



STEPHEN F. AUSTIN STATE UNIVERSITY  
DEWITT SCHOOL OF NURSING

STUDENT HANDBOOK  
FOR  
UNDERGRADUATE PROGRAMS  
(BSN AND RN-BSN)

# Mission Statements and Nursing Goals

## University Mission

Stephen F. Austin State University (SFA) is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work, and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community.

## College of Science and Mathematics Mission

Through excellent teaching, research, and other scholarly activities, the SFA College of Sciences and Mathematics (COSM) provides high quality undergraduate and graduate programs in a nurturing environment that prepare students for leadership and service as STEM professionals.

## DeWitt School of Nursing (SON) Mission

Our mission is to provide students a foundation for success as graduate nurses who are ethical, competent critical thinkers by providing an educational environment that promotes holistic healthcare in an educational community dedicated to teaching, research, creativity, and service.

## School of Nursing Core Values

### Teaching and Learning

The facilitation of transformative learning experiences will inspire innovation and excellence, and fosters life-long learning in the nursing profession.

### Intellectual and Creative Engagement

SON faculty encourage the student to investigate the health needs of a changing society and to think in creative ways to provide holistic health care to culturally diverse populations and engage the nursing profession.

### A Diverse Student Body

The unique individual student is engaged and valued as a partner in the diverse learning community and in the nursing profession.

### Faculty Excellence

Faculty will seek new ways to provide a collaborative, respectful, inclusive learning experience and serve as positive examples of nursing professionals.

### Intellectual and Creative Engagement

SON faculty encourage the student to investigate the health needs of a changing society and to think in creative ways to provide holistic health care to culturally diverse populations and engage the nursing profession.

### Partnerships

The SON will demonstrate integrity and facilitate trust with community partners in the nursing profession in meeting the needs of culturally diverse populations.

**The Nursing Metaparadigm:** The SON strives to equip all nursing students to embody the metaparadigm of nursing, person, health, and environment in all aspects of healthcare delivery.

- **Nursing:** Nursing graduates at every level are expected to meet the academic and ethical standards of the profession. Nursing is a profession of arts and science dedicated to facilitating holistic care to all persons.
- **Person:** The individual, family, group, or community that engages with the nurse in the healthcare delivery system.
- **Health:** “A state of complete physical, mental, and social wellbeing, not merely the absence of disease or infirmity.” (World Health Organization, 2019)
- **Environment:** The setting in which the student learns and practices nursing.

## Program Learning Outcomes

The student will:

1. apply knowledge of the physical, social, and behavioral sciences in the provision of nursing care based on theory, research and evidence-based practice.
2. deliver nursing care within established legal and ethical parameters in collaboration with clients and members of the interdisciplinary health care team.
3. provide holistic nursing care to individuals, families, communities, and society as a whole while respecting individual and cultural diversity.
4. demonstrate effective leadership that fosters independent thinking, use of informatics, and collaborative communication in the management of nursing care.
5. assume responsibility and accountability for quality improvement and delivery of safe and effective nursing care.
6. serve as an advocate for clients and for the profession of nursing.
7. value continuing competence, growth, and development in the profession of nursing.

The DeWitt School of Nursing offers curricula leading to a Bachelor of Science in Nursing (BSN). The curriculum plan includes courses in general education, science, the humanities, and a nursing core. Clinical application courses allow for exposure to a variety of areas of nursing practice.

The RN-to-BSN program is a flexible option designed to meet the needs of the working RN. Nursing classes are offered online. Clinical experiences may be conducted in the geographical area in which the RN student resides.

The Baccalaureate Degree in Nursing will allow the student a wide range of opportunities to excel as a nurse. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN) which assures a high quality and meets established standards. The program includes a total of 120 hours (53 hours nursing and 68 prerequisite hours) for the generic student, and a total of 120 hours in the RN/BSN track.

Upon completion of the program, the prelicensure BSN graduates are eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

## Licensure Information

### Recommendation for Licensure

University recommendation for application for RN licensure will be made upon satisfactory completion of the nursing curriculum.

### Information Regarding Eligibility for the NCLEX-RN

The Texas Board of Nursing (BON) has established guidelines and criteria regarding the eligibility of persons with criminal convictions to obtain a license as a registered nurse. The BON may refuse to admit persons to its licensure examinations, may refuse to issue a license or certificate of registration, or may refuse to issue a temporary permit to any individual who has been convicted of a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in the revocation of probation imposed pursuant to such conviction. A Federal Bureau of Investigation (FBI) criminal background check is required by the BON. Convictions for offenses other than traffic violations will be investigated. A student contemplating entry into the BSN program that has /had such offenses should contact the Director of the School of Nursing regarding completing a Declaratory Order. Additionally, the information can be found on the BON website at <http://www.bon.texas.gov>.

The Texas Board of Nursing (BON) has established guidelines and criteria regarding the eligibility of persons with mental illness and/or chemical dependency to obtain a license as a registered nurse. The BON may refuse to admit persons to its licensure examinations, may refuse to issue a license or certificate of registration, or may refuse to issue a temporary permit to any individual with lack of fitness to practice by reason of mental illness or intemperate use of alcohol or drugs that could result in injury to patients or the public. A student with a history of mental illness or chemical dependency, who is considering entry into a BSN program, should contact the Director as previously noted in the last paragraph.

A student who has concerns in either of these areas is encouraged to file a Declaratory Order with the Texas Board of Nursing (BON) prior to his/her academic career. BON investigations may take up to a year. Detailed information is available from the Texas Board of Nursing (BON) or from the Director of the DeWitt School of Nursing.

## Federal Educational Rights & Privacy Act (FERPA)

In compliance with the Federal Educational Rights & Privacy Act (FERPA) the University designates that staff may not release certain information (grades) without prior written consent.

You may disclose directory information without written prior consent, unless the student notifies the Registrar's Office in writing to the contrary. Directory information includes the following items: name, address including e-mail, telephone numbers, major field of study, academic classification, participation in officially recognized activities and sports, weight & height of athletic team members, dates of attendance, degree and awards received and photograph.

Written consent is required to release all other information.

FERPA – Family Education Rights and Privacy Act

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

The following items are considered DIRECTORY INFORMATION by the university and the university may disclose any of these items without prior written consent, unless the student notifies the Registrar, in writing to the contrary, by September 1 of each fiscal year.

- A. name
- B. all addresses, including University issued e-mail address
- C. all telephone numbers
- D. major field of study
- E. academic classification
- F. participation in officially recognized activities and sports
- G. weight and height of members of athletic teams
- H. dates of attendance and enrollment status
- I. degrees and awards received
- J. previous schools attended
- K. photograph
- L. class roster (not the student's class schedule)

## **Bachelor of Science in Nursing Requirements**

A student requesting admission to the baccalaureate program in nursing must meet the following criteria:

### **Full Admission Requirements**

1. Acceptance to SFA
2. Overall GPA of 2.5 in college work, including transfer courses
3. Science GPA of 2.75 in college work, including transfer courses. Courses calculated for science GPA are BIO 238, BIO 239; CHE 111; NUR 304; BIO 308. Students are encouraged to take the science classes at SFA.
4. Successful completion of the entrance testing. Scores to be submitted to School of Nursing. Tests may be scheduled through the SFA Counseling and Career Services office.
5. Grades for repeated courses will be averaged
6. Completion of the following academic courses:
7. Core Curriculum Requirements (42 hours)
  - A. Communication (6 hours)
    - Three hours from: ENG 131, ENG 133
    - Three hours from: COM 111, COM 170
  - B. Mathematics (3 hours): MTH 220
  - C. Life and Physical Sciences (6 hours): BIO 238, CHE 111
  - D. Language, Philosophy and Culture (3 hours)
    - Three hours from: ENG 200, ENG 209, ENG 211, ENG 212, ENG 221, ENG 222, ENG 229, ENG 230, ENG 233H; HIS 151, HIS 152; PHI 153, PHI 223
  - E. Creative Arts (3 hours)
    - Three hours from: ART 280, ART 281, ART 282; DAN 140; MUS 140; MHL 245; THR 161, THR 163
  - F. Social and Behavioral Sciences (3 hours): PSY 133
  - G. Component Area Option (6 hours), including three hours from ENG 132
8. Applicant must submit official transcripts from all colleges to SFA admissions office and to NursingCAS.
9. Applications are submitted to NursingCAS.

## Additional Requirements

- A. Academic courses required by the School of Nursing must include BIO 238L - Human Anatomy and Physiology I Lab; CHE 111L - Intro to Chemistry I Lab; BIO 239 - Human Anatomy and Physiology II and BIO 239L - Human Anatomy and Physiology II Lab; BIO 308 - Pre-nursing Microbiology; three hours from PSY 376, HMS 336, or HMS 236; NUR 304 - Pathophysiology; three hours from HMS 239; and three hours from SOC 137 - Introduction to Sociology, SOC 139 - Race and Ethnic Relations or ANT 231 - Cultural Anthropology.
- B. A nursing major of at least 51 to 55 hours, including three hours of nursing electives
- C. Enough additional hours to make a total of at least 120 semester hours of acceptable credit
- D. A minimum of 42 hours of residence work on SFA campus, of which 36 semester hours must be 300- to 400-level courses
- E. A maximum of 66 hours may be transferred from a junior college.
- F. A grade of at least C in each freshman English course, a C average in coursework completed at SFA, a minimum of C in each course in the major field and specified cognates. These required averages are based upon those courses in each category included in the student's official degree plan.
- G. Computer science, component area course, HIS 133 and HIS 134, and PSC 141 and PSC 142, are not required for entrance into the nursing program. However, they are required by the university for graduation.

**Admission Process:** Up to 80 students may be admitted each fall and spring semester based on completion of prerequisites and attainment of admission criteria. Admission is competitive based upon the applicant's overall and science GPAs, as well as the nursing entrance exam. To be considered for admission review, the student must be admitted to the university and complete the following application steps:

- Complete application to NursingCAS
- Complete, official copies of transcripts from all previous colleges and SFA transcript to be submitted to NursingCAS
- Copies of accepted or denied petitions or petitions being submitted to be uploaded in the NursingCAS system
- Copy of nursing entrance test (Test of Essential Academic Skills, scheduled through the testing office) to be sent to the School of Nursing or uploaded into the NursingCAS system
- Student essay submitted to NursingCAS
- All science courses must be taken within the past seven years prior to admission to the nursing school.

**Application Deadlines:** The deadline for application for admission to the fall class is Feb. 1 each year. The deadline for the spring class is Aug. 15 each year. Applications received after these deadlines may be considered only if vacancies still exist in the incoming class. ***The School of Nursing recommends that applications be completed and submitted four to six weeks prior to the deadline. It is the responsibility of the student to make sure that all application materials are received by NursingCAS prior to the stated deadline.*** When students apply, prerequisites must be completed by the end of the semester in which the application is submitted. Applications are not retained from semester to semester. For a student to re-apply, the student must request that NursingCAS roll over the application to the next application period.

**Eligibility:** Any applicant who is not in good standing at another nursing program and is not eligible to continue or return to that program will be ineligible for admission into the SFA School of Nursing program. If a student from another program has failed two or more nursing courses, that student will not be considered in good standing for admission. Criminal background checks will be conducted on all nursing students upon being accepted into the program. A positive background check shows the student was arrested, charged and/or convicted of a crime. A positive background check may result in a student's inability to start in the nursing program. A declaratory order from the Texas Board of Nursing will be required for consideration for

admission. If a student knows of a possible problem, the student should contact the Texas Board of Nursing prior to or concurrent with application to the program.

**Transfers:** Students who have completed courses at other institutions may transfer credits under the policies of SFA. Nursing hours will be evaluated individually for transfer. Nursing courses are to be taken in order or concurrently within their block. Any exception will be the decision of the Student Affairs Committee and the Director.

**Other Expenses:** Uniforms, shoes, name tag, stethoscope, and health insurance are all purchased prior to the first nursing course. A urinalysis for drug screening, current Tdap immunization, MMR immunization; HBV immunization (or serological confirmation of immunity); two doses of varicella vaccine (unless first dose was received prior to age 13) or serologic confirmation of immunity of varicella disease; annual TB screening; meningitis vaccine; polio vaccine; annual flu shot; and current American Heart Association BLS Healthcare Provider certification must be received by the SON prior to beginning the program. If necessary, random drug screen costs will be incurred by the student. Traveling accommodations and expenses to clinical sites are the student's responsibility.

## RN-BSN Requirements

A student requesting admission to the RN-BSN program must meet the following criteria:

### Full Admission Requirements

1. Acceptance to SFA
2. Current licensure as an RN and working as an RN
3. Overall GPA of 2.5 in prerequisite courses, including transfer courses
4. Grades for repeated courses will be averaged
5. Completion of the following academic courses:
6. Core Curriculum Requirements (42 hours)
  - A. Communication (6 hours)
    - Three hours from: ENG 131, ENG 133H
    - Three hours from: COM 111, COM 170
  - B. Mathematics (3 hours): MTH 220
  - C. Life and Physical Sciences (6 hours): BIO 238, CHE 111
  - D. Language, Philosophy and Culture (3 hours)
    - Three hours from: ENG 200, ENG 209, ENG 211, ENG 212, ENG 221, ENG 222, ENG 229, ENG 230, ENG 233H; HIS 151, HIS 152; PHI 153, PHI 223
  - E. Creative Arts (3 hours)
    - Three hours from: ART 280, ART 281, ART 282; DAN 140; MUS 140; MHL 245; THR 161, THR 163
  - F. Social and Behavioral Sciences (3 hours): PSY 133
  - G. Component Area Option (6 hours), including three hours from ENG 132
7. Applicant must submit official transcripts from all colleges to SFA admissions office and to NursingCAS.
8. Applications are submitted to NursingCAS.

### Additional Requirements

- H. Academic courses required by the School of Nursing must include BIO 238L - Human Anatomy and Physiology I Lab; CHE 111L - Intro to Chemistry I Lab; BIO 239 - Human Anatomy and Physiology II and BIO 239L - Human Anatomy and Physiology II Lab; BIO 308 - Pre-nursing Microbiology; three hours from PSY 376, HMS 336, or HMS 236; NUR 304 – Pathophysiology or NUR 438 RN-BSN Pathophysiology; three hours from HMS 239.
- I. Enough additional hours to make a total of at least 120 semester hours of acceptable credit
- J. A minimum of 30 hours of residence work on SFA campus, all of which must be 300- to 400-level courses

- K. A grade of at least C in each freshman English course, a C average in coursework completed at SFA, a minimum of C in each course in the major field and specified cognates. These required averages are based upon those courses in each category included in the student's official degree plan.
- L. HIS 133 and HIS 134, and PSC 141 and PSC 142, are not required for entrance into the nursing program. However, they are required by the university for graduation.

**Admission Process:** Students may be admitted based on completion of prerequisites and attainment of admission criteria. When spaces are limited, admission of qualified applicants will be processed in the order received. To be considered for admission, the student must complete the following:

- Completed application to NursingCAS ([nursingcas.org](http://nursingcas.org))
- Complete, official copies of transcripts from all previous colleges and SFA transcript to be submitted to NursingCAS
- Copies of accepted or denied petitions or petitions being submitted to be sent to School of Nursing;
- Copy of current licensure to practice as a registered nurse.

**Application Deadline:** The deadline for application for admission is July 15 for fall admission, November 15 for spring admission, and April 15 for summer admission. Applications received after this deadline will be considered only if vacancies still exist in the incoming class. It is the responsibility of the student to make sure all application materials are received by the NursingCAS system and the School of Nursing prior to the deadline. Students who have completed courses at other collegiate institutions may transfer credits under the policies of SFA. A maximum of 66 academic semester hours may be transferred from a junior college. There is no limit to the number of senior college hours that may be transferred; however, 30 hours, all of which are advanced (300-499 level), must be completed in residence at SFA. Advanced placement credit does not count as hours toward residency.

**Other Expenses:** Name tag, stethoscope, and health insurance are all purchased prior to the first nursing course. A urinalysis for drug screening, current Tdap immunization, MMR immunization; HBV immunization (or serological confirmation of immunity); two doses of varicella vaccine (unless first dose was received prior to age 13) or serologic confirmation of immunity of varicella disease; annual TB screening; meningitis vaccine; polio vaccine; annual flu shot; and current American Heart Association BLS Healthcare Provider certification must be received by the SON prior to beginning the program. If necessary, random drug screen costs will be incurred by the student. Traveling accommodations and expenses to clinical sites are the student's responsibility.

## Technnology

### Supplies

To facilitate course delivery, the SON will use Brightspace Learning Management System and other electronic programs as defined within each course; therefore, students will need computer access. Additionally, students will need access to a printer and scanner at various times throughout the semester.

### Netiquette

The principles of online communication relate to honoring others and their opinions; respecting differences; responding honestly using thoughtful and respectful dialogue; respecting privacy; constructive, professional responses to faculty and peers; and avoid slang, jargon, and emoticons. Academic writing style is required for all online communication.



## Nursing Honors Courses

Nursing students who have been accepted into the University School of Honors may receive honors credit for a nursing course. For information regarding this, view the School of Honors website at <http://www2.sfasu.edu/honors/index.html>. Completion of 25 hours of honors credits, as delineated in the University School of Honors procedures, allows students to graduate with an honors diploma, cords, and a bronze medallion.

## SON Policy and Procedures

All students are responsible for the Policies and Procedures of the School of Nursing. The policies listed here provide a general overview and are not a complete listing. Please review the School of Nursing Policies located on the SFASU Nursing website. You are required to consent to, and abide by, the policies of SFASU and of the DeWitt School of Nursing while a student in this nursing program. (<http://www.sfasu.edu/academics/colleges/sciences-math/nursing>)

## Academic Advising

**Policy 1.2** Although each student is responsible to ensure that the courses selected will meet degree requirements, the SON will help students choose courses with special attention to prerequisites, petitions, and advancing sequences.

### BSN STUDENTS

All declared generic undergraduate BSN nursing majors will be advised through the SON by nursing faculty.

### RN-BSN STUDENTS

All undergraduate RN-BSN nursing majors will be advised through the SON by the RN-BSN Coordinator.

## Retention and Progression

**Policy 3.16** The SON will ensure that students have successfully mastered the knowledge and skills in a course which is required for progression to the sequential level of difficulty in the curriculum.

### BSN Students must:

1. Have a weighted mean test score of 75%, or better;
2. Have an overall course grade of 75%, or better;
3. Receive a grade of PASS for the clinical portion of each course with a clinical component;
4. Receive no more than two (2) "F" days in the clinical portion of courses with a clinical component;
5. Meet all course requirements, as specified in course syllabi and related School policies.

*Students who fail to meet any one or more of these criteria will receive a grade of F for the course.*

*Students who fail any two (2) nursing courses will be dismissed from the SFASU School of Nursing program. This includes nursing courses transferred from another institution.*

*A nursing course may be repeated one time only. A maximum of two (2) different nursing courses may be repeated, including those dropped with a W or WP grade.*

*Students who receive five (5) clinical "F" days will be dismissed from the SFASU School of Nursing program.*

See the policy for full details regarding the procedure for readmission.

### **RN-BSN Students must:**

1. Have a weighted mean test score of 75%, or better;
2. Have an overall course grade of 75%, or better;
3. Receive a grade of PASS for the clinical portion of each course with a clinical component;
4. Receive no more than two (2) “F” days in the clinical portion of courses with a clinical component;
5. Meet all course requirements, as specified in course syllabi and related School policies.

*Students who fail to meet any one or more of these criteria will receive a grade of F for the course.*

*Students who receive five (5) clinical “F” days will be dismissed from the SFASU School of Nursing program.*

Students who voluntarily withdraw from the program must petition Student Affairs for readmission. Students will be readmitted on a case-by-case basis.

## **Grading**

**Policy 1.7** This policy establishes uniform grading for all nursing coursework in the School of Nursing.

1. Rounding is confined to the final course grade.

Grades on individual exams (including comprehensive or HESI), assignments, quizzes, and projects are recorded in the gradebook in their original form without rounding.

2. Final course grades are rounded to the closest whole number using the 0.5 math rule and using one decimal point to the right of the whole number. If the final course grade is not a whole number, the following rounding rules apply:

- a. If the decimal attached to a whole number is 0.5 or greater, then round up to the next whole number (equal to or greater than 85.50 = 86)

- b. If the decimal attached to a whole number is less than 0.5, then round down to the previous whole number (equal to or less than 85.49 = 85).

### **BSN and RN-BSN GRADING SCALE:**

90-100	= A
80-89	= B
75-79	= C
Less than 75	= F

**Course Descriptions** Please refer to the SFA Undergraduate Catalog.

## **Absence from Examinations**

**Policy 1.1** Students, applicable to all programs, are expected to be present for any exam; students may be excused from attendance for reasons such as health, family emergencies, or student participation in an approved university-sponsored event(s). However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. If so directed by the instructor, the student must bring a written excuse from the professional healthcare provider.

If the student has an excused absence from an exam, the instructor has the option of requiring a make-up exam or increasing the percentage of the points of another test. All final exams are mandatory. Any missed final exam will result in an incomplete grade until the final exam is taken.

In the event of an imminent absence, the student will:

1. Notify the instructor prior to the exam;
2. Contact the instructor within two (2) days following the exam, in order to make arrangements to take the exam.

If the absence is not excused, a zero (0) will be received for the exam.

## **Academic Integrity**

**SFA Policy 4.1 *Student Academic Dishonesty*** Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

Definition of Academic Dishonesty Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to: using or attempting to use unauthorized materials on any class assignment or exam; falsifying or inventing of any information, including citations, on an assignment; helping or attempting to help other student(s) in an act of cheating or plagiarism. *Plagiarism* is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to: submitting an assignment as one's own work when it is at least partly the work of another person; submitting a work that has been purchased or otherwise obtained from the Internet or another source; incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, failure of the course, or expulsion from the university. A student who wishes to appeal decisions related to academic integrity should follow procedures outlined in Academic Appeals of Students (SFA, Policy 6.3).

## **Student/Faculty Conferences with/without F-Day**

**Policy 1.3** A conference form is necessary to facilitate and record communications between faculty and students regarding professional expectations and student performance.

### ***ACADEMIC COUNSELING FOR STUDENTS OF ALL PROGRAMS***

Counseling Forms may be used for a wide variety of topics and recommendations. It may be used as an "F" Day form, it may be used for academic counseling, and it may be used to commend student behavior. The original should be placed in the student's file and a copy given to the student.

### ***BSN and RN-BSN CLINICAL CONFERENCE AND F DAY***

The Counseling Form may be used for clinical counselling and conferences between faculty and students or as documentation for a "F Day". Unacceptable nursing practice in the clinical setting is grounds for receiving a Clinical Fail Day, also known as an "F" Day. A clinical setting is any activity for which the student receives clinical hours.

A student who receives three (3) clinical "F" days in any clinical course will receive a grade of F for that course. After receiving a grade of F, a student may petition the Student Affairs Committee to re-take the course during the subsequent semester on a space available basis.

A student who accumulates five clinical “F” days will be dismissed from the School of Nursing. After being dismissed from the School of Nursing, a student may petition the Student Affairs Committee to be reinstated into the School of Nursing.

## **Faculty and Course Evaluations**

**Policy 3.12** All students, applicable to all programs, will be given the opportunity to evaluate faculty and courses at the completion of each course. Each evaluation will be anonymous and confidential. This should be regarded as a privilege and a right, with inherent responsibility for objectivity. The comments are anonymous and confidential.

## **Clinical Requirements and Information**

### **Criminal Background Check**

#### **Policy 3.4 BSN STUDENTS:**

All pre-licensure BSN students in the School of Nursing (SON) shall have a Department of Public Safety/Federal Bureau of Investigation (DPS/FBI) criminal background check before attending clinical classes. [83<sup>rd</sup> Legislative Session, Senate Bill 1058, SECTION 2. Subsection I, Section 301.2511; SECTION 3. Section 301.257, Subsections (j) and (k)].

The Joint Commission (TJC) requires clinical background checks for security purposes on all employees, staff, and volunteers who supervise care, render treatment, and provide services in clinical facilities. All SON students shall have documentation from the Texas Board of Nursing (BON) regarding the outcome of a criminal background check uploaded to the SON designated tracking program before the first day of class.

Criminal background checks will be conducted by the BON. The SON will send a roster of newly accepted nursing students to the BON each semester. The BON will send the SON a confirmation email within ten business days. At that time, the SON will notify the students and each student shall arrange a fingerprint scanning appointment. The student may not be fingerprinted until notified by the SON.

The student will pay for both the fingerprint scanning services and the cost of the DPS/FBI background check. The BON will mail a postcard directly to those students who have a clear background check. The student will then give a copy of this postcard to the SON (uploaded to Castlebranch, Inc.).

In the event the BON contacts the student concerning the need for additional information, including but not limited to a Declaratory Order, the student must notify the director of the SON and submit any correspondence from the BON to the SON. The student will pay for the Declaratory Order if a charge is assessed. If a student is charged with an act which may require a Declaratory Order while in the SON program, the student will:

1. Contact the BON to determine if a Declaratory Order is needed;
2. Notify the director of the SON of the act and the BON requirement, if any;
3. Pay for any expenses associated with this process.

#### **RN-BSN Students**

Students admitted to the RN-BSN and MSN Programs must satisfactorily complete a criminal background check prior to beginning clinical rotations. Students who refuse to submit to a background check, or do not pass the background check review, may be dismissed from the program.

*A. Obtaining a Background Check Report.* The DeWitt School of Nursing has a designated tracking program that will conduct the background checks that issue reports directly to the DeWitt School of Nursing. Results from a company other than that designated will not be accepted. Students and applicants must contact the designated company and comply with its instructions in authorized and obtaining a background

check. Student and applicants are responsible for payment of any fees charged by the designated company to provide the background check service.

B. *Scope.* Background checks include the following and cover the past seven years:

Texas Statewide Criminal; Nationwide Sexual offender Index; Residence History; Social Security Alert; Nationwide Fraud and Abuse Scan; Nationwide Patriot Act; Additional counties, if out of state

C. *Rights.* Students and applicants have the right to review the information reported by the designated company for accuracy and completeness and to request that the designated company verify that the background information provided is correct. The student must contact the designated company to challenge the accuracy of the report, if necessary.

**Students with a positive hit on the background check will be notified and reported to the Texas Board of Nursing (BON).**

## **Urine Drug Screen**

**Policy 3.17** All students accepted into the School of Nursing (SON) shall have a urine drug screen before attending clinical classes to ensure safety of the public and comply with The Joint Commission (TJC) standards.

## **Student Impaired by Chemical Dependency**

**Policy 1.11** The School of Nursing (SON) at SFA seeks to maintain an environment free from substance abuse to promote a safe, healthy and productive learning environment. The SON is also mandated by law to ensure the safety and wellbeing of faculty, staff, students, patients and clients.

To achieve this environment and comply with the legal mandate, the SON, upon reasonable cause to suspect that the ability of a nursing student to perform the services of the nursing profession would be, or would reasonably be expected to be, impaired by chemical dependency, will ensure that the student is tested for drugs and alcohol. Upon a positive finding, the SON will file with the Texas Board of Nursing a written, signed report that includes the identity of the student and any additional information the Board requires as stated in the Texas Nurse Practice Act sec. 301.404.

**CONSENT** Each student will sign a consent form to undergo drug and alcohol testing upon request while a student in the SON. Each student will sign a consent form for the information obtained during drug and alcohol testing to be shared with members of the SON faculty, the SON Ad Hoc Standards Committee members, and the University Office of Student Rights and Responsibilities, as necessary. Faculty will make every effort to ensure the information remains confidential.

**TESTING** If it is brought to the attention of the SON, by anyone in any manner, that any student may be impaired by chemical dependency, the Ad Hoc Standards Committee will immediately investigate the matter. *See Policy 1.11 for details regarding testing, positive results, documentation, and the burden of proof.*

## Immunizations

**Policy 3.13** Immunization against communicable diseases is necessary for the health of students, clients, and the public. The Texas Department of Health, the University, and our clinical agencies mandate immunization. All students, applicable to all programs, will show proof of current: a) MMR immunization or serologic confirmation of immunity; b) Tdap (tetanus-diphtheria and pertussis) immunization; c) Hepatitis B series or serologic confirmation of immunity; d) Two (2) doses of varicella vaccine or serologic confirmation of immunity; e) Polio vaccine; f) Meningococcal vaccine (a booster may be required); and an annual Flu vaccine. All students will show proof of a TB skin test or TB blood test unless they have had documented significant reactions (10 mm or more). In this event, students will show proof of respiratory examinations once every two (2) years.

If a student fails to meet the above requirements and fails to have all immunizations current and documented in the School of Nursing prior to the first class day of each semester, the student will not be allowed to attend clinical. Failure to attend clinical results in an F-day. It is the student's responsibility to maintain currency of vaccinations. *See Policy 3.15 for additional procedural information.*

## Liability Insurance Requirements

**Policy 3.15** The Stephen F. Austin State University School of Nursing requires all nursing students who have patient contact to have liability insurance coverage. The liability coverage fee is included in each student's course fees and billed by the University. The liability insurance provides protection for students while they are participating in clinical practicums, as required for academic course work.

## Health Insurance for Students

**Policy 3.11** All students, applicable to all programs, will have personal health insurance, and will upload proof of that insurance to the designated tracking program before the first class day of each semester.

1. Upon entry to the School of Nursing (SON), the designated staff will verify that of all students' health insurance coverage is uploaded into the tracking program. A copy of either the policy or the insurance card, as well as a copy of the student's driver's license or official ID, will be submitted to the tracking program before the first clinical day in the nursing program.
2. If a student fails to meet the above requirements before the first clinical day of each semester, the student will not be allowed to attend clinical. Failure to attend clinical results in an "F" Day. Three "F" days will constitute failure of the course.

## Health Care Provider BLS Certification for Students

**Policy 1.13** All students, applicable to all programs, shall show proof of current American Heart Association Health Care Provider Basic Life Support certification prior to going into the clinical area.

1. Each student is responsible for maintaining current BLS certification throughout the nursing program.
2. BLS certification will be obtained through any American Heart Association Healthcare Provider BLS course.
3. The student will upload into the designated tracking program a copy of the current BLS certification for placement in the student's file.
4. The Senior Secretary will monitor the tracking program and notify instructors of any student not in compliance.
5. Failure to comply with this policy will result in clinical "F" day(s). Students will not be allowed to go to clinical without current BLS certification. An "F" day will be given for each clinical day missed.
6. At the discretion of the faculty member, the student may be required to demonstrate proficiency.

## Clinical Dress Code

**Policy 3.6** Students should maintain a professional appearance, with name tags, when they are officially representing the School of Nursing (SON), either in a clinical setting or at a professional meeting. When not required to wear a uniform, professional dress is required. Students shall be required to purchase a collared purple shirt through the SON and may be required to wear this shirt to clinical experiences and meetings.

If, in the judgment of the instructor the student does not meet professional expectations, the instructor may remove the student from the clinical area and a clinical “F” day may be given. In clinical areas where a clinical uniform is required, the following criteria will apply (in addition to specific clinical agency requirements):

### *Uniforms:*

**BSN STUDENTS** The approved clinical dress is a wrinkle-free white dress, white top and white pants/skirt, or white top and purple pants/skirt with an approved SFA embroidered logo, of a style typically available from uniform stores or catalogs. Skirts must be between mid-knee length and ankle length. Pants/skirts must cover all undergarments completely and must cover the student’s midriff or waist area by extending under the top or allowing the top to be tucked in. All uniforms must fit in an appropriate, conservative and modest nature. Full coverage undergarments are required. Patterned underwear or tee shirt logos should not be visible under the uniform. Tee shirts worn under the uniform must be white.

**RN-BSN STUDENTS** The approved dress for RN-BSN students is based upon their preceptor. If the preceptor normally wears dress clothes, so will the student. If the preceptor normally wears scrubs, so will the student. If the preceptor normally wears a lab coat, so will the student. All clothes must be wrinkle-free. Pants/skirts must cover all undergarments completely and must cover the student’s midriff or waist area by extending under the top or allowing the top to be tucked in. All uniforms must fit in an appropriate, conservative and modest nature. Full coverage undergarments are required. Patterned underwear or tee shirt logos should not be visible under the uniform. Tee shirts worn under the uniform must be white.

### 1. Jackets:

- a. Pre-licensure BSN students may wear a white scrub jacket with the approved SFA embroidered logo. (This is not a white lab coat.)
- b. Registered Nurses in the RN to BSN online program, or in the MSN program, may wear a white lab coat if required by the clinical agency.

2. Shoes and Hose: Professional, white, closed-toe uniform shoes or athletic type shoes of a white color are to be worn. White hosiery with dress uniforms and white socks or plain hosiery with pantsuits is required. White shoes are appropriate and must be clean, and worn with white, clean shoestrings. Do not wear shoes that are open-toed, backless, platform, or high-heeled. Shoes should be appropriate for the dress; if wearing dress clothes, dress shoes should match.

3. Hair: Hair must be clean, neatly groomed, and contained. Shoulder length or longer hair must be tied back and contained so that it does not interfere with the performance of clinical duties. No ornate hair ornaments or bows. Hairbands should match the natural hair color or be neutral in color, and cannot be wider than (one) 1- inch. Beards or mustaches should be short and neatly groomed.

4. Name Tags: The approved SFASU name tag will be worn in all clinical sites and home visits. The approved name tag is a badge with **student's** picture and name that is obtained from Student Services Office in the University Center. The format for the name tag will be as follows:
- a. *Pre-licensure BSN students:*

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
BSN NURSING  
STUDENT

*(Student's picture)*

*FIRST NAME*

- b. *Registered Nurses in the RN to BSN online:*

STEPHEN F. AUSTIN  
STATE UNIVERSITY  
RN-BSN NURSING  
STUDENT

*(Student's picture)*

*FIRST NAME*

*RN*

5. Watches: Watches must have the capability of counting seconds, be conservative in appearance, and not be distracting in color or embellishment. No smart watches (i.e. Apple Watch).
6. Nails: Nails should be short and neatly groomed, and shall not exceed one-fourth of an inch beyond the fingertip. No nail polish is allowed. No artificial nails are allowed.
7. Jewelry: When in the clinical area, because of the potential for spread of infection and injury to client and/or student, it is recommended that jewelry be kept to a minimum.
- a. Earrings should be small, matching stud earrings no larger than 5 mm in diameter. Only one stud per ear is allowed. Ear gauges are not allowed.
  - b. Rings should be only wedding sets or plain bands and limited to a wedding set or one ring per hand.
  - c. Necklaces, wrist, or ankle bracelets shall not be worn in clinical areas unless it is a medical alert bracelet or necklace.
  - d. Piercings: Visible piercings are not allowed and must be removed prior to entering the clinical setting. Clear space holders may be used; however, this is subject to a specific clinical site or location policy.
8. Scents: Due to close contact with others, deodorant/antiperspirant is to be worn. No perfumes, colognes, scented oils, or aftershave lotions should be applied.
9. Cosmetics: All make-up should be conservative and in moderation.
10. Tattoos: Tattoos shall be covered and shall not be visible. As per faculty discretion, a long-sleeved black or neutral shirt may be worn if a white shirt does not satisfactorily cover the tattoos. If a tattoo is located where covering it poses an infection control risk to patients, the tattoo may remain uncovered; however, this is subject to a specific clinical site or location policy.
11. Professional Meetings: When representing the School at any time, the student will dress professionally and wear name tags. For meetings or any in-facility activity, women will wear dresses or nice pants and be neatly groomed. Men will wear nice slacks and shirts, and be neatly groomed. No jeans, short pants, or caps.



For meetings or any in-facility activity, women will wear dresses or nice pants and be neatly groomed. Men will wear nice slacks and shirts and be neatly groomed. No jeans, short pants, or caps.

### **Supplies for assessment**

Students must have a dual head stethoscope that will effectively detect both high and low pitched sounds and a watch that keeps time in seconds. For BSN students, an assessment kit will be purchased through your lab fees and will be given to the student the first day of class.

## **Clinical Absences**

**Policy 3.3** In order for an absence to be excused, the student must be excused directly by the clinical instructor. If so directed by the instructor, the student must bring a written excuse by the health care provider. An unexcused absence will result in a clinical “F” day for the BSN and RN-BSN students.

Unexcused absences are defined as any absence that was not cleared with the instructor prior to the clinical experience, or any absence not directly related to illness of self, or death of immediate family member or significant other. In the event of an emergency preventing prior notification, the instructor should be notified within 24 hours of the missed clinical day.

In the event of an imminent absence, the student will:

1. Notify the instructor according to his/her (the instructor's) stated instructions in the syllabus.
2. Notify the clinical agency, if appropriate, at least one hour prior to scheduled clinical experience.
3. Absence of more than ten percent (10%) of clinical time will result in failure of the course.
4. A student may petition an adverse action pursuant to the ten percent (10%) absence rule to the Student Affairs Committee. The petition may be handled in an expedited manner if appropriate. Documentation supporting the reason for the absence will be required with the petition.

## HIPAA Compliance

Stephen F Austin State University (SFASU) has cooperative agreements with agencies in the area for clinical training of its students enrolled in all health-care fields and programs. To ensure that SFASU students, faculty, and staff involved in these programs understand the patient privacy requirements of the clinical sites and of applicable laws, including the Health Insurance Portability and Accountability Act of 1996, SFASU offers this guidance for those persons to ensure compliance with those requirements. *Note: The discussions, uses, or disclosures discussed below encompass written, verbal, or electronic communication.*

DO'S	DON'T'S
<p><b>Do</b> sign the SFASU Faculty/Staff/Student confidentiality agreement before any involvement in a clinical program.</p> <p><b>Do</b> attend SFASU training or in-class clinical instruction on requirements relating to patient privacy.</p> <p><b>Do</b> know and adhere to a clinical site's privacy policies and procedures before undertaking any activities at the site.</p> <p><b>Do</b> maintain, at all times, the confidentiality of any patient information, regardless of whether the identifiers listed in the "DON'T'S" section of these guidelines have been removed.</p> <p><b>Do</b> promptly report any violation of those procedures, applicable law, or SFASU's confidentiality agreement by you, an SFASU student, and faculty or staff member to the appropriate SFASU clinical coordinator or program director.</p> <p><b>Do</b> understand that a violation of the clinical site's policies and procedures, of applicable law, or SFASU's confidentiality agreement will subject you to disciplinary action.</p>	<p><b>Don't</b> discuss, use, or disclose any patient information while in in the clinical setting unless it is part of your clinical assignment.</p> <p><b>Don't</b> remove any record from the clinical site.</p> <p><b>Don't</b> disclose any information about a patient during your clinical assignment to anyone other than the medical staff of the clinical site.</p> <p><b>Don't</b> use patient information in the context of a learning experience, classroom, case presentation, class assignment, or research without attempting to exclude as much of the following information as possible:</p> <p>Names or patient's real initials  <i>Geographical, lesser than a state</i>  <i>Dates of birth, admission, discharge, death</i>  <i>Telephone and/or fax numbers</i>  <i>E-mail addresses</i>  <i>Social security numbers</i>  <i>Medical records or account numbers</i>  <i>Health plan beneficiary numbers</i>  <i>Certificate/license numbers</i>  <i>Web locators/internet protocols</i>  <i>Biometric identifiers</i>  <i>Full face photos</i>  <i>Any other unique identifying number, characteristic, or code</i>  <i>All ages over 89</i>  <i>Room numbers</i></p>

## Grievance Procedure

**Policy 3.10** It is important that all students be given the right to be heard. A nursing student who wishes to appeal a grade or file a complaint may do so in a structured manner. The student must first attempt to resolve any conflict with the faculty member. This should be done within one month following the end of the semester in question.

If the conflict is not resolved, the matter will be referred to the student's program coordinator. If the student's program coordinator cannot resolve the matter, the student may petition the Student Affairs Committee. If the matter is not resolved by the Student Affairs committee, it will be referred to the Director of the SON. If the conflict is not resolved by the Director of the SON, the student will adhere to University policies on the appeal of grades or conflict.

If the conflict involves a clinical course and results in failure of the course, the student will not be allowed to be present in the clinical setting until the grievance is resolved. It is the student's responsibility to continue to attend all lectures and take all didactic tests during the grievance process. If the grievance is resolved in favor of the student, it will be the responsibility of the faculty to arrange clinical makeup opportunities.

If the conflict involves academic integrity regardless of the SON consequence, the student will be referred to the Dean of the College of Sciences and Mathematics so that university policy may be followed.

## Disciplinary Action

**Policy 3.5** Students enrolled in the Nursing program, applicable to all programs, assume an obligation to conduct themselves in a manner compatible with established standards of Stephen F. Austin State University, School of Nursing, and professional nursing.

Students violating the University or School of Nursing policies will be subject to disciplinary action and may be dismissed from the nursing program. Acts for which students are subject to disciplinary action include, but are not limited to:

1. Violation of University policies for which dismissal from the university is imposed.
2. Providing any information that is false, deceptive, misleading in connection with one's own application to the School of Nursing for acceptance into the Nursing program.
3. Failing to maintain minimum academic standards.
4. Failing to accurately, or intelligibly, report or document a client's symptoms, responses, or progresses, or failing to do so under circumstances that indicate a disregard for client safety and welfare.
5. Failing to make entries, and/or making false entries, in records pertaining to the giving of medications, treatments, or nursing care, or failing to do so under circumstances that indicate a disregard of client safety and welfare.
6. Failing to follow the Policy and Procedure for wastage of medications at the facility in which the student is receiving clinical instruction.
7. Misappropriating medications at the facility in which the student is receiving clinical instruction.
8. Failing to administer medications and/or other treatments in a responsive manner.
9. Failing to take all precautionary measures necessary to prevent the loss or unauthorized appropriation of medications.
10. Passing, or attempting to pass, a forged, altered, or falsified prescription.
11. Performing, or attempting to perform, nursing techniques or procedures beyond expected student competencies or scope of practice.
12. Violating the confidentiality of information concerning the client except, or as allowed, by law.
13. To cause, suffer, permit, or allow physical or emotional injury to the client, or failing to report same, in accordance with incident reporting procedures in effect where the student is receiving clinical instruction.
14. Leaving a nursing assignment without notifying appropriate personnel.

15. Failing to report to the nursing instructor, within a reasonable time of the occurrence, any violations of the Texas Nurse Practice Act.
16. Delegating nursing care functions or responsibilities to a person who lacks the ability or knowledge to perform the function.
17. Failing to demonstrate use of the nursing process appropriate to the course level in the care of clients.
18. Failing to conform with established School of Nursing dress code standards.
19. Failing to accept directions or refusing to accept an assignment from an instructor
20. Accepting gifts and/or gratuities from clients and/or client family members.

Students have the responsibility to be physically prepared, mentally prepared, present, and punctual for all clinical assignments and appointments. Students will not be excused early to go to work. If the student is unable to keep a clinical appointment with an agency or client on a given day, it is the responsibility of the student to notify the agency, client, and the instructor. Students will receive verbal notice at the time of the occurrence, or as soon as possible. A written counseling form documenting the incident and specifying the consequences for actions will follow as soon as possible.

## **Clinical Proficiency**

**Policy 1.5** BSN (not applicable to RN-BSN): In the event a student fails to enroll in or complete a clinical class for any reason, and does not enroll in and complete that course during the next regular offering, that student must demonstrate clinical proficiency before being allowed to continue in the program.

## **Blood or Body Fluid Exposure**

**Policy 1.4** The SON is committed to providing a safe and healthful environment for faculty and students. Immediate treatment is provided to the individual at the clinical site where the injury occurs. The student/faculty will follow the clinical site Bloodborne Pathogen Protocol. *See Policy 1.4 for detail description of procedure.*

## **Transportation of Patients**

**Policy 1.12** Students are not to transport patients in their personal vehicles. If patients are in need of this service, volunteers and agencies may provide this service.

## **Simulation Center**

**Policy 1.9** Students, other healthcare learners, and facility users may only be in the Simulation Lab with a member of Stephen F. Austin State University School of Nursing (SFASU SON) faculty or staff present. Simulation Lab personnel or designee will be supervising use of the lab equipment and mannequins at all times. Faculty will adhere to the Simulation Center Procedure Manual for additional information regarding use of the Simulation Center. *See Policy 1.9 for additional policy information.*

### **Simulation Center Student Rules**

All students will wear approved uniforms and name identification tags while in the Simulation Lab. If a student is not dressed appropriately, he or she will be asked to leave.

1. All students will bring necessary clinical equipment to the Simulation Lab such as stethoscope, penlight, paper, and pencil.
2. No pens are allowed in the Simulation Lab. Any pens found in the lab will be removed by the faculty or staff immediately.
3. Students may not have open food containers or beverages in the Simulation Center.

4. All student cell phones should be turned off when entering the Simulation Center unless otherwise directed by the instructor.
5. Students must wait on their instructor to enter the Simulation Center. The only exception is students practicing skills that are scheduled through the Acuity Scheduling System. These students may enter the Simulation Center independent of the instructor at their scheduled time.
6. All students are to remain quiet and respectful in the Simulation Center. Any student who is noisy, disruptive, or disrespectful will be asked to leave the Simulation Center.
7. Do NOT use povidone iodine, activated Chloraprep, or ink (label dressings with pencil prior to placing on the manikin) on the manikins.
8. After simulation or skills practice, clean up the room and leave the room as you found it.
9. Place all trash in the appropriate containers. Sharps containers are only for needles, syringes, lancets, broken glass, or other sharp objects contaminated with blood. Red biohazard boxes are only for items that are saturated with medical waste and saturated non-sharps objects. All other items may be disposed in the trash can.
10. The Simulation Lab is considered a clinical site. As such, students should follow all instructions given by course faculty in the event of a late or missed day.
11. Treat all simulations and skills activities as real situations. If you do not take the simulation seriously, the instructor reserves the right to remove the student from the simulation. Any student removed from the lab will be subject to a clinical F day as per policy.
12. The Simulation Center is a safe environment. Here, it is okay to make a mistake. You will not be stopped if you make a mistake, but it will be discussed in debriefing. There will be no discussion of the simulation until such time that all students in the class have completed the simulation.
13. All students are required to sign the Simulation Confidentiality Agreement and Video/ Audio/ Photography Recording Consent prior to the first day in the Simulation Lab.
14. Any student may request a copy of the signed forms by emailing the course coordinator.

## **Clinical Supervision by Preceptor**

**Policy 1.6** When nursing instructors are not able to be in the clinical setting to supervise students, clinical preceptors will supervise nursing interventions of students. Preceptors can be Registered Nurses with a Bachelors of Nursing or be an experienced nurse. Medical Doctors may also serve as preceptors. Preceptors will sign a Preceptor Agreement annually. *See Policy 1.06 for additional policy information.*

## **Clinical Performance Evaluation**

**Policy 3.8** Students, applicable to all programs, will receive formative clinical evaluations throughout the semester and a written summative evaluation of clinical performance at the end of each semester.

The formative clinical performance evaluations completed throughout the semester may be verbal and/or written at the discretion of the course instructor.

Each student will receive a written clinical evaluation at the completion of each clinical course. This evaluation will be discussed with the student. The student will be asked to sign and date the evaluation before it is filed in his/her permanent record. If, for any reason, the student disagrees with the clinical evaluation, the student will be referred to the SON Student Affairs Committee.

**Differentiated Essential Competencies (DEC's)** The Richard and Lucille DeWitt School of Nursing prepares graduates to demonstrate the *Differentiated Essential Competencies of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgments, and Behaviors (DECs)*. The competencies are based upon the preparation in the program of study. In nursing education, the DEC's serve as a guideline and tool for curriculum development and revision, a tool for benchmarking and evaluation of the program, and statewide standard to ensure graduates will enter practice as safe and competent nurses. The DEC's are incorporated into every course in the

SON to ensure uniformity and continuity of standards. Please refer to the Texas BON website for additional information.

## **Evaluation of Clinical Agency by Students**

**Policy 3.7** To facilitate effective evaluation of clinical educational experiences, students will be provided with the opportunity to assess their clinical agency for achievement of clinical objectives. *See Policy 3.7 for additional policy information.*

## **Texas Board of Nursing**

### **Nursing Practice Act**

For detailed information regarding the Nursing Practice Act, see the Texas BON website at [https://www.bon.texas.gov/laws\\_and\\_rules\\_nursing\\_practice\\_act.asp](https://www.bon.texas.gov/laws_and_rules_nursing_practice_act.asp)

## **Texas Administrative Code**

### **Section 231.27 Good Professional Character**

(a) Every individual who seeks to practice nursing in Texas must have good professional character related to the practice of nursing. This requirement includes all individuals seeking to obtain or retain a license or privilege to practice nursing in Texas.

(b) The Board defines good professional character as the integrated pattern of personal, academic, and occupational behaviors that indicate an individual is able to consistently conform his/her conduct to the requirements of the Nursing Practice Act, the Board's rules, and generally accepted standards of nursing practice. An individual who provides satisfactory evidence that he/she has not committed a violation of the Nursing Practice Act or a rule adopted by the Board is considered to have good professional character related to the practice of nursing.

(c) A determination that an individual does not have good professional character related to the practice of nursing must be based on a showing by the Board of a clear and rational connection between a violation of the Nursing Practice Act or a rule adopted by the Board and the individual's ability to effectively practice nursing. See Section 231.27 for the remainder of the provision. The provisions of this §213.27 adopted to be effective October 29, 2015, 40 TexReg 7403; amended to be effective February 25, 2018, 43 TexReg 863.

### **Section 217.11 Standards of Nursing Practice**

The Texas BON is responsible for regulating the practice of nursing within the State of Texas. The standards of nursing practice are defined in detail congruent with the Texas Nursing Practice Act. See the Texas Administrative Code for details.

# American Nurses Association (ANA)

## Standards of Nursing Practice

Standard 1: Assessment: The registered nurse collects comprehensive data pertinent to the patient's health or the situation.

Standard 2: Diagnosis: The registered nurse analyzes the assessment data to determine the diagnoses or issues.

Standard 3: Outcomes Identification: The registered nurse identifies expected outcomes for a plan individualized to the patient or the situation.

Standard 4: Planning: The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard 5: Implementation: The registered nurse implements the identified plan.

5A: Coordination of Care: The registered nurse coordinates care delivery.

5B: Health Teaching and Health Promotion: The registered nurse employs strategies to promote health and a safe environment.

5C: Consultation: The advanced practice registered nurse and the nursing role specialist provide consultation to influence the identified plan, enhance the abilities of others, and effect change.

5D: Prescriptive Authority and Treatment: The advanced practice registered nurse uses prescriptive authority procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.

Standard 6: Evaluation: The registered nurse evaluates progress toward attainment of outcomes. Standards of Professional Performance

Standard 7: Quality of Practice: The registered nurse systematically enhances the quality and effectiveness of nursing practice.

Standard 8: Education: The registered nurse attains knowledge and competency that reflects current nursing practice.

Standard 9: Professional Practice Evaluation: The registered nurse evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.

Standard 10: Collegiality: The registered nurse interacts with and contributes to the professional development of peers and colleagues.

Standard 11: Collaboration: The registered nurse collaborates with patient, family, and others in the conduct of nursing practice.

Standard 12: Ethics: The registered nurse integrates ethical provisions in all areas of practice.

Standard 13: Research: The registered nurse integrates research findings into practice.

Standard 14: Resource Utilization: The registered nurse considers factors related to safety, effectiveness, cost, and impact on practice in the planning and delivery of nursing services.

Standard 15: Leadership: The registered nurse provides leadership in the professional practice setting and the profession.

# ANA Code of Ethics

## Provision Statements

- Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- Provision 6: The nurse, through individual and collective effort, establishes, maintains and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2018). *Code of Ethics for Nurses with Interpretive Statement*. Retrieved from <https://www.nursingworld.org/nurses-books/code-of-ethics-for-nurses/>



**New Student Orientation Information  
with Contractual Agreement**

## **Stephen F. Austin State University Richard and Lucille DeWitt School of Nursing**

Student Handbook for Undergraduate Nursing Programs (BSN and RN-BSN) is available on the School of Nursing Website at <http://www.sfasu.edu/academics/colleges/sciences-math/nursing>

### **School of Nursing (SON) Policies and Procedures**

The policies and procedures of the SON are located on the nursing website at [www.nursing.sfasu.edu](http://www.nursing.sfasu.edu). Students must indicate acceptance and acknowledge understanding of the policies under which they will be governed while in the nursing program. Policies are subject to change and, if changes occur, the updated policy will be posted on the SON website and students will be notified when changes occur.

### **Academic Integrity**

The SFA Policy 4.1, *Student Academic Dishonesty*, outlines cheating, plagiarism, and student discipline. You must abide by the expectations expressed in this policy which may be viewed at (<http://www.sfasu.edu/policies/>). In accordance with university policy, we will submit cases of suspected cheating and plagiarism to the Director of the School of Nursing, or the designee.

### **Academic Permission - FERPA**

As a student at SFA, permissions are given through the Registrar's Office to allow the SON faculty to discuss grades with parents. If a form is not on file in the Registrar's Office and a parent wishes to meet with the Director and/or faculty, one of two forms must be completed:

- 1) Registrar's Office form that was signed on admission to SFA;
- 2) Form completed in the Director's Office giving permission to speak to parents.

### **Dress Code**

Students should maintain a professional appearance, with name tags, when they are officially representing the School of Nursing (SON), either in a clinical setting or at a professional meeting. When not required to wear a uniform, professional dress is required. Students shall be required to purchase a collared purple shirt through the SON and may be required to wear this shirt to clinical experiences and meetings. The policy is detailed in the student handbook and within the policies listed on the SON website.

### **Simulation Confidentiality Agreement and Student Rules**

Nursing students are required to keep all information regarding and surrounding the clinical simulation(s) in which they participate confidential until such time that all students in the student's current class has completed the simulation(s). Simulations are not to be discussed in any way with any member of the SON student body until all simulation(s) are completed. The simulation center student rules have been read and will be followed.

### **Video/Audio/Photography Recording Consent**

The School of Nursing may record participation and appearance in clinical simulations and/or classroom activities. These are used only for educational and/or instructional purposes by the SON. Any simulation video/audio recordings are destroyed within one year of the filming or recording.

### **Social Media Conduct**

In exchange for educational opportunities provided by clinical rotations, students agree to comply with all state, local, and federal requirements governing the privacy of medical information. Students must agree to uphold all **HIPAA** and other privacy requirements during clinical rotations.

Students are bound to comply with all privacy requirements when not at the clinical site, including conversations with family, friends, and peers. Students will be held accountable for maintaining the privacy of any information obtained in any form during the clinical rotations. **To uphold the privacy of such**

**information, students must agree to not post or discuss any clinical experience, photography, video footage, or information about the clinical agency, its staff or its clients on any Internet or social network site (Factbook, Twitter, Instagram, emails, or any other non-mentioned site.** SON searches of Internet sites for breaches in privacy policies can occur randomly.

Students will be prohibited from returning to the clinical site if the privacy requirement is violated. Such violation could result in clinical F days, course failure, a delay in completing degree requirements, and/or removal from the School of Nursing.

### **Electronic Filing and Maintenance of Required Immunization Records**

Immunization information submitted to Castlebranch, Inc. is an electronic database which is required and reviewed by the SON. A copy of immunizations will be uploaded to Castlebranch, Inc. by each student. The electronic database provides a tracking mechanism to ensure that all students maintain current immunization status. Failure to keep immunizations current will lead to the inability to attend the clinical sites and other possible ramifications in the course grade including accrual of F-Days.

### **HIPPA**

Stephen F Austin State University (SFASU) has cooperative agreements with agencies in the area for clinical training of its students enrolled in all health-care fields and programs. To ensure that SFASU students, faculty, and staff involved in these programs understand the patient privacy requirements of the clinical sites and of applicable laws, including the Health Insurance Portability and Accountability Act of 1996, SFASU offers this guidance for those persons to ensure compliance with those requirements. *Note: The discussions, uses, or disclosures discussed below encompass written, verbal, or electronic communication.*

**DeWitt School of Nursing Undergraduate Programs  
CONTRACTUAL AGREEMENT**

***School of Nursing Student Handbook***

I have read the School of Nursing (SON) Student Handbook. Additionally, I have been made aware of the location on the SON website.

(Student initials\_\_\_\_\_)

***School of Nursing Policies and Procedures***

I have been made aware of the policies and procedures governing the SON. I acknowledge understanding of the policies that I am required to abide while enrolled in the SON. I understand that any changes to the policies will be updated on the SON website and that I will be notified of any such changes.

(Student initials\_\_\_\_\_)

***Academic Integrity***

I understand that SFA Policy 4.1 outlines student academic dishonesty and that I am to abide by the expectations as outlined. I also acknowledge that I am aware of the consequences of academic dishonesty.

(Student initials\_\_\_\_\_)

***Academic Permission (FERPA)***

I understand that faculty are not allowed to discuss grades with my parents or other family members with my written consent. I have been provided with information on how to grant permission if I so choose.

(Student initials\_\_\_\_\_)

***Dress Code***

I agree that I am responsible for adhering to the SON policy regarding the dress code as directed and that a violation of the policy will result in a clinical F-Day.

(Student initials\_\_\_\_\_)

***Simulation Confidentiality Agreement***

I agree to keep all information regarding and surrounding the clinical simulation(s) in which I participate confidential until such time that all students in my current class have completed the simulation(s). I agree not to discuss the simulation in any way with any member of the School of Nursing until she/he has completed the simulation(s). I understand if I violate this agreement I may be subject to disciplinary action.

(Student initials\_\_\_\_\_)

***Video/Audio/Photography Recording Consent***

I authorize the DeWitt School of Nursing to record my participation and appearance in clinical simulations on video and audio tape. I understand that this video/audio recording will be used for educational/instructional purposes only within the SON. Furthermore, this recording will be destroyed within one year of filming/recording.

(Student initials\_\_\_\_\_)

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***HIPAA and Social Media Conduct***

I agree to comply with all state, local, and federal requirements governing the privacy of medical information. I agree to uphold all **HIPAA** and other privacy requirements during clinical rotations including conversations with family, friends, and peers. I understand that I will be held accountable for maintaining the privacy of any information obtained in any form during the clinical rotations. Furthermore, I understand that I will be prohibited from returning to the clinical site if the privacy requirement is violated. Such violation could result in clinical F days, course failure, a delay in completing degree requirements, and/or removal from the School of Nursing.

(Student initials\_\_\_\_\_)

***Electronic Filing and Maintenance of Immunization Records***

I agree to comply with the required immunizations as outlined on the SON policy. I understand that failure to comply will result in accrual of clinical F-days until my immunizations are current.

(Student initials\_\_\_\_\_)

My signature below indicates that I agree to follow the rules delineated in each of these categories. I understand that I must follow FERPA laws and HIPAA laws, as designated by the State of Texas.

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

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Date Signed