have selected textbooks best identified to promote mastery of nursing knowledge and clinical reasoning as student's progress through the RN-BSN curriculum. Textbooks are selected for integration in multiple courses across the curriculum. Students have the choice of purchasing either standard textbooks or electronic textbooks.

RN- BSN CURRICULUM**Prerequisite Courses and General Education Requirements**

Prerequisite Course Requirements (all must be completed prior to entering the RN-BSN program);

Prerequisite Course (based on the Virginia Community College Equivalents)	JMU Gen. Ed. Equiv.	Min. CH
English 111 (Composition I) *	Writ 100	3
English 112 (Composition II) *	WRTC 103	3
Biology 141 (A & P I) *	Bio 270	4
Biology 142 (A & P II) *	Bio 290	4
Psychology 230 or 231 & 232, (Developmental Psych.) *	PSYC 160	3
Philosophy 225, 226 or 227 *	Phil 270 or 262	3
Sociology 200, 201, or 215*	Soci 000, 101 or 276	3
Laboratory Science* (Microbiology or Chemistry)	Bio 280 or SCI 101	4
Nursing 108 * (or equivalent)	NSG 350 & NSG 351	6
Nursing 109 OR Nursing 112* (or equivalents)	NSG 356 & 356L	7

General Education Requirements: These courses are not required to enter the RN-BSN program but must be completed before the diploma will be awarded for BSN completion.

General Education Cluster Two Requirements: Choose one course in each section as it applies to your individual advising record.

Virginia Community College Equivalents	JMU General Education Courses	Credit Hours
<i>Human Questions: Choose one</i>		
HIS 111 or HIS 112	HIST 101 or HIST 102	3
PHI 100, 101, 102, 200, 211, 212	PHIL 101	3
HUM 201 or HUM 259	HUM 250	3
HUM 202	HUM 251	3
HUM 215	HUM 252	3
REL 230 or REL 231	REL 101	3

<i>Fine Arts: Choose one</i>		
ART 100, 105, 111, 112	ART 200	3
ART 101 or ART 201	ARTH 205	3
MUS 121 or MUS 122	MUS 200	3
CST 130 or CST 141	THEA 210	3
<i>Literature: Choose one</i>		
ENG 233, 236, 237, 250, 267 or 268	ENG 222	3
ENG 243 or ENG 245	ENG 235	3
ENG 244 or ENG 245	ENG 236	3
ENG 251, 252, 255	ENG 239	3
ENG 241 or ENG 246	ENG 247	3
ENG 242 or ENG 246	ENG 248	3
ENG 253 or ENG 254	ENG 260	3
ENG 230, 249, 256, 257, 258, 260, 270, 271, 272 273, 274, 276, 278 or HUM 111 or HUM 112	HUM 200	3

General Education Cluster Four Requirements: Choose either the two HIS courses or one of the PLS courses to fulfill this requirement.

Virginia Community College Equivalents	JMU General Education Courses	Credit Hours
<i>The American Experience</i>		
HIS 121 AND HIS 122*	HIST 225, HIST 000	4, 2
PLS 130, 135 or 211	POSC 225	3

* *Must have both parts for General Education credit*

JMU offers 3 full-time or 5 part-time semesters leading to a Bachelor of Nursing degree.

Students must earn a C- or higher in all prerequisite courses before they can enter the program. All General Education Courses must be completed before diplomas can be awarded. The following tables depict course sequencing for the program based on semester of entry and PT/FT tracking.

<p>Full time sequence <i>Fall Entry</i> NSG 324 Strategies for Success (1 cr) NSG 333 Health Assessment (3 cr) NSG 462 Issues in Contemporary Nursing Practice (3 cr) NSG 325 Concepts of Aging (3 cr) NSG 463 Professional Role Transition (3 cr)</p>	<p>Part time sequence*** <i>Fall Entry</i> 1st Year NSG 324 Strategies for Success (1 cr) NSG 333 Health Assessment (3 cr) NSG 462 Issues in Contemporary Nursing Practice (3 cr)</p> <p>Total Credits:7</p>
<p><i>Spring Semester</i> NSG 461 Pathophysiology (4 cr) NSG 464 Introduction to Nursing Research (3 cr) NSG 460 Informatics (2 cr) NSG 471 Leadership and Management in Healthcare (3 cr) Total Credits: 12</p>	<p><i>Spring Semester</i> 1st Year NSG 461 Pathophysiology (4 cr) NSG 464 Introduction to Nursing Research (3 cr)</p> <p>Total Credits: 7</p>
<p><i>Summer Semester</i> NSG 466 Community Health Practicum (1 cr) NSG 469 Caring for the Public’s Health: Community Health Nursing (4 cr) Total Credits: 5</p>	<p><i>Summer Semester</i> NSG 466 Community Health Practicum (1 cr) NSG 469 Caring for the Public’s Health: Community Health Nursing(4 cr) Total Credits: 5</p>

	<p>Part time sequence*** <i>Fall</i> 2nd Year NSG 325 Concepts of Aging (3 cr) NSG 463 Professional Role Transition (3 cr)</p> <p>Total Credits: 6</p>
	<p><i>Spring</i> 2nd Year NSG 460 Informatics (2 cr) NSG 471 Leadership and Management in Healthcare (3 cr)</p> <p>Total Credits: 5</p>

***** All part time students must take a minimum of two courses per semester in nursing unless otherwise approved by the RN/BSN Admission and Progression Committee for extenuating circumstances. See Academic Progression policies section for further explanation.**

<p>Full time Sequence <i>Spring Entry</i> NSG 324 RN/BSN Strategies for Success(1 cr) NSG 461 Pathophysiology (4 cr) NSG 464 Introduction to Nursing Research (3 cr) NSG 460 Informatics (2 cr) NSG 471 Leadership and Management in Healthcare (3 cr)</p> <p>Total Credits: 13</p>	<p>Part time Sequence <i>Spring Entry</i> <i>1st Year</i> NSG 324 RN/BSN Strategies for Success(1 cr) NSG 461 Pathophysiology (4 cr) NSG 464 Introduction to Nursing Research (3 cr)</p> <p>Total Credits: 8</p>
<p><i>Summer Semester</i> NSG 466 Community Health Practicum (1 cr) NSG 469 Caring for the Public's Health: Community Health Nursing (4 cr)</p> <p>Total Credits: 5</p>	<p><i>Summer Semester</i> NSG 466 Community Health Practicum (1 cr) NSG 469 Caring for the Public's Health: Community Health Nursing (4 cr)</p> <p>Total Credits: 5</p>
<p><i>Fall Semester</i> NSG 333 Health Assessment (3cr) NSG 462 Issues in Contemporary Nursing Practice (3 cr) NSG 325 Concepts of Aging (3 cr) NSG 463 Professional Role Transition (3 cr)</p> <p>Total Credits: 12</p>	<p><i>Fall Semester</i> <i>1st Year</i> NSG 333 Health Assessment (3cr) NSG 462 Issues in Contemporary Nursing Practice (3 cr)</p> <p>Total Credits: 6</p>
	<p><i>Spring Semester</i> <i>2nd Year</i> NSG 460 Informatics (2 cr) NSG 471 Leadership and Management in Healthcare (3 cr) Total Credits: 5</p>
	<p><i>Fall Semester</i> <i>2nd Year</i> NSG 325 Concepts of Aging (3 cr) NSG 463 Professional Role Transition (3 cr)</p> <p>Total Credits: 6</p>

***** All part time students must take a minimum of two courses per semester in nursing unless otherwise approved by the RN/BSN Admission and Progression Committee for extenuating circumstances. See Academic Progression policies section for further explanation.**

RN-BSN Course Descriptions

NSG 324: RN/BSN Strategies for Success (1cr)—This course has one day of face to face meetings on the JMU campus and the remainder of the course will be delivered online. This course is designed to provide strategies for academic success in an online learning environment for students in an R.N.-B.S.N. program. Students will apply concepts of scholarly writing and will identify research. An emphasis is placed on competence with technology and working collaboratively within an online environment.

***This course is mandatory and is delivered in both fall and spring semesters for all admitted students*

Fall Courses

NSG 325 – Concepts in Aging – (3 credits) This online course is divided into eight modules and examines the physiological, psychosocial, cognitive, legal and ethical aspects of aging within a holistic context. A focus is on the issues that surround the concepts of aging and how the ethical aspects of care relate to the utilization of resources. *Prerequisite: Admission to RN-BSN program*

NSG 333 – Health Assessment – (3 Credits) The health assessment online course is designed to develop knowledge and skills necessary to gather, organize and present relevant health data. Emphasis is placed on systematic strategies, frameworks and skills used to conduct both comprehensive and need-specific health assessments for individuals in the context of their family and community. *Prerequisite: Admission to RN-BSN program.*

NSG 462 – Issues in Contemporary Nursing Practice – (3 credits) This online course examines issues and trends of greatest concern to professional nursing practice today. Historical, societal, political, and economic influence and future trends will be explored. Legal and ethical dimensions of nursing will be discussed. *Prerequisite: Admission to RN-BSN program.*

NSG 463 – Professional Role Transition – (3 credits) This online course expands the students' current knowledge of concepts relating to nursing theory, nursing image and professional role development at the BSN level. Emphasis will be placed upon leadership and management skill development at the personal level. *Prerequisite: Admission to the RN-BSN program*

Spring Courses

NSG 461 – Pathophysiology and Pharmacology – (4 credits) This online course provides an examination of complex physiologic responses and clinical sequela in major body systems in relation to pathologic processes. Emphasis is placed upon physiologic compensation and defense responses. Pharmacologic management of pathology is investigated. *Prerequisite: Admission to RN-BSN program*

NSG 464 – Introduction to Nursing Research – (3 credits) This online course will focus on the study of research methods that generate quantitative and qualitative data. Students will examine the research process with an emphasis on critique of research methodologies and application of research findings to nursing practice. *Prerequisite: Admission to RN-BSN program*

NSG 460 – Healthcare Informatics – (2 credits) This online course focuses on the nature and functions of present and future applications of healthcare informatics. Emphasis is on preparing current and future health care professionals to plan, design, collaborate with other health care disciplines, and utilize healthcare informatics for effective health care delivery, health organizational management and improved client outcomes. *Prerequisite: Admission to RN-BSN program*

NSG 471 – Leadership and Management in Health Care – (3 credits) This online course focuses on healthcare organizations, leadership theories and management style, organizational change, quality management, fiscal and economic issues, personnel management, and accreditation standards. *Prerequisite: Admission to RN-BSN program*

Summer Courses

NSG 466 – Community Health Practicum – (1 credit) This practicum, for RN-BSN students, transitions practice into the BSN role through mentored clinical experiences at selected community sites. Emphasis is on collaborative nursing care with individuals, families and groups within the community. Experiences include concepts of health promotion and disease prevention and management of acute or chronic illness. *Prerequisite: Admission to RN-BSN program*

NSG 469 – Caring for the Public’s Health: Community Health Nursing – (3 credits) This online course provides R.N. to B.S.N. students a perspective of professional nursing at the community level of practice. Course content will provide an overview of specific issues and societal concerns that affect community health nursing practice including historical impact of public health, epidemiology, health promotion and disease prevention; vulnerable populations; communicable disease risk and prevention; and diversity of the role of the community health nurse. *Prerequisite: Admission to the RN-BSN program*

ACADEMIC PROGRESSION POLICIES

Expected Program Completion for Full time and Part time students

- FT students are expected to complete the program within 3 semesters (including a summer session)
- PT students are expected to complete the program within 6 semesters (including a summer session)

Deferment /Leave of Absence

Students who wish to take a deferment or leave of absence will be required to complete the following:

- Notify the program coordinator and/or the faculty program advisor of the requested leave or deferment
- Complete the required documentation noted on the [Registrar's student page](#) by the deadlines listed on the following page: http://www.jmu.edu/registrar/students/print_dates.shtml

Program Completion/Tracking:

Students must complete the RN/BSN program following either a full or part time semester sequence based on when they entered the program in either the fall or spring. Specific course sequencing is noted under the Curriculum Section. All students must take a minimum of two courses per semester in nursing unless otherwise approved by the RN/BSN Admission and Progression Committee for extenuating circumstances.

Grading*Grading Scale*

The following scale is used for all course final grades in the School of Nursing. The grading policy is consistent with that of the university. The School of Nursing will use plus and minus grades and no grade will be rounded upward. The scale is as follows:

A	93.00 to 100	C	73.00 to 76.99
A-	90.00 to 92.99	C-	70.00 to 72.99 minimum passing
B+	87.00 to 89.99	D+	67.00 to 69.99
B	83.00 to 86.99	D	63.00 to 66.99
B-	80.00 to 82.99	D-	60.00 to 62.99
C+	77.00 to 79.99	F	59.99 and lower

Incomplete Grade Policy

NOTE: The School of Nursing policy regarding incomplete grades is different than the JMU policy.

James Madison University requires an incomplete ("I") grade to be completed by the end of the next regular semester. However, because nursing progression policies do not allow students to continue in the program with a course grade lower than a C-, nursing does not allow an "I" grade to continue an entire semester. An "I" given for a fall semester course must be satisfactorily completed within the first 2 weeks of the spring semester or the student will not be allowed to continue in the

remaining courses for the semester. An “I” given for a spring semester course must be completed by the end of May.

Faculty will give an “I” only for illness or other compelling reasons that they clearly document. Unsatisfactory work is not a basis for an incomplete grade. The faculty member and student must agree on a feasible plan to complete the course work. When a faculty member assigns a grade of “I” they communicate to the program coordinator and/or head of School:

Rationale for assigning the “I”

Conditions for course completion

Date(s) for accomplishing each condition and for completing the course.

Program Progression

1. Students are not required to maintain a minimum GPA in the nursing program. However, nursing students must earn a grade of C- or better in **all** graded nursing courses. For the Community Practicum Course, students must earn a grade of Pass to progress in the program. A grade of D, F or Fail is considered a failure in the nursing program.
2. A student who receives a grade of Fail or less than a C- in a nursing course for the first time must seek departmental approval to repeat the course. Courses must be retaken when they are next scheduled in the curriculum and as space allows) If a grade of Pass or C- or better is achieved when the first failed course is repeated, the student will be allowed to continue in the nursing program.
3. A student who receives a second grade of Fail or less than a C-, in a nursing course repeated or taken for the first time, will not be allowed to continue in the program. Students will not have the option of repeating failed courses following a second failure.
4. In exam based courses students must average a passing grade on the multiple-choice exams in order to pass the course. Scores for other course activities will contribute to the course grade when a weighted exam average of 70% or higher has been achieved. When the weighted in-class exam average is less than 70%, this average will constitute the course grade.
5. A satisfactory clinical performance using the performance evaluation tool is mandatory for a passing grade. Students must achieve a Pass rating in every outcome on the Practicum Evaluation Tool (PET) in order to pass the clinical course. Students must demonstrate satisfactory development of knowledge and skills. Objectives must be met consistently and comprehensively, with progressive independence and self-direction. Students must show insight into strengths and areas for growth. A student may fail a practicum course and receive a grade of ‘fail’ (for pass/fail clinical courses). Depending upon the type and seriousness of the problem, the student may be put on probation or asked to withdraw from the course and/or program prior to the end of a semester. Unsatisfactory performance occurs when the student:
 - Consistently fails to meet clinical objectives.
 - Does not take initiative and/or takes initiative inappropriately, thereby endangering client's safety and well-being.
 - Is insensitive to client's needs.
 - Is consistently unable to develop communication skills and form therapeutic

- relationships with clients, families and coworkers, even with guidance.
- Frequently exhibits negligent behavior causing potential irreversible damage to the client.
 - Violates professional ethics through behaviors such as:
 - o Carelessness with client confidentiality.
 - o Inconsistency in complying with agency policies.
 - o Failure to recognize implications of behavior for the professional role.
 - o Violation of therapeutic nurse/client relationship.
 - o Gross violation of agency policies.
 - o Consistently fails to meet obligations.
 - o Inability or unwillingness to acknowledge errors or areas of weakness, even when identified by the faculty.

Withdraw/Fail Policy

Student's academic advisor or RN/BSN program coordinator is available to assist students if they are considering withdrawal from a course(s) or the program.

The RN/BSN program will follow the JMU Dean of Students withdrawal from the University policy. This policy is found at <http://www.jmu.edu/studentaffairs/departments/deanofstudents/withdrawals-loa.shtml>

Students who withdraw from the university or a course after the end of the course adjustment period, and who do not have documented extenuating circumstances that justify withdrawal, will receive either:

- a grade of "W" in the course or courses they are passing
- a grade of "F" in the courses they are failing (a failing grade in the RN/BSN program courses is an average below 70%) at the time of withdrawal and will not receive tuition reimbursement.

Students who have two F grades in the program will not be allowed to continue in the program.

Students must track through the program with a minimum of two courses per semester (see Program/Completion Tracking policy within this handbook).

Grade Review Policy

The RN-BSN program adheres to the JMU policies for Grade Review Procedure, Grade Change Procedure, and Grade Review Process. You may access this information in the current academic year JMU Student Handbook under Academic Policies and Procedures.

Readmission

When a student withdraws from the nursing program for personal, performance, or academic reasons, readmission will be considered on the basis of space available in the courses to be taken

and evidence that problems have been appropriately resolved. The student must:

1. Submit a request in writing to the RN-BSN program coordinator and RN/BSN Admissions committee during the semester prior to the semester of desired enrollment. Readmission is not automatic and priority is not necessarily given on the basis of previous enrollment.
2. When the student left the program due to unsatisfactory performance in the program, the student seeking readmission must:
 - Acknowledge responsibility and accountability for the problem that resulted in dismissal.
 - Show evidence of initiative to correct the problem. For example, activities that promote academic growth and insight while not enrolled in the program
 Documentation to demonstrate readiness to perform beyond the minimal standard if readmitted may be provided through medical or counseling reports; letters of recommendation; new grade reports; employment records; special projects or volunteer work; evidence of academic remediation, and/or statement of personal goals and a plan of action.
3. Students must complete the nursing program within 3 years of enrolling in the first required nursing courses.
4. Complete nursing courses in existence at the time of re-entry.
5. Students applying for readmission after a lapse of one or more years, may, at the discretion of faculty, be required to validate knowledge by examination or by repeating nursing courses.

Graduation Requirements

All requirements for a Bachelor of Science in Nursing degree (BSN) must be met. In addition, a grade of C- or better must be earned in each nursing course. Students must follow the JMU policy for Intent to Graduate and fulfill all JMU requirements for graduation.

In order to qualify for graduation, baccalaureate degree candidates must complete all the requirements on the following checklist. A student deficient in any area **will not** receive a diploma until the requirement is complete.

- Submit a completed *Graduation Application* to the Office of the Registrar by the posted deadline.
- Successfully complete a minimum of 120 semester hours of credit (includes transfer credit from pre-licensure nursing program).
- Complete all required coursework with a minimum of C- or better.
- Make certain that official transcripts for all transfer and affiliated courses are on file in the Office of the registrar.
- Fulfill all financial obligations to James Madison University.
- Complete any exit interview or online evaluations

ACADEMIC POLICIES

Testing Policies

Exam Administration

Absenteeism

All exams are to be taken as scheduled. If a student misses an exam, the faculty must be notified by phone or e-mail **prior** to the exam unless there is an extreme emergency. Failure to make previous arrangements and missing a scheduled exam will result in a zero for that exam. Students will not be permitted to demonstrate a pattern of missing scheduled exams in a course. Exams missed for any reason will be reported to the program coordinator.

It is the responsibility of the student to contact the faculty to schedule a make-up exam. A student who misses an exam should make up the exam within 3 days of the missed exam. An alternate form of the exam will be administered to those students who miss an exam.

Academic Honesty

All students are to abide by the James Madison University Honor Code.

For electronic exams, the faculty will have a pledge form. Failure to sign the pledge will result in a zero for that exam. Any 'cheating' (including the use of unauthorized materials during testing) is considered academic dishonesty. Refer to the JMU Student Handbook for disciplinary policies and procedures.

Grading

In exam-based courses students must average a passing grade on the multiple-choice exams in order to pass the course. Scores for other course activities will contribute to the course grade when a weighted exam average of 70% or higher has been achieved. When the weighted in-class exam average is less than 70%, this average will constitute the course grade.

Electronic Quizzes/Exams

Students will participate in electronic quizzes and/or exams within the Canvas learning platform for selected RN/BSN courses. Students are expected to follow all JMU honor code policies for any quiz or exam completion.

Reporting of Exam Results

Faculty require a minimum of 24 hours to review exam results, including item analysis and scores will be posted within one week of the examination. Please do not call or email faculty regarding grades. It is inappropriate and unprofessional to argue with faculty regarding exam questions since course faculty are experts on the topic. Students may appeal test questions in writing following the appeals policy.

Special Considerations

It is expected that the student will register with the Office of Disability Services, obtain objective and credible confirmation of the relevant condition(s) and prescribed accommodations *prior* to the start of the semester, and contact the Faculty Course Coordinator *prior* to the start of the course to allow enough time to effect the prescribed, reasonable accommodations by the 2nd week of class. (see JMU Student Handbook on J22—101 <https://www.jmu.edu/osarp/handbook/index.shtml> or Office of Disability Services at <http://www.jmu.edu/ods/>)

Social Media Policy

Students will not discuss or post any identifiable information about faculty, peers, patients, family members or any clinical facility on any unapproved electronic venue (i.e. Facebook, Twitter, MySpace, blogs, cell phones, etc.). In addition, students will not leave or save any patient, family, faculty, clinical facility or student information on any open access desktop or hard drive. Violation of this policy may result in academic penalty.

Email Policy

Students are expected to read and, when appropriate or required, respond within 48 hours to emails sent from the University departments and School of Nursing. Email is the standard mode of communication for University broadcast messages to the community as well as for messages to individual students about academic standing and other important administrative matters. Messages are sent to the JMU student's official JMU email address.

Academic Integrity

All students are expected to adhere to the [JMU Honor Code](#). Upon enrollment at James Madison University, each student is subject to the provisions of the Honor system and has a duty to become familiar with the Honor Code and the provisions of the Honor System. Each examination, paper and other written or electronically submitted assignment is submitted pursuant to the Honor Code Plagiarism.

Plagiarism is not acceptable. Here are some definitions of potential plagiarism violations:

- **The intentional or unintentional copying of the words of another.**

Whenever an author uses another person's words, they must be placed in quotation marks and a citation given.

- **Inadequate attribution of data or ideas.** Most writers rely on the ideas and data of others. But when a writer does so without naming the source of those ideas, that is a form of plagiarism.

- **Copyright infringement** occurs when an author copies (with or without attribution) significant portions of a previously published work, including tables and figures.

• **Excessive or poor paraphrasing.** An author may believe that juggling the words of a copied and pasted sentence from another article is adequate. It is not. As one of our editors says, “Done correctly, paraphrasing involves thinking for oneself and reframing, not near-parroting.” Also, it’s not acceptable for an author’s work to be made up largely of paraphrased sentences from other published material. And the ordering of information presented in an article must be original and not too closely follow a previously published work.

• **Self -plagiarism.** This is a form of duplicate publication without acknowledging the original source and paraphrasing or presenting exact wording in quotation marks. This can include the author’s copying of his or her own previous work for another paper or publication.

• **When plagiarism is detected, either by a faculty review or a software program such as turnitin.com, faculty will alert the student, asking her or him to rewrite or quote exactly and to cite the original source. This will result in a minimum of 15 points deducted from the document.**

If the plagiarism is extensive that is, at least 25% of the original submission is plagiarized, the penalty will be a 0 on the paper and the infraction treated as an honor code violation.

Turnitin

Writing assignments may be submitted through Canvas’ Turnitin plagiarism prevention service as approved by JMU. Your writing assignment will be checked for plagiarism against Internet sources, millions of academic journal articles, the JMU Turnitin database, and the Turnitin Global Reference Database. Turnitin generates an originality report for the instructor that highlights any blocks of text in your paper that match the above reference sources and allows a line-by-line comparison of potentially unoriginal text from your paper with the matching document sections in the reference sources. Your instructor may choose to have your Turnitin submission’s added to the JMU Turnitin database and later used only to check against other JMU paper submissions. Neither Canvas nor JMU claim any copyright ownership of your writing submitted through Turnitin. Upon completion of revisions to your work you may choose to permanently contribute a copy of your paper to Canvas’ Global Reference database. This would protect your original writing from plagiarism at other institutions. However, opting in and voluntarily contributing your work to the global database is an individual student decision and not required by your instructor or JMU. For more information about Academic Integrity & Turnitin see: <http://www.jmu.edu/academicintegrity/>

Substance Use Policy

The School of Nursing at James Madison University is committed to maintaining a healthy and drug and alcohol free environment for the safety of our students, staff, visitors, and patients. The School believes that each nursing student has a personal obligation to practice health conscious behaviors intended to foster clear and rational decision making as well as function in a safe and therapeutic manner throughout the program. Our patients’ safety is paramount; this concern serves as the foundation of the Substance Use Policy. Use, possession or distribution of illegal drugs, impairment

while in the classroom or other educational setting, and/or abuse of drugs or alcohol that impacts a student's ability to operate in the Nursing program will subject a student to dismissal from the program.

Drug testing is required once admitted into the RN/BSN program and is to be completed by the School of Nursing's procedure and by the first semester of entry into the program. Information on the procedures can be found on True Screen. Students with positive drug screens for illegal drugs, or for drugs not prescribed for the student, will have their admission offers rescinded for the RN/BSN program. When impairment is suspected because of indicators as defined below, additional tests may be required of the student. Indicators may include behavioral, physical, and/or performance signs that the student is impaired or is under the influence of drugs or alcohol. Students currently enrolled in the nursing program will be dismissed for positive drug or alcohol screens.

Procedure for suspected drug/alcohol use:

1. If the faculty member or responsible agent (e.g. preceptor, supervising nurse, departmental staff) observes indicators of possible substance use, the faculty member will approach the student in question for a conference concerning the observed behavior. IF a fellow student or other individual observes indicators of possible substance use, the individual should report the matter to the faculty member or responsible agent.
2. The faculty member will NOT detain the student, but will call the appropriate security personnel for his/her own safety, and will notify the appropriate School of Nursing Program Director (undergraduate or graduate) for further instruction concerning the matter. The program director will arrange for immediate drug and/or alcohol testing for the student. The student is responsible for the cost of all drug and alcohol screens required by the director. IF the student refuses to remain at the site and/or refuses the drug and/or alcohol test, s/h will be dismissed from the program immediately.
3. If a student is dismissed because of a positive drug or alcohol screen, the faculty member or responsible agent will make arrangements for the student to be transported home. An impaired student should never be allowed to drive himself/herself home, and if necessary, security should be called to prevent an impaired student from driving. Students dismissed from classroom, laboratory, or clinical sites are responsible for the cost associated with safe transportation to their homes.
4. In addition to sanctions by the School of Nursing, any student found responsible for violating any of the regulations or policies of JMU may be subject to one or more of the sanctions set forth by the Office of Student Accountability and Restorative Practices (OSARP). To see guidelines for the assignment of sanctions by OSARP, please visit the Student Handbook-Judicial Sanction section: <https://www.jmu.edu/osarp/handbook/OSARP/sanctioning.shtml>

Reference Format

All written assignments will use the APA Format for writing style, formatting and referencing style. The most recent edition of the *Publication Manual of the American Psychological Association* will be followed. APA manuals are available in the JMU Bookstore. APA referencing format for electronic resources may be accessed from the American Psychological Association website.

Late Assignment Policy

Students may submit one assignment late—writing “one day late” at the top of the first page—for full credit per course, per semester. (Exams are excluded from this provision). At the instructor’s discretion, you may receive an amended due date if you have extenuating circumstances. To be clear, permission for a due date amendment must be confirmed with your instructor before the original due date. You may submit an assignment ahead of time if you know that you will be unable to submit on the due date, provided you inform and receive permission from the instructor. Last minute technology problems will not be considered an excuse for late work.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that protects the privacy of student education records and information. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Therefore, faculty members must secure written permission from a student before they can speak to a parent/spouse regarding the student’s education record or academic progress.

CLINICAL REQUIREMENTS**Minimum Standards Required to Participate in Practicum**

Technical standards are basic physical, cognitive, and psychosocial skills and abilities that are required for nursing practice. In order to complete the nursing curriculum and enter practice as a registered professional nurse, all students must possess abilities and skills in the areas of sensation, communication, motor function and behavioral proficiency. The following skills are required.

Auditory: A Student Must Possess Auditory Ability To Monitor And Assess Health Needs. This Includes (But Is Not Limited To) The Ability To:

- Hear and interpret information a patient is communicating verbally
- Hear auscultatory sounds using a stethoscope.
- Hear auditory signals from technical equipment.
- Hear cries for help.
- Communicate over the telephone.

Visual Acuity: A Student Must Possess Visual Ability Sufficient For Observation And Assessment Necessary To Provide Nursing Care. This Includes (But Is Not Limited To) The Ability To:

- See drainage on dressings and drainage of body fluids.
- Note fluid levels, for example, in collection devices, syringes, and infusion devices.
- Read gauges (such as a sphygmomanometer) that monitor patient progress.
- See to administer treatments such as I.V. fluids and oxygen.
- Observe changes in patient skin color.
- Assess movements of patients.
- Observe patient behavior, which is necessary in a rehabilitation or psychiatric setting.

Tactile: A Student Must Possess Tactile Ability Sufficient To Perform A Physical Assessment Of A Patient And To Perform Procedures Necessary For Nursing Care. This Includes (But Is Not Limited To) The Ability To:

- Perform palpation and other functions necessary for a physical examination.
- Assess texture, shape, size, temperature and vibration.
- Perform therapeutic functions such as inserting a urinary catheter or I.V., changing dressings, and giving medications.
- Collect specimens necessary for assessment of the patient.

Sense Of Smell: It Is Desirable That A Student Possess A Sense Of Smell Acute Enough To Detect Strong Odors That May Indicate A Change In A Patient's Condition. Examples Include (But Are Not Limited To) The Ability To Smell:

- A purulent wound.
- Ketones on a patient's breath.
- Body fluids that have a strong odor.
- Smoke or other olfactory indicator of environmental danger.

Communication: A Student Must Be Able To Communicate In English Effectively And Sensitive With Clients, Family Members, And Other Members Of The Health Care Team. This Includes Expressive And Receptive Modes Of Verbal, Nonverbal And Written Communication. Examples Include (But Are Not Limited To) The Ability To:

- Explain treatment procedures.
- Initiate health teaching.
- Document nursing assessment, nursing action, and client/family responses.
- Read patient documentation and important medical literature.
- Give an accurate report of patient information to other health care professionals and members of the client's health care team.

Motor Function: A Student Must Have Sufficient Motor Function, Neuromuscular Strength And

Coordination To Effectively Perform The Activities Required Of A Nurse. Examples Include (But Are Not Limited To) The Ability To:

- Transfer clients from wheelchair to bed and from bed to stretcher.
- Elicit information from clients by:
 - o Palpation
 - o Auscultation
 - o Percussion
- Manipulate diagnostic instruments to adequately perform all aspects of a physical assessment.
- Perform CPR.
- Administer intravenous, intramuscular, subcutaneous, and oral medications.
- Manipulate life support devices.
- Apply pressure to stop bleeding.

Gross and Fine Motor Coordination: A Student Must Have Sufficient Gross And Fine Motor Coordination To:

- Move about in patient care environments.
- Perform treatments and procedures.
- Calibrate and use equipment.
- Navigate stairs or other non-handicapped accessible client settings.

Stamina: A Student Must Have Sufficient Stamina To Sit, Stand And Move Within The Classroom, Skills Lab, Acute Care Nursing Units, Operating Rooms And Community Settings For Periods Of Time As Long As Ten Hours At A Time.

Behavioral: A Student Must Possess The Ability To Establish And Maintain Appropriate Professional Relationships. Factors Included In This Requirement Are The Ability To:

- Act ethically.
- Exercise sound clinical judgment.
- Be compassionate.
- Develop mature, sensitive, and effective relationships with clients.
- Complete all responsibilities attendant to the care of clients.

Emotional Health: A Student Must Possess The Emotional Health Required For Full Utilization Of His Or Her Intellectual Abilities Including The Ability To:

- Prioritize competing demands.
- Function in stressful circumstances.
- Tolerate physically taxing workloads.
- Adjust to changing circumstances.

Clinical Sites Responsibilities

The School of Nursing contracts/affiliates with agencies for clinical placement for the practicum course and both students and faculty are guests in these agencies. Many agencies require that we provide them with documentation relative to CPR certification, criminal record, professional liability insurance, results of TB testing, Urine Drug Screen, etc.; the information you provide for us may be shared with them. In addition to other policies relative to clinical experiences, the following expectations relate specifically to clinical sites and personnel:

- Students are expected to act in a responsible, respectful manner in all interactions with clients and staff.
- Nursing students are expected to comply with written policies and procedures governing nursing practice in the practicum agency or institution, including policies and procedures regarding hazardous material, standard precautions and health requirements.
- HIPAA - Health Insurance Portability and Accountability Act- "The Department of Health and Human Services and all other health care agencies must ensure that their customers (ex: clients, insured individuals, providers and health plans) that the integrity, confidentiality, and availability of electronic protected health information they collect, maintain, use, or transmit is protected" (Federal Register, 2003, p1). Individual clinical sites may require students to attend their own HIPAA training sessions.
- Students are responsible to notify the faculty member if they will be absent from an assigned experience due to illness, weather or other reasons.
- For a clinical absence, see the Attendance Policy.
- All information and personal data gained in practicum experiences must be treated confidentially.
- Nursing students are expected to dress in accordance with the School of Nursing policy and as acceptable to the agency.
- If a student is injured during any practicum experience, the designated agency procedure is to be followed.

Employment

If employed by a health care agency while a student in the nursing program, students are expected to perform only those functions defined in the job descriptions for positions they are filling. Such employment is independent of their status as a JMU nursing student.

Clinical Experiences

Nursing students provide services including direct care to individuals, groups and communities in practicum experiences and are liable for all actions taken. Students are expected to provide safe, appropriate, knowledge-based care that meets ethical and legal standards. The well-being of clients is the priority responsibility and students are expected to prepare for all practicum experiences as directed. Unprepared students may be removed from the practicum with or without the option of making it up.

Expectation of Competent Behavior and Performance

- Physical or mental inability to perform practicum responsibilities - If a student has sustained an injury (e.g. broken bone), illness, or disability after entry into the nursing program that prevents the student from meeting the objectives of a practicum course, the student may need to withdraw from the course. The practicum instructor will determine:
 - Whether course objectives can be met within the time frame of the course.
 - Whether the student is able to receive an incomplete (I) in the course and satisfy requirements within 3 weeks of the end of the semester; or
 - Whether the student will need to withdraw and re-take the course when the problem is resolved. This will affect student progression within the program
- Unsatisfactory or unsafe behaviors - may result in clinical probation or removal from the course (and subsequent failure of the course) at the discretion of the faculty practicum instructor. When a student is placed on clinical probation, the faculty instructor will document the incident or pattern of behavior. The instructor, program coordinator and student will meet to discuss the incident and to establish specific re-evaluation criteria and behavioral goals that will be put in writing and signed by the student and faculty member. Following clinical probation, subsequent unsatisfactory performance in the practicum or laboratory setting will result in faculty review and possible failure of the course.

Clinical Probation

Students who demonstrate irresponsible, unprofessional, or unsafe behavior in clinical practice may be placed on probation. Depending upon the type and seriousness of the problem, the student may be put on probation or asked to withdraw from the course and/or program prior to the end of a semester. Unsatisfactory performance leading to probation occurs when the student:

- Consistently fails to meet clinical objectives.
- Does not take initiative and/or takes initiative inappropriately, thereby endangering client's safety and well-being.
- Is insensitive to client's needs.
- Is consistently unable to develop communication skills and form therapeutic relationships with clients, families and coworkers, even with guidance.
- Frequently exhibits negligent behavior causing potential irreversible damage to the client.
- Violates professional ethics through behaviors such as:
 - Carelessness with client confidentiality.
 - Inconsistency in complying with agency policies.
 - Failure to recognize implications of behavior for the professional role.
 - Violation of therapeutic nurse/client relationship.
 - Gross violation of agency policies.
 - Consistently fails to meet obligations.
 - Inability or unwillingness to acknowledge errors or areas of weakness, even when identified by the faculty.

The following form is used to document student practicum performance issues leading to probation. The faculty member consults with the program coordinator and meets jointly with the coordinator and student to negotiate a contract and contract time frame for student improvement. Probation will be effective during the semester it is started and for at least one additional semester. During that time the student must meet contract goals and all practicum objectives. A copy of the probationary action is placed in the student file in the nursing office.

Notice of Clinical Probation

_____ will be on clinical probation as of _____ (date)
until _____ (date) for _____.

Description of the Incident or Pattern of behavior:

Re-evaluation Criteria (step-by-step goals):

Satisfactory and safe performance must be demonstrated by _____ from this date forward. Any further unsatisfactory performance in the clinical or laboratory setting will result in a faculty review and possible failure of courses and/or dismissal from the nursing program. This documentation will become a part of the student's nursing school record. The signing of this document indicates that the parties involved understand cause for probation and the steps necessary to successfully complete the courses involved and /or the program.

Uniforms & Dress Code

The following dress code guidelines are reflective of agency policies. As guests in practicum agencies, students are expected to convey dignity and respect through their dress and behavior.

- Identification badges are required with all uniforms, lab coats/scrub jackets, or street clothes in the clinical setting. **The JMU student ID (JACard badge obtained at orientation) must be worn above the waist with picture and name visible at all times.** Student ID badges will be obtained during the on campus orientation day. A clinical agency may require students to wear their agency ID.
- Clothing must cover the torso and undergarments should never be visible, either directly or

through thin material.

- Jewelry must be simple, safe, and appropriate for the clinical area in which the student is learning. Facial and tongue piercing, and excessive (more than 2) ear adornments are not permitted. Ear “gauging” is not permitted. A simple ring worn on the ring finger of each hand may be worn. No other jewelry is allowed. A watch with a sweep second hand is required.
- Tattoos must not be visible.
- Nails are to be short in length and well groomed. Unchipped clear or pale shades of nail polish may be worn. Artificial nails are not allowed during clinical experiences for safety reasons.
- Hair must be arranged away from the face and neck. Long hair must be pulled back away from the face. Conservative hair ornaments are to be used as needed. No bandannas are to be used during practicum experiences. Males are to be neatly shaven, mustaches and beards clipped neatly.
- Fragrances are not to be worn during clinical experiences. Cleanliness of body and good dental hygiene are to be observed at all times.
- No gum chewing is permitted in the clinical settings at any time.

Attendance

Students in the RN/BSN program are required by accrediting agencies to complete a minimum number of hours (45 hours) in the Community health practicum rotation. For this reason there is strict adherence to the following policy on attendance during this practicum course.

1. The student will complete the required number of practicum hours within the designated summer session and as agreed upon with the course faculty/designated clinical preceptor.
2. In the case of clinical absence that interferes with course completion and is related to a faculty determined extenuating circumstance, a conference between student, clinical/course coordinator, and the program coordinator may be held for the purpose of planning completion of the course requirements.
3. One undocumented absence will result in the student being placed on clinical probation. The clinical absence must still be reconciled.
4. Two undocumented absences will result in a clinical failure.
5. Students who have been absent for illness, must be afebrile and without symptoms for 24 hours prior to return to clinical.

Health Insurance

Students are required to maintain health insurance coverage while enrolled in the JMU RN-BSN program. Our associated clinical facilities require this of all faculty and students. Students must complete a verification of insurance form upon entry into the program and notify the RN-BSN Program Coordinator if the student no longer has health insurance coverage. Students without health insurance coverage will be restricted from the clinical setting.

Liability Insurance

JMU through the State of Virginia provides malpractice coverage to the amount required in The Code of Virginia. Coverage is per occurrence for each individual student and covers student practice that is an assigned course-related activity. It will NOT cover student work outside course experiences (eg. as an aide, a volunteer, or a summer extern).

Students may purchase additional insurance beyond the state's policy. Information on purchasing liability insurance can be found by visiting the Nurses Service Organization website at <http://www.nso.com/>.

Potential Injury

Persons under stress from physical or emotional ill health often direct feelings on persons in the environment. Students are in settings (community agencies, institutions and homes) where agitation, hostility, anger, sexually inappropriate and other unpredictable behavior can occur and students must learn strategies for dealing with problem behavior.

When making home visits the student should be particularly alert to risks related to the consumption of alcohol, drugs or other substances, dogs or other factors that might be a threat to safety. They should be aware of locations that call for special alertness; note lighting, open spaces, shrubs or other structures that might impair vision. The student should be sure someone knows when and where they are going. The student is encouraged not to take risks and may go in pairs as a safety measure. When the student feels uncomfortable with what is happening with a client they are responsible to inform the faculty and/or agency personnel so resolution can be found.

Blood-Borne Pathogens

In order to minimize and prevent the exposure of nursing students, faculty, and clients to Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV), the School of Nursing has adopted the following policy and exposure control plan to provide education, prevent exposure and contamination, and provide appropriate follow-up should exposure occur. This policy and exposure control plan conforms to and is not in conflict with the requirements of local, state and federal laws and the Centers for Disease Control guidelines for prevention and transmission of HIV/HBV, James Madison University and the clinical sites utilized in the nursing program. It is the responsibility of each nursing student to be familiar with the provisions of this policy and to operate accordingly.

The OSHA/VOSH 1910.1030 Blood Borne Pathogens Standard was issued to reduce the occupational transmission of infections caused by microorganisms sometimes found in human blood and certain other potentially infectious materials. Although a variety of harmful microorganisms may be transmitted through contact with infected human blood, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) have been shown to be responsible for infecting workers who were exposed to human blood and certain other body fluids containing these viruses, through routes like needle-stick injuries and by direct contact of mucous membranes and non-intact skin with contaminated blood/materials, in the course of their work. Occupational transmission of HBV occurs

much more often than transmission of HIV. Although HIV is rarely transmitted following occupational exposure incidents, the lethal nature of HIV requires that all possible measures be used to prevent exposure of workers.

Methods of Compliance

1. **Standard Precautions:** Standard precautions are based on the fact that the existence of pathogens cannot be known in all situations. In some instances, patients harboring blood-borne infections may never be identified as representing a potential infectious risk. In settings such as outpatient clinics, identification of patients who present a potential infectious risk is impractical if not impossible. Because one can never be sure who might be infectious, STANDARD PRECAUTIONS are recommended for all patient contacts. These precautions should minimize the risk of transmission of blood-borne infections. Therefore, all blood or other potentially infectious materials are to be handled as if they are contaminated by a blood-borne pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials. Laboratory specimens from all patients must be treated as infectious.
2. **Engineering and Work Practice Controls:** The use of appropriate practices are outlined and followed as specified in the individual practicum settings utilized to eliminate or minimize exposure. Where occupational exposure remains after institution of these controls, personal protective equipment is also used.
3. **Hand-washing and Other General Hygiene Measures:** Hand-washing is a primary infection control measure which is protective of both the employee and the patient and must be diligently practiced. Students shall wash hands thoroughly using soap and water or other approved antibacterial waterless hand sanitizer whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment. When other skin areas or mucous membranes come in contact with blood or other potentially infectious materials, the skin shall be washed with soap and water, and the mucous membranes flushed with water, as soon as possible. Appropriate hand-washing facilities are available in clinical facilities and in the nursing skills center. Blood and body fluid spills should be cleaned up promptly. Gloves should be worn and the area decontaminated according to institutional policy. If not specified, a freshly made solution of one part chlorine bleach to 9 parts water can be used.
4. **Sharps Management:** Needles, especially contaminated needles and other contaminated sharps, should not be bent, recapped or removed. Shearing or breaking of contaminated needles is prohibited. Contaminated disposable sharps shall be discarded, as soon as possible after use, in the disposable sharps containers.
In practicum settings procedures are followed as outlined for sharps use and disposal. In the campus-based nursing skills center appropriate containers (closable, puncture resistant, labeled or color-coded, and leak-proof on sides and bottom, and maintained upright throughout use) for the disposal of sharps are provided as a protective mechanism even though sharps are used for practice on oranges, manikins, etc. and do not involve use with human subjects. Nearly full containers are to be promptly disposed of (or emptied and decontaminated in the case of reusable sharps) and replaced. In the skills center the disposal of sharps containers is the responsibility of the skills center coordinator.

6. **Personal Protective Equipment:** Personal protective equipment is available and is to be used according to the specifications of the individual clinical site being utilized. Students are expected to wear personal protective equipment when doing procedures in which exposure of the skin, eyes, mouth, or other mucous membranes to blood or other body fluids is likely. The articles to be worn will depend on the expected exposure.
- o **Protection for Hands:** Gloves should be worn when handling body secretions; when contact with blood or other potentially infectious bodily fluids and mucous membranes or non-intact skin is likely; when handling soiled items or surfaces; and when performing venipuncture or giving parental medications. Gloves should be changed after direct contact with each patient. Environmental contamination should be prevented by removing gloves as soon as possible after contamination. Gloves should not be washed and reused. Hands should be washed after gloves are removed. Gloves should be replaced as soon as feasible when contaminated, torn, punctured, or when their ability to function as a barrier is compromised.
 - o **Protection for Eyes/Nose/Mouth:** Masks and protective eyewear are not routinely indicated. In many instances, personal eyeglasses will provide adequate eye protection. Students shall wear masks in combination with eye protection devices (goggles or glasses with solid side shields) or chin-length face shields whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. When suctioning intubated patients or caring for patients with productive coughs, e.g., during a sputum induction procedure, protection with masks and eyewear shall be used.
 - o **Protection for the Body:** Gowns are not routinely necessary, but a variety of garments including gowns, aprons, lab coats, clinic jackets, etc. are to be worn when soiling of clothes with blood or other body fluids is likely. Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated. If penetrated by blood or other potentially infectious material, the garments should be removed as soon as possible and placed in a designated container for laundering or disposal.
 - o **Laundry:** Linen soiled with blood or other body fluids are to be placed in bags designed and marked for that purpose as specified in the given institution. Contaminated laundry shall be handled as little as possible with a minimum of agitation. Wet contaminated laundry which may soak-through or cause leakage from bag or containers must be placed in bags or containers which prevent soak-through and/or leakage of fluids to the exterior.
6. **Regulated Wastes and Communication of Hazards:** Disposal of waste materials regulated by this standard is to be handled according to institutional policy. The presence of hazardous materials is to be identified according to accepted procedures of the given institution.

Procedures for Evaluation and Follow-Up of Exposure Incidents

1. An exposure incident refers to specific contact of eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material. A significant occupational exposure is defined as:
 - o A needle stick or cut caused by a needle or other sharp that was actually or

- potentially contaminated with blood or other body fluid.
- o A mucous membrane (i.e., splash to the eye or mouth) exposure to blood or other body fluid.
 - o A cutaneous exposure involving large amounts of blood or prolonged contact with blood, especially when the exposed skin was chapped, abraded, or afflicted with dermatitis.
2. Immediate antiseptic procedures should be followed after possible or accidental exposure and the CDC guidelines for occupational exposure should be followed.
 3. A student has an ethical duty to report any incident that exposed him/herself or a patient to the risk of transmission of a blood borne disease and is ethically obligated to be tested for HIV when the patient is exposed to a provider's blood.
 4. Incidents of student exposure are to be reported immediately to the faculty member responsible for the specific experience. The faculty member in turn reports the incident to both the facility where the incident occurred, and the JMU BSN program director. Documentation of the exposure incident is to be submitted within 24 hours to the BSN program director and should include: route(s) of exposure; circumstances under which the exposure occurred; identification and documentation of the source individual if feasible; and follow up steps taken. When an exposure is reported that individual will follow the facility exposure plan for testing and evaluation.
 5. Students having an exposure incident in a clinical agency without an Established protocol should return to the university and follow university procedures. Students will be responsible for payment of any necessary medical testing or care.

STUDENT LEADERSHIP

Pi Mu At-Large Chapter, Sigma Theta Tau International

Pi Mu at-Large shares the mission of Sigma Theta Tau International (STTI) Honor Society of Nursing: To foster excellence, scholarship, and leadership in nursing to improve health care worldwide. The chapter's local mission is to enhance nursing scholarship, leadership, and networking among students, faculty, and nursing professionals in the Shenandoah Valley.

Qualified students will have completed half of the program of study for the RN/BSN program and rank in the upper 35% of their class, and have demonstrated superior scholastic achievement and academic integrity are invited to become Full Members of the Pi Mu Chapter. Membership applications are accepted any time, but new member inductions occur in the early Fall and Spring. Further information about the Honor Society is available from Carroll Ward, wardcl@jmu.edu, faculty advisor.

http://www.nursing.jmu.edu/pi_mu/

Purpose

- Recognize superior achievement
- Recognize leadership potential
- Promote high professional standards
- Encourage creativity and scholarship

- Enhance commitment to the profession

SCHOLARSHIPS & AWARDS

Financial Resources

There are financial resources designed specifically for nursing students. In addition to the following description of sources of financial assistance, students are notified of new information via email as it arrives. Materials and applications, when available, may be obtained from the School of Nursing office or found on designated bulletin boards.

- **Farrell Scholarship** Dr. Francis (JMU '82) and Mary Carter Farrell (JMU '84) established the endowed Farrell Scholarship in 2004 in honor of their parents, Frank and Eva Farrell. Qualified applicants: Registered nurse with an Associate Degree who has gained admission to James Madison University RN to BSN program as a full-time student; demonstration of excellence in and commitment to nursing practice; self-reported financial need. See further specifications at <http://nursing.jmu.edu/rntobsn/scholarship.html>
- **Federal Loan Programs:** Excellent federal loans specifically for nursing students are available at a low rate of interest. No interest is payable while in school and for nine (9) months post-graduation. Repayment can be deferred or canceled depending upon employment following graduation. Eligibility depends on the student's financial need status. The financial aid office has applications.
- **Whitehead Scholarships:** The Whitehead Foundation provides significant money annually to the JMU Nursing program for distribution to students with financial need. It is need-based as determined by the Financial Aid Office, and the student must file a financial aid form with them. Eligibility requires that the student be from designated southern states. If the student qualifies on the basis of geography and financial need they will automatically be considered for this award.
- **Military Scholarship and Loan Programs:** All branches of the military (Air Force, Army, Navy, and ROTC) offer programs for nursing students. The student should contact the branch of their choice to explore these programs.

Federal Scholarship Programs

- **The Veterans Administration Scholarship Program** is a very good, but highly competitive scholarship program that involves commitment for employment following graduation.
- **The Indian Health Service** has a less competitive but excellent scholarship program as well.
- **National Student Nurses Association:** The NSNA Foundation awards scholarships annually to NSNA members. Information about these scholarships can be secured through the JMU Chapter of VNSA or directly from NSNA.

- **Virginia League for Nursing:** The VLN offers several smaller scholarships annually.

Other Helpful Links

- <https://www.discovernursing.com/scholarships>
Search here for scholarships for nursing students.
 - <http://bhpr.hrsa.gov/scholarshipsloans/programs/nsl.html>
Nursing Student Loan program provides long-term, low-interest rate loans to full-time financially needy students pursuing BSN.
 - <http://www.schev.edu/index/tuition-aid/financialaid/state-student-aid/undergraduate-financial-aid-programs>
Lists scholarships and grants at its website including category for nursing students.
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New Policies

New policies and changes in policies may be made at any time during the academic year. New policies and policy changes will be published on the School of Nursing website and notification of these policies will be sent to all RN-BSN enrolled students. Students are responsible for knowledge of and compliance with policies published in the RN-BSN Student Handbook & JMU Student Handbook.