

MIDDLE TENNESSEE STATE UNIVERSITY

SCHOOL OF NURSING

BACHELOR OF SCIENCE IN NURSING

STUDENT HANDBOOK

Additional Nursing information is available at:
<http://www.mtsu.edu/~nursing>

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New York, NY 10006
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and

Commission on Collegiate Nursing Education (CCNE)
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www.aacn.nche.edu

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**MIDDLE TENNESSEE STATE UNIVERSITY
SCHOOL OF NURSING
STUDENT HANDBOOK**

**THE MISSION, PHILOSOPHY, CONCEPTS AND OUTCOMES OF
THE BSN PROGRAM**

I. MISSION

The Middle Tennessee State University School of Nursing educates individuals to function as professional nurses competent to meet the health care needs of individuals and groups across the life span and to adapt to future trends in health care.

Through the baccalaureate nursing program, the University demonstrates its commitment to the preparation of practitioners who assume professional level nursing roles in the delivery of health care. The School of Nursing seeks to assure the highest quality nursing education possible. Nursing faculty accept teaching as their primary responsibility but recognize that community service, practice, research and scholarly productivity are also integral parts of the faculty role.

II. PHILOSOPHY

A. The Middle Tennessee State University School of Nursing has established an operating framework with five core competencies at the foundation. These are **communication, critical thinking, personal and professional relationships, the nursing process, and leadership**. From this base, additional concepts emerge to provide interaction with **persons, the environment, health, professional nursing and nursing education**.

1. Communication includes all interaction, verbal and nonverbal, that occurs with an individual or the environment. Because communication is a complex process, education and experience contribute to expanding an individual's ability in this competence. Good communication involves receiving as well as sending messages. It is essential in order for any of the other competencies to be useful.

2. Critical thinking encompasses all forms of analysis, creativity and reasoning. It is essential for good decision-making. Although it involves some basic intuitive ability, critical thinking skills can be taught. Since critical thinking can be taught, opportunities for practice and improvement are available in a variety of settings. This skill is a cornerstone without which the other core competencies would remain at a dangerously superficial level.

3. Personal and professional relationships are important factors in the operating framework because they are the context in which the other competencies interact. Through the process of socialization, students learn the professional role in formal and informal ways. Experiences can increase abilities to interact with a large variety of individuals, thus enhancing relationship skills. Competency in interpersonal relationships is crucial for successful goal attainment.

4. **Leadership** is a dynamic process that includes technical skills in combination with the art of nursing. Effective leaders demonstrate all other core competencies as they guide others in the professional role. Adaptation to future trends in the healthcare system is possible through skills in management that allow for control of both material and human resources. The baccalaureate graduate is prepared to assume positions that require this important core competency.

5. The **nursing process** is the vehicle that connects and applies all other competencies. It is the professions' method of problem solving and allows for consistent, creative and skillful care. Through the nursing process, a team of concerned professionals meets individuals' needs for health and well-being.

All five of the core competencies must be present in order for an individual to demonstrate competency in the art and science of nursing. Anyone missing a portion of this core could not be a successful nursing professional. Together, the five core competencies prepare individuals with the resources to operate in the healthcare arena knowing that they possess appropriate skill to handle challenging situations. The combination of communication, critical thinking, personal and professional relationships, the nursing process, and leadership provide a broad base that stimulates ongoing knowledge and skill acquisition.

B. The additional concepts encircle the core ones and add further definition and depth to the practice of nursing. **Person, environment, health, professional nursing, and nursing education** contribute dimensions to the core competencies that clarify expectations of the practicing nurse. All terms represent factors that the nurse encounters while delivering care.

1. Every **person** is a unique and multifaceted individual. Persons live, work and play as individuals, families, groups and communities. They are bio-psycho-social and spiritual beings who represent the entire spectrum of cultural diversity. Nurses can administer care for persons singly or in any configuration. Communication occurs with any of these combinations, highlighting interpersonal relationships. Critical thinking is required in order to plan care using the nursing process.

2. The person interacts with the **environment** in an ongoing, continually changing cycle. In order to fully understand persons, their environment must be examined. Again use of the core competencies facilitates nurses' ability to incorporate all environmental influence.

3. **Health** is a continuum of wellness to illness. It is not merely the presence or absence of disease, but includes all forms of life influencing factors. Persons in connection with their environment strive for a place on the continuum of health that is realistic and comfortable for them. Nurses act to assist each individual in this effort. Use of all four core competencies is crucial in gaining the skill to allow optimal service to all individuals, families and communities.

4. **Professional nursing** is an art and a science. Courses are taken in a wide variety of disciplines to supplement the knowledge gained from nursing courses. Not only do students acquire a broad knowledge base, but also they learn to interact with a diverse group of team members.

5. Nursing education takes place in environments of higher learning. It includes a variety of experiences to assist students in gaining beginning competence in providing holistic care. Nursing education includes courses from many disciplines. Courses in humanities, arts, sciences and mathematics are eventually combined with nursing content to produce a well rounded individual capable of using communication and critical thinking in developing the nursing process and accomplishing productive personal and professional relationships.

III. MAJOR CONCEPTS/CORE COMPETENCIES

The core competencies were derived from concept identification and clarification exercises with the faculty in April 2001. It yielded five core competencies with subcategories identifying behaviors or characteristics for each subcategory. These are the competencies the graduate should demonstrate to fulfill the program outcomes.

A. COMMUNICATION

1. Oral Skills

- Teaching
- Professional Interaction
- Therapeutic Communication
- Assertiveness
- Public Speaking
- Negotiation

2. Written Skills

- Manuscript
- Technical Reports
- Composition
- Professional Correspondence
- Documentation
- Plans of Care

3. Information Technology Skills

- Word Processing
- Web Searching
- Terminology
- Electronic Communication
- Navigation of the Web
- Database Management

B. CRITICAL THINKING

1. Scientific Inquiry

Research Dissemination
Research Utilization
Quality Improvement
Critical Elements Identification
Reflective Thinking

2. Creativity

Autonomy
Self-expression
Risk Taking
Flexibility

C. LEADERSHIP

1. Personal

Role Modeling
Professional Accountability/responsibility
Lifelong Learning

2. Coordinator of Care

Team Member
Clients/Patients
Delegation

3. Materials Management

Accountability
Appropriation
Information Manager

4. Human Resources

Groups/Aggregates
Workforce Manager

5. Time Management

Organization

D. NURSING PROCESS

- 1. Assessment**
- 2. Analysis**
- 3. Planning**
- 4. Implementation**
- 5. Evaluation**

E. PERSONAL AND PROFESSIONAL RELATIONSHIPS

- 1. Morality**
 - Socialization
 - Spirituality
 - Altruism
 - Social Justice
 - Values
 - Quality of Life
- 2. Ethics**
 - Integrity
 - Human Dignity
 - Code of Nurses
- 3. Legality**
 - Nurse Practice Act
 - Patient Rights
 - Civil and/or Criminal Law
 - Standards of Practice
- 4. Cultural Care Competency**
 - Sensitivity
 - Diversity
- 5. Caring**
 - Empathy
 - Empowerment
 - Collegiality
 - Compassion
 - Respect

F. DEFINITIONS

1. **Communication Skills**: Exchange of ideas via a variety of formats

Oral Skills: Verbal and nonverbal communication

Writing Skills: Ability to communicate information in written format

Information Technology Skills: Utilization of technology to facilitate information

2. **Critical Thinking Skills**: Utilizing skills of reasoning, analysis, research, or decision-making relevant to the discipline of nursing

Scientific Inquiry: Attainment, synthesis, and utilization of data

Creativity: The procurement, reordering or identification of data to facilitate change

3. **Leadership**: Use of knowledge and skills to design, coordinate and manage care of individuals and the healthcare system

Role Modeling: Students will model professionalism

Professional Accountability/Responsibility: Ultimately answers for health care outcomes

Lifelong Learning: Recognizes the need to expand knowledge base throughout one's career

Team Member: Practices with other healthcare professionals, including lesser skill personnel i.e. UAP

Clients/Patients: Responsible for direct and indirect care of clients with multiple healthcare deficits

Delegation: Directly and indirectly supervises others

Accountability: Maintains inventory control systems

Appropriation: Judicious use of supplies

Information Manager: input/output data systems

Groups/Aggregates: Staffing, budgeting and FTE management

Workforce Manager: Line supervisor i.e. charge nurse

Organization: Use problem solving to achieve multitasks

4. **Nursing Process:** An orderly, logical, problem-solving approach to administer nursing care so that client's needs are met

Assessment: A deliberate and systematic collection of data

Analysis: Examine and interpret data to make nursing judgments

Planning: Develop a strategy that prescribes interventions to attain expected outcomes

Implementation: Putting nursing plan into action

Evaluation: Continuous process essential to ensuring the quality and appropriateness of nursing interventions

5. **Personal and Professional Relationships:** Standards of behavior in the practice of nursing

Morality: Establishment and maintenance of standards of thinking and behaving

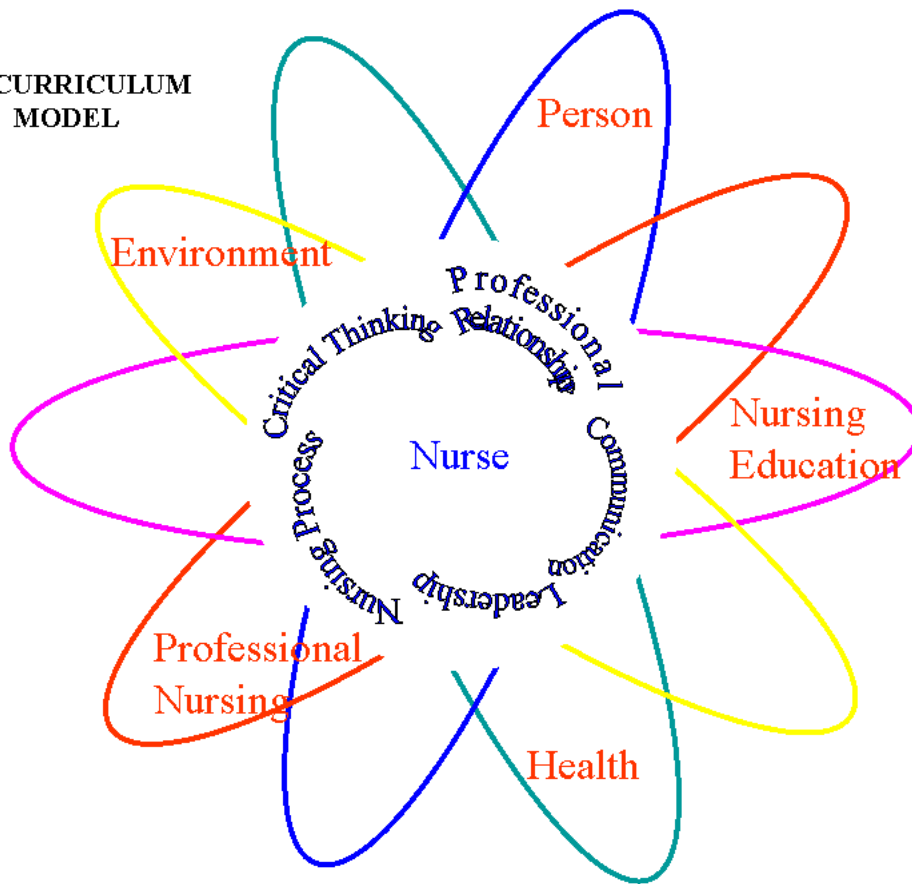
Ethics: The study of suitable actions based on values and mores of society

Legality: Standards of behavior defined by law

Cultural Care Sensitivity: Awareness of and response to differences among people

Caring: Behavior that shows understanding and respect for another's perceptions, feelings, needs, and desires

G. CURRICULUM MODEL



The faculty also recognizes the necessity for an educational framework. Bloom's Taxonomy of Educational Objectives for the cognitive, affective and psychomotor domains is used for stating level objectives and course objectives. Bloom's Taxonomy is a classification of learner behaviors representing intended outcomes of educational experiences. The behaviors are categorized from simple to complex and from concrete to abstract. For instance, if more complex behaviors such as synthesis are seen, simple behaviors, such as recognition, must to some extent also be present. Each objective, however, refers only to the most advanced behavior for the moment and does not imply the method for developing the behavior. The logical, sequential and consistent nature of the classification system suggests methods for curriculum development and gives faculty guidance for providing appropriate learning activities and evaluation methods.

H. Benjamin Bloom's Taxonomy of Educational Objectives

| | | |
|------------------|--|--------------------|
| Evaluation | Characterization by a value or a value complex | Competence |
| Synthesis | Organization | Naturalization |
| Analysis | Valuing | Precision |
| Application | | |
| Comprehension | Responding | Manipulation |
| Knowledge | Receiving | Imitation |
| COGNITIVE DOMAIN | AFFECTIVE DOMAIN | PSYCHOMOTOR DOMAIN |

IV. PROGRAM OUTCOMES

Graduates of the baccalaureate program receive preparation designed to enable them to:

1. Develop professional knowledge and skills necessary to design, coordinate, and lead within the healthcare system.
2. Utilize the nursing process as a foundation for nursing practice.
3. Communicate in a variety of media's to facilitate the exchange of ideas, knowledge, and information.
4. Employ critical thinking abilities for personal and professional development and nursing practice refinement.
5. Exhibit personal and professional development responsive to changes in nursing, health care, and society.

V. STUDENT HONOR CODE

MIDDLE TENNESSEE STATE UNIVERSITY SCHOOL OF NURSING

STUDENT HONOR CODE

Mission Statement

Middle Tennessee State University School of Nursing is dedicated to providing undergraduate nursing education designed to teach psychophysiological principles, critical thinking, and professional behavior based on accepted professional standards to produce competent, caring professional nurse generalists. It is expected that our graduates will utilize the nursing process to provide holistic, comprehensive primary, secondary and/or tertiary care in partnership with diverse community populations of all ages in a variety of settings with an emphasis on commitment to scholarship, excellence in nursing, and lifelong learning.

In pursuit of the stated mission, the School of Nursing is responsible for ensuring an orderly operation by prohibiting any action that may inhibit progress toward the mission or violate the rights of others through initiation of appropriate disciplinary action in accordance with University guidelines and National Student Nurses' Association Bill of Rights and Responsibilities for Students of Nursing and MTSU School of Nursing Student Handbook.

The School of Nursing at MTSU values a strong sense of integrity and ethics among students and faculty alike and strives to facilitate the development of such behaviors through the use of the Honor System.

Statement of Student Honor Code

Student conduct in the MTSU School of Nursing is expected to demonstrate ethical behaviors that reflect a strong sense of integrity in personal, academic, and professional conduct. The student is guided by the values of truth, justice, and respect for human dignity, as well as professional standards, in the practice of ethical and safe behaviors toward self, fellow students, faculty, staff, and patients when operating in any student capacity on or off University property.

The MTSU School of Nursing administration and faculty support the development of behaviors demonstrating integrity and ethics in all student arenas. The Honor Code is explained upon admission to the School of Nursing. As students progress through the curriculum, it is the obligation of all students to adhere to the higher ethical personal, academic, and professional behaviors as outlined in the Honor Code. Each student is required to abide by all components of the Honor Code, including consequences for any violations. All students are ethically responsible for reporting any known or suspected violation of this Honor System.

Student Honor Pledge

As a student of the Middle Tennessee State University School of Nursing, I do hereby truthfully pledge not to engage in any acts of academic or professional misconduct during my nursing education. I have read and been given the opportunity to ask questions about the Student Honor Code System presented in the School of Nursing Student Handbook. I understand the content contained therein, including the disciplinary processes as referenced in the MTSU Student Handbook, Resources and Rules. As an expectation of my admission to and progression through the nursing program, I will abide by the Student Honor Code at all times. I understand that any acts of academic or professional misconduct violate the honor code and may result in punishment as severe as dismissal from the nursing program.

Definition of Terms

Academic misconduct - plagiarism, cheating, and other forms of academic dishonesty, or facilitating any such act (MTSU student handbook).

Appeal - the right or request of carrying of a cause to a higher level of review for a rehearing (Allee, 1958; Kidney, 1978; Landau, 1996).

Cheating - to defraud, deceive, or be dishonest. Sample behaviors include copying from other students test papers, homework, written papers and projects, taking papers off the Internet, or written by someone else and presenting as one's own work, etc. (Purnell, 1998).

Community - community is described as an aggregate of people, a location in space or time, or a social system (Swanson & Nies, 1997).

Competent - properly qualified, skillful, and displaying workmanlike standards (Allee, 1958; Kidney, 1978; Landau, 1996; Berube, 1987).

Disciplinary action - to improve behavior by judicious punishment, sanctions, or methods (Allee, 1958; Kidney, 1978; Landau, 1996).

Due process - the whole course of proceedings in a cause, where one has the right to be heard (Allee, 1958; Kidney, 1978; Landau, 1996).

Ethics - principles that describe a moral sense of right and wrong, and a sense of obligation to the community (Allee, 1958; Kidney, 1978; Landau, 1996).

Hearing - the opportunity for an accused person to be heard by judicial examination or by other decision-makers (Allee, 1958; Kidney, 1978; Landau, 1996).

Holistic - considers the body, mind, and spirit as an interrelated part of a person's being. The concept of high-level wellness, which considers the needs of the whole person (Ignatavicius, 1995).

Honor - the state, feeling, or expression of admiration, respect, or esteem. Suggests close adherence to a strict moral or ethical code (Berube, 1987).

Integrity - a moral soundness in individuals (Berube, 1987).

Plagiarism - to appropriate or use the words, ideas, data, works, computer programs, or output of another person without giving credit to the original source (Allee, 1958; Kidney, 1978; Landau, 1996).

Professional - appropriate methods, manner, and spirit of a profession (Allee, 1958; Kidney, 1978; Landau, 1996).

Responsibility - that for which one is answerable and accountable as in a duty or trust (Allee, 1958; Kidney, 1978; Landau, 1996).

Rights - in accordance with justice (Allee, 1958; Kidney, 1978; Landau, 1996).

School - The Middle Tennessee State University School of Nursing in Murfreesboro.

Standards - models or ideals that serve as the basis for direction or guidance in work, school, or behavior (Berube, 1987).

Student - any person enrolled in courses of study in the nursing program at MTSU.

Academic and Professional Conduct

Students enrolled in the nursing program at Middle Tennessee State University will be held accountable for the provisions as stated by the Student Honor Code as well as those established by the University. The Student Honor Code is based upon, and demands the values of truth, integrity, and ethical behavior within academic and professional settings. Professional settings include those places in which a nursing student is functioning as a representative of the School of Nursing and the University, on or off campus. Failure to adhere to the provisions of academic and professional conduct of the Student Honor Code shall be deemed as misconduct, resulting in disciplinary action up to and including dismissal from the nursing program. Academic and professional misconduct would include, but is not limited to, the following:

1. Plagiarism (literally defined), and to include copying material without proper footnotes (failure to give credit for the original source), and/or falsifying a bibliography.

2. Intent, or appearance of cheating to include receiving or providing answers on a written exam, storing of any data within a calculator prior to or during an exam, giving signals (written or oral) during an exam, and the procurement and distribution of an exam before or after it is given.

3. Falsification of any information provided to a faculty or staff (class related or clinical), and group collaboration on any independent assignment.

4. Lying to faculty or staff.

5. Any behavior that threatens the safety of self, fellow students, faculty, staff, and patients when operating in a student capacity, representing Middle Tennessee State University School of Nursing.

As stated previously, these behaviors are inclusive of, but not limited to the above mentioned. Any and all infractions of the Student Honor Code will be handled according to University policy as stated in the University Student Handbook of Resources and Rules.

Grievance Policy Statement

Any student being disciplined for academic misconduct may refer to the MTSU Student Handbook, Resources and Rules, for the grievance policy and procedures.

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VI. POLICIES AND PROCEDURES

A. **Student Rights and Responsibilities.** All policies, rights and responsibilities pertaining to all students at MTSU apply to the students in the nursing curriculum.

1. **Advising Guidelines.**

- a. Call 898-2437 to ascertain the name and contact information (phone # and/or email address) for your assigned nursing advisor.
- b. In order to meet with your advisor, make an appointment well in advance, as nursing faculty are frequently off campus for clinical experiences with upper-division nursing students.
- c. Allow 3-5 working days for your advisor to make contact with you after you have contacted him/her.
- d. Make contact early in the semester to schedule an appointment – do not wait until the last minute (priority registration time) to try and make an appointment to see your advisor.
- e. We do have an academic advisor who has office/appointment hours posted outside Room 109 in the School of Nursing. You should see her only in an emergency.
- f. If you are comfortable with your requirements, it is not necessary to see your advisor each semester. Just be sure you are aware of admission requirements, required courses, and deadlines for making application. Deadline dates for admission consideration to upper division nursing courses are February 1 for a Fall semester and October 1 for a Spring semester. Necessary paperwork must be on file in the Nursing office by said dates.
- g. A student may initiate a change in advisor only for a valid reason. Any such request must be submitted in writing to the Director of the School of Nursing.

B. **Progression/Retention in the Nursing Major.** Progression through the nursing program is assured by successful completion of nursing courses in the order outlined in the nursing curriculum with a minimum grade of “C” (2.00) in all theory courses as well as a “pass” in each corresponding lab/clinical course.

- Students must successfully complete nursing courses in the order outlined in the nursing curriculum with a minimum grade of “C” (2.00) in all theory courses as well as a “pass” in each corresponding lab/clinical course.
- Class attendance policies follow the MTSU policies as printed in the MTSU catalog.

- Students who have failed nursing courses in one semester at MTSU may not transfer nursing credits for those nursing courses from another institution. (If a student fails a nursing course at MTSU, he/she must repeat that course at MTSU.)
- **WHEN THE STUDENT MUST INTERRUPT THE EDUCATIONAL PROCESS, THE STUDENT MUST REAPPLY AND WILL BE CONSIDERED ON A COMPETITIVE BASIS WITH OTHER APPLICANTS.**

1. Priority for Admission/Progression of Students.

The following students will have priority for available positions in a class (both admission and progression):

- a. current MTSU students whom are matriculating successfully,
- b. students seeking readmission – those students who have been accepted into the nursing program but failed one or more classes in one semester,
- c. qualified transfer students.

In addition,

- (1) residents of Tennessee will have preference in each category, and
- (2) because the nursing major includes a strong biophysical science component, individuals who have repeated prerequisite science courses for the purpose of receiving a passing grade (“C” or 2.00) will be considered on a selected basis only.

2. Grading Scale.

The School of Nursing uses a common grading scale as follows:

A = 90-100

B = 82-89

C = 75- 81

D = 66-74

F = Below 66

Only final grades will be rounded according to conventional mathematical rules. Students must attain a minimum grade of “C” (2.00) in all nursing courses (MTSU Undergraduate Catalog 2004).

A standardized exam is a requirement for successful completion of most courses. Successful completion of the baccalaureate program is dependent upon a passing score on the GN Comprehensive Standardized Exam. This exam is administered during the final semester. Please refer to the complete course syllabi for grading information.

3. Program Development.

Each nursing semester builds upon the nursing courses in the semester preceding it. Since it is necessary that all content and skills be retained, students will be held accountable for previously assigned materials through testing or other evaluation methods.

4. Clinical Policies.

Successful completion of clinical objectives must be achieved to receive a passing grade for the course. Students will be active participants in the evaluation process.

- a. All students are required to meet clinical responsibilities promptly. Any cause for clinical absence must be cleared with the instructor involved and reported to the clinical agency in advance of the time the student is to report to clinical. Unexcused absences or absences which affect the student's ability to meet clinical objectives are considered unsatisfactory clinical performance. Tardiness or coming unprepared to clinical will be reflected in the clinical grade and may be considered a clinical absence.
- b. Students are expected to be prepared for clinicals based upon clinical objectives. Faculty reserve the right to determine each student's eligibility to participate in clinical rotations based upon satisfactory preparation, meeting School of Nursing and clinical agency's policies, and performance at a safe level of practice. If any of these are not satisfactory, faculty may give student an unsatisfactory grade and ask a student to leave clinical agency for the day.
- c. Current BCLS certification is required prior to all clinical rotations. The certification course must be the American Heart Association CPR Course C for Health Care Providers given by Level F instructor. It is the responsibility of the student to maintain the credential. In the School of Nursing office, students can ask for a partial list of agencies that teach BCLS certification.
- d. Because quality clinical placements are increasingly difficult to secure, non-traditional hours will be incorporated into the student's clinical rotations. The combination of traditional (8 hours day shifts) and non-traditional (6 – 12 hours day, evening and weekend shifts) hours allows the student to participate in a broader range of experiences in the nursing industry, as well as prepares a smoother transition to employment. The clinical rotation schedule will be given to students at the earliest possible date to facilitate planning by the student.
- e. Criminal background checks may be a requirement for training at some affiliated clinical sites. Based on the results of these checks, an affiliated clinical site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude licensure or employment. More information is available from your program director.

C. Math Competency. Math and dosage calculations will be integrated into both theory and clinical areas on each course. This ensures proficiency and practice throughout the program. Students will be required to perform at 100% accuracy when calculating, preparing and administering medications in the clinical area. Failure to do so constitutes a lack of safe practice, and the consequences for this unsatisfactory performance will be determined by the faculty instructor in accordance with School of Nursing guidelines contained in this handbook.

D. Dismissal from the Nursing Major.

Students **will be** dismissed from the nursing major for a variety of reasons, which include, but are not limited to:

1. NURS 3010 (Pathophysiology) is a required course in the professional nursing curriculum. Successful completion of this course requires a “C” or better for the final academic grade.

2. Failure to progress due to unsuccessful attainment of requirements: Students are dismissed from the program if they receive less than 2.00 (D’s and/or F’s) in any combination of two or more nursing courses (theory or clinical), regardless of the semester in which they occur. An UNSATISFACTORY in a clinical course is considered a failing (F) grade. Students admitted from other nursing programs in which a grade less than 2.00 was made in nursing will not be readmitted.

3. Student Honor Code Violation: Refer to Student Honor Code.

4. Committal of a breach of ethics or gross professional negligence.

5. Use of mind-altering drugs or alcohol when engaged in any nursing activity in or outside of class.

E. Standards of Nursing Competence. Said standards are defined by the Tennessee Board of Nursing.

1000-1.14 Standards of Nursing Competence. The Board requires all nurses to document evidence of competence in their current practice role. The Board believes that the individual nurse is responsible for maintaining and demonstrating competence in the practice role whether the recipient of the nursing intervention is the individual, family, community, nursing staff, nursing student body, or other.

(1) Standards of Nursing Practice for the Registered Nurse

(a) Standards Related to the Registered Nurse’s Responsibility to Implement the Nursing Process –The Registered Nurse shall:

1. Conduct and document nursing assessments of individuals and groups by:

(i) collecting objective and subjective data in an accurate and timely manner.

- (ii) accurately sorting, selecting, reporting and recording the data.
 - (iii) validating, refining and modifying the data by utilizing available resources including interactions with the client, family, significant others, and health team members.
 - 2. Establish critical paths and teaching plans based on individual patient's plans of care after prioritizing need upon completion of a comprehensive assessment.
 - 3. Develop the plan of care/action based on a comprehensive assessment, desired outcomes, and current knowledge.
 - 4. Safely implement the plan of care/action either directly or by delegation.
 - 5. Establish and maintain a therapeutic nurse/client relationship.
 - 6. Seek resources for patients/clients with cultural, physical or language barriers.
 - 7. Use appropriate teaching skill for individual or group teaching.
 - 8. Evaluate the responses of individuals or groups to nursing interventions and revise the plan of care where appropriate. Evaluation shall involve the client, family, significant others and health team members.
 - 9. Communicate accurately in writing and orally with recipients of nursing care and other professionals.
- (b) Standards Related to the Registered Nurse's Responsibilities as a Member of the Nursing Profession – The Registered Nurse shall:
- 1. Integrate knowledge of the statutes and regulations governing nursing and function within the legal and ethical boundaries of nursing practice.
 - 2. Demonstrate personal responsibility for currency of practice and individual nursing actions.
 - 3. Identify practice abilities and limitations and obtain instruction and supervision as necessary when implementing essential functions of the practice role.
 - 4. Consult with nurses and other health team members and make referrals as necessary.
 - 5. Report unsafe practice and unsafe practice conditions to recognized legal authorities and to the Board where appropriate.
 - 6. Delegate to another only those nursing measures which that person is prepared or qualified to perform.
 - 7. Supervise others to whom nursing activities are delegated.
 - 8. Retain professional accountability for nursing care when delegating nursing interventions.
 - 9. Conduct practice without discrimination on the basis of age, race, religion, sex, sexual preference, national origin, language, handicap or disease.

10. Demonstrate a respect for the dignity and rights of clients regardless of social or economic status, personal attributes or nature of health problems.
11. Protect confidential information unless obligated by law to disclose such information.
12. Demonstrate respect for the property of clients, family, significant others and the employer.
13. Participate in activities designed to improve health care delivery in any setting.
14. Exhibit ethical behavior.

Continued Competency Rules of the Tennessee Board of Nursing. November, 2002.

F. Professional Conduct.

1. Professional conduct within the nursing program involves safeguarding the client and the public from incompetent, unethical, or illegal practices. Confidentiality and protection of client privacy is a priority consideration in professional conduct. Students will not under any circumstances discuss any patient, hospital, or staff information outside the confines of the classroom, clinical, or post-conference area and/or without the direction and guidance of clinical faculty or clinical supervisor. If at any time a student has a concern regarding an occurrence in the clinical setting, the student is to discuss the concern with the clinical faculty and/or appropriate member of nursing team at the clinical agency. Failure to comply with confidentiality policy will result in dismissal from the program and possible legal proceedings. Clinical agencies may require students to sign an agency confidentiality agreement prior to clinical experience in that facility.

Because Middle Tennessee State University seeks to provide in as much as possible a reasonable safe environment for its health career students and their patients, a student may be required, during the course of the program, to demonstrate his/her physical and/or mental fitness to meet the essential requirements of the program. Such essential requirements may include freedom from communicable disease, the ability to perform certain physical tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability.

Any student demonstrating physical and/or mental deficits which pose a threat to self, client or others will be asked to leave the clinical setting. This constitutes failure to meet the performance standards of nursing practice and may result in appropriate action up to dismissal from the program. The involved student and faculty member will progress through the Four (4) Step Process for Unprofessional Conduct Penalties listed on page 28.

Clinical professional behavior is an academic issue. Faculty reserve the right to determine each student's eligibility to participate in clinical rotations based upon satisfactory preparation, meeting School of Nursing and clinical agency's policies, and performance at a safe level of practice. If any of these is not satisfactory, faculty may give student an unsatisfactory grade and ask a student to leave clinical agency for the day.

Unprofessional conduct has been defined by the Tennessee Board of Nursing. A copy of the Administrative Rules is on file in the School of Nursing Office. Because drug and/or alcohol abuse is considered to be unprofessional conduct, the Tennessee Board of Regents Drug and Alcohol Policy and Testing Procedure is presented on the pages following the Unprofessional Conduct list. Additionally, violations of the MTSU School of Nursing Student Honor Code are considered unprofessional.

2. 1000-1-.13 Unprofessional Conduct and Negligence, Habits or Other Cause.

- (1) Unprofessional conduct, unfitness, or incompetency by reasons of negligence, habits or other causes, as those terms are used in the statute, is defined as, but not limited to, the following:
 - (a) Intentionally or negligently causing physical or emotional injury to a patient;
 - (b) Failure to maintain a record for each patient which accurately reflects the nursing problems interventions for the patient;
 - (c) Abandoning or neglecting a patient requiring nursing care;
 - (d) Making false or materially incorrect, inconsistent or unintelligible entries in any patient records or in the records of any health care facility, school, institution or other work place location pertaining to the obtaining, possessing or administration of any controlled substance as defined in the Federal Controlled Substance Act;
 - (e) Unauthorized use or removal of narcotics, drugs, supplies or equipment from any health care facility, school, institution or other work place location;
 - (f) The use of any intoxicating beverage or the illegal use of any narcotic or dangerous drug while on duty in any health care facility, school, institution or other work place location;
 - (g) Being under the influence of alcoholic beverages, or under the influence of drugs which impair judgment while on duty in any health care facility, school, institution or other work place location;
 - (h) Impersonating another licensed practitioner;
 - (i) Permitting or allowing another person to use his or her license for the purpose of nursing the sick or afflicted for compensation;
 - (j) Revocation, suspension, probation or other discipline of a license to practice nursing by another state or territory of the United States for any act or omission which would constitute grounds for the revocation, suspension, probation or other discipline of a license in this state;
 - (k) Practicing professional nursing in this state on a lapsed (state) license or beyond the period of valid temporary permit;

- (l) Assigning unqualified persons to perform functions of licensed persons or delegating nursing care functions and tasks and/or responsibilities to others contrary to the Nurse Practice Act or rules and regulations to the detriment of patient safety;
- (m) Failing to supervise persons to whom nursing functions are delegated or assigned;
- (n) Aiding, abetting, assisting or hiring an individual to violate or circumvent any law or duly promulgated rule intended to guide the conduct of a nurse or any other licensed health care provider;
- (o) Exercising undue influence on the patient including the promotion of sale of services, goods, appliances or drugs in such a manner as to exploit the patient for financial gain of the nurse or of third party;
- (p) Discriminating in the rendering of nursing services as it relates to race, age, sex, religion, national origin or the condition of the patient;
- (q) Violating confidentiality of information or knowledge concerning the patient, except when required to do so by a court of law;
- (r) Failing to take appropriate action in safe-guarding the patient from incompetent health care practices;
- (s) Failing to report, through proper channels, facts known to the individual regarding incompetent, unethical or illegal practice of any health care provider;
- (t) Performing nursing techniques or procedures without proper education and practice;
- (u) Engaging in acts of dishonesty which relate to the practice of nursing.

Administrative Rules of the Tennessee Board of Nursing. November, 2001.

3. If a student appears to be under the influence of alcohol or drugs or is functioning in any impaired manner, the faculty or hospital personnel responsible for that student have the responsibility for dismissing the student from clinical experience that day. The Drug and Alcohol Testing Procedure and the Four (4) Step Process for Documenting and Imposing the Penalties for Unprofessional Conduct Policy will be followed. If the student subsequently returns to the class/clinical setting, all absences must be made up.

- a. Alcohol: The use of alcohol by any students while performing assigned responsibilities is prohibited. “Being under the influence” means that the student is affected by alcohol or drugs, or a combination of drugs/alcohol, in any detectable manner which interferes with safe performance or duties. Symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairments of physical and mental ability, e.g. slurred speech or difficulty in maintaining balance. A determination of “influence” can be established by a professional opinion, a scientifically valid test, and in some cases such as alcohol, by a lay person’s opinion.
- b. Legal Drugs: Being under the influence of a legal drug, prescribed or self-administered, by any student while performing assigned responsibilities is prohibited to the extent that such use or influence may affect safety of self,

patients, co-workers or the public. If it is determined that the student does not pose a threat to safety of others and that performance is not affected, the student will be allowed to carry out assigned responsibilities.

- c. Illegal Drugs: The use, sale, purchase, transfer or possession by any student of an illegal drug, which is defined as any drug (1) which is not legally obtainable or (2) which is legally obtainable but has not been legally obtained, is prohibited. This also includes marijuana. The presence in any detectable amount of any illegal drugs while performing assigned responsibilities is prohibited. Students may be required to take blood tests, urinalysis and/or other drug/alcohol screening tests as part of a periodic physical examination; or when clinical supervisory personnel (faculty or hospital employee), fellow students or a student's self-professed use determine that the circumstances justify testing.

A student's consent to submit such tests is required as a condition of acceptance into a program of study. A student's refusal to submit to such tests may result in disciplinary action, including dismissal from the program of study. Repeat random testing will occur at the discretion of the School of Nursing faculty and/or director. Any refusal to submit to such testing will result in disciplinary action or dismissal from the program. The cost of this testing will be assumed by the student.

Violation of these policies can result in disciplinary action up to, and including, dismissal from the program of study, even for a first offense. A specific plan for rehabilitation will be developed on an individual basis, and where appropriate, counseling and assistance services for students who are identified as needing help will be recommended. Should a student be dismissed from a program of study for violation of these policies, a plan for rehabilitation will be devised which may include mandatory counseling, periodic drug/alcohol screening and periodic reporting before a student would be considered for re-admission into the program. The student must assume the responsibility for compliance with this plan before a student's request for re-admission into the program of study can be considered.

Students have a right to, and may request, a formal hearing through due process, see Board of Regents Policy 3:02:01:00.

The Tennessee Board of Regents Drug and Alcohol Testing Procedure Recommendations will be followed. A copy of the procedure is on file in the School of Nursing Office. Students may review the procedure upon request.

4. Unprofessional Conduct Policy.

Four (4) Step Process for Documenting and Imposing the Penalties for Unprofessional Conduct:

- Step 1: The responsible faculty member(s)/instructor(s) will use professional judgment and document the unprofessional behavior of the student. The student will meet with the instructor(s), in the presence of a faculty member who is an objective observer, and discuss the problem within five (5) working days. The student will sign that he/she has read the documentation regarding his/her behavior. The faculty member(s)/instructor(s) present will then sign the documentation. The student will not be allowed to return to the clinical setting until a decision is made regarding continuation of studies.
- Step 2: The faculty member(s) will send the documentation of unprofessional behavior forward to the school director for review within five (5) working days. The documentation will become a part of the student's record in the nursing school.
- Step 3: The school director will give a final decision regarding the penalties to be imposed on the student within five (5) working days after receiving the documentation. If the student is allowed to return to class/clinical, missed work is to be made up.
- Step 4: The school director may refer the matter to the Office of Judicial Affairs for disciplinary sanctions. These proceedings will occur as outlined in the MTSU Rights and Responsibilities of Students Handbook.

G. Readmission Policy.

Students who fail to progress may apply for readmission in a subsequent semester and will be considered on a competitive basis. Only one readmission for failure to progress will be allowed. All students wishing to be readmitted to the MTSU School of Nursing must meet all requirements for admission and will be considered on a competitive basis. Students who have failed nursing courses at another institution and who have been admitted to MTSU's nursing program will not be retained if they make less than a 2.00 (D's and/or F's) in one nursing course at MTSU. This is in keeping with the policy in effect for students who begin their nursing careers at MTSU as stated in the School of Nursing section entitled "Admission and Progression in the Upper-division Nursing Curriculum" of the current MTSU Undergraduate Catalog: "**only one readmission for failure to progress will be allowed.**"

H. Graduation Policy.

In order to graduate from MTSU with a Bachelor of Science in Nursing, the following criteria must be met:

1. completion of 120 semester hours of credit including all of the prerequisite courses (or approved substitutes), the nursing courses and the general core requirements.

2. completion of 42 semester hours of upper division credit.
3. have a college grade point average of a 2.00 or better.
4. have completed 12 of the last 18 hours in residence at MTSU.
5. complete and file an Intention to Graduate form according to the Records Office schedule.

I. Grade Appeals.

Any student grievance concerning grades, should be pursued according to the process outlined in the MTSU Student Appeal of Grades Procedure. This is available in the School of Nursing Office or in the MTSU Library.

A grade appeal must allege “inequities, unethical or unprofessional actions” resulted in the assignment of the grade. Faculty members and department chairs should inform students wanting to appeal a grade of the availability of the policy. The policy delineates steps in the appeal process and sets time limitations. The decisions of the grade appeal committees are final.

For any other grievances, refer to the University Grievance Policy outlined in the MTSU Student Handbook, Resources and Rules.

J. Attendance Policy.

Student Absence from Class: Students are expected to attend the classes for which they are assigned or for which they are registered. The Faculty recognizes that there are occasional unavoidable circumstances that cause a student to miss a class. However, the fact that a student may be absent from a class does not, in any way, relieve that student of the responsibility for the work covered or assigned during the absence. It is the responsibility of faculty members to excuse or refuse to excuse absences of students who missed their classes. It is the responsibility of the student to obtain excuses for absences and to arrange with the faculty member in question to make up the work missed. Excuses for absences must be presented to the faculty member upon the student’s return to class.

Unexcused absences that affect the student’s ability to meet clinical objectives are considered unsatisfactory clinical performance and may result in failure. See Clinical Policies (page 21) and the course syllabi for further information.

University Sanctioned Activities: While students are expected to attend all of their classes, exceptions are made for University-sanctioned activities. Students shall not be penalized for such absences. Students anticipating participation in University functions which take them out of classes should discuss these absences with their instructors at the earliest convenient time. The student is responsible for work missed.

VII. MISCELLANEOUS

A. Student Representation on Faculty Committees.

Students elect representatives from each class in the upper two levels. These representatives serve on School of Nursing Committees: the Faculty Organization Committee, the Student Services Committee, the Resources Committee, the Research/Scholarly Activity Committee and the Curriculum Committee. They are voting members when policy decisions are formulated. Other students are encouraged to forward their concerns through their representatives to the Faculty Organization Committee. The representatives are encouraged to meet routinely each semester to share information and keep fellow students informed.

B. Health Information.

After a student has been accepted to the first semester of the junior level of the nursing program and has been notified by the Admissions Committee of the School of Nursing, he/she must provide a record of a physical examination. Admission health history and physical examination record:

1. must be on file in the School of Nursing prior to admission, must be performed by a qualified practitioner, and must be completed on the official form from the School of Nursing.
2. includes the requirement that a skin test or chest x-ray for tuberculosis must have been done within the last six months, and results must be filed in the School of Nursing.
3. requires that the immunization record must include rubella titer (or revaccination for measles, mumps, and rubella), chicken pox titer, verification of beginning a series of hepatitis B vaccinations, and other immunizations required by clinical agencies about which the School of Nursing will notify you upon admission to the nursing program.
4. requires that necessary treatments or corrections be taken care of prior to beginning the nursing courses.
5. states that pregnancy is not grounds for denial of admission, but the health of the student must be adequate to meet class and clinical requirements. Must provide School of Nursing a statement from a qualified health care provider as to the advisability of continuing program in nursing.
6. requires that students be physically, emotionally, and cognitively able to meet the criteria required for clinical skills as outlined in the Core Performance Standards Required for Nursing. A copy is available in the School of Nursing Office. Students must be able to perform clinical skills without physical or psychological threat to themselves or others. Students who have chronic health conditions which are controlled and which do not put themselves or others in danger are eligible to be considered for admission. Students may be asked to present evidence of physical and/or mental health prior to or at any time

during their enrollment in the nursing program. After any change in health status, student must submit a written statement from a qualified health care provider which states that student's condition is not detrimental to the safety/health of student nor others before student can return to classes and/or clinicals.

7. Students with disabilities should register with the Office of Disabled Student Services for identification of needed services and advice.

C. Maintenance of Health Record.

1. TB skin test must be repeated prior to clinical or as required by clinical agency.
2. Compliance of Section B. 1-7 (Health Information) must continue throughout the program.

D. Insurance.

1. Health Insurance. All students are required to carry health insurance throughout the nursing program. This is available through MTSU.
2. Malpractice Insurance. Annual fees for malpractice insurance must be paid by cash, check or money order at the Nursing Office by September 8 or January 25 of the appropriate semester.
3. RN students only must show proof of malpractice insurance that includes student malpractice coverage.

E. Human Immunodeficiency Virus - Education and Management.

Students will receive oral, printed and video information and instructions on universal precautions for blood and body borne infection in accordance with CDC guidelines in order to provide safe care to clients and protection for themselves prior to clinical experience. The student will be required to sign a form in Nursing 3350 (Introduction to Nursing Practice) stating that this information has been provided. These instructions will be reinforced and clinical supervision provided to ensure strict compliance in all clinical learning experiences.

F. Student Uniform and Dress Code.

Students are required to adhere to the approved MTSU nursing dress code. All students will wear an approved name pin. Uniforms should be worn only during clinical experiences and during transportation to and from clinical. For specified experiences, students must wear a lab coat with casual business attire and closed-toed shoes for clinical visits where a uniform is not required. Both uniforms and lab coats should have the MTSU school patch stitched to the left sleeve just below the shoulder seam, and the name pin should be worn with both at all times.

Specific Guidelines:

The white uniform must be basic, plain white, either dress or pants and top. Uniforms should be conservative (no lace, frills or ruffles) in appearance. No scrub dresses or suits may be worn as a regular uniform. Clinging knit fabrics are not acceptable. Uniforms must be clean, pressed and in good repair.

White or navy sweaters may be worn with uniforms to and from clinical experiences, but may not be worn in the patient rooms. If sleeves are needed for warmth, the lab coat may be worn.

Regular designated all white, leather nursing shoes must be worn. The shoes should be designated by the student for clinical use only. Athletic style shoes are acceptable if without color/stripes.

Students must wear white hose with dresses or all white socks with pants. Socks should be non-bulky, stripeless and design-free. No socks with dresses.

Acceptable jewelry with uniforms includes wedding band, only one pair of PLAIN stud earrings, and a watch. No other jewelry is to be worn in the clinical area.

Male students may have a beard and/or moustache as long as it is short and neatly trimmed. Male beards must be established.

All hair should be clean, pulled back from the face and off the shoulder when in uniform. No large barrettes or bows may be worn. Fingernails should be short (just barely covering the tips of fingers), clean and not polished. Artificial nails are not worn in any clinical agency. No perfumes or cologne should be worn.

Tattoos and body piercing are discouraged. All tattoos and body piercing are to be covered or removed when in the hospital and community-based sites.

Each student is required to have an approved name pin, bandage scissors, hemostat, black pen, wristwatch with second hand, stethoscope, pen-light, and ruler for use during the clinical experiences. The approved name pin may be purchased at the Phillips Bookstore on campus.

In addition, it is the responsibility of the student to follow clinical agency policies relating to dress code.

G. Notice of Non-Discrimination.

The School of Nursing adheres to the Middle Tennessee State University policy on non-discrimination.

The MTSU Equal Opportunity/Affirmative Action office is located in the Cope Administration Building (CAB), Room 220, phone 898-2185.

H. Non-Student Attendance.

Children, family and friends are NOT allowed to accompany the student to classes, clinicals or labs.

I. Smoking Policy.

Smoking is prohibited in all MTSU academic, support and public assembly buildings, except in designated smoking areas. In view of the highly documented health concerns regarding smoking and the adverse effects of secondary smoke, the School of Nursing promotes a smoke-free environment.

It is preferred that the areas at the front and rear entrances not be the gathering place for smokers. The patio adjacent to the student lounge is the designated smoking area for those wishing to smoke. Smoking receptacles are provided in that area. Your cooperation is appreciated as we strive to create a healthier environment for all our students and employees.

J. Financial Need/Grants/Scholarships.

Students with incomes falling below poverty level may be eligible for grant monies as available. Only students who have registered financial status and needs with the MTSU Financial Aid Office will be considered. Students must have a current Free Application Federal Student Aid (FAFSA) file (updated every January) for the Student Services Committee to make decisions and allocate funds.

Students can apply for scholarships between September 1 and April 1. Applications **must** be received by the School of Nursing by April 1 in order for the student to be considered for a scholarship. Refer to **<http://www.mtsu.edu/~nursing>** to file application on-line or obtain application forms from the School of Nursing office. The Committee will meet after April 1 to review all submitted applications for foundation scholarships; monies will be awarded at the beginning of Fall semester. The exception to this timeframe will be students who have applied for Scholarships for Disadvantaged Students (SDS). SDS scholarships are awarded based upon funds available from the U. S. Department of Health and Human Services. Deadlines will be posted as funds become available.

Criteria for foundation scholarships include the following (only three of these scholarships include pre-nursing students):

Mary E. Iles Scholarship. Scholarship(s) are provided to eligible pre-nursing/nursing students based on the following criteria:

- a. financial need
- b. good moral character
- c. must carry at least a consistent 75% of usual full-time class load
- d. preference is given for work experience.

Murfreesboro Medical Clinic/Rachael Yarbrough Jerving Scholarship.* Scholarship(s) are provided to one eligible junior nursing student and one eligible senior nursing student based on the following criteria:

- a. attended grammar and high school in Rutherford County and plans to remain in area
- b. likelihood of successful completion of nursing program
- c. financial need
- d. minimum GPA 2.5.

Eileen Marie Mahan Memorial Scholarship – Cannon County. Scholarship(s) are provided to eligible female nursing students based on the following criteria:

- a. female student from Cannon County, Tennessee
- b. cumulative grade point average of 2.5 or above
- c. financial need
- d. recipient eligible for second year providing School of Nursing retention requirements met.

Eileen Marie Mahan Award. Scholarship(s) are provided to eligible nursing students based on the following criteria:

- a. faculty recommendation
- b. financial need
- c. potential for success
- d. preference is given to female nursing students
- e. recipient eligible for second year providing School of Nursing retention requirements met.

Helen Miles Memorial Scholarship (MTMC Auxiliary). Scholarship(s) are provided to eligible nursing students based on the following criteria:

- a. likelihood of successful completion of nursing program
- b. financial need
- c. minimum GPA 2.6.

Harry Nunn and Marie Gott Gannaway Nursing Scholarship. Scholarship(s) are provided to eligible nursing students based on the following criteria:

- a. high moral character
- b. potential for outstanding professional service
- c. academic achievement
- d. preference will be given to a student from Rutherford County with a minimum GPA 2.6.

Mrs. H. Russell (Winnie Walton) Mabry Scholarship. Scholarship(s) are provided to eligible nursing students based on the following criteria:

- a. junior or senior nursing student accepted into curriculum
- b. preference given to a student from Lawrence County or any rural Middle Tennessee county
- c. Director of Nursing School will be a part of the selection committee.

Nellie Tribble Scholarship. Scholarship(s) are provided to eligible pre-nursing and/or nursing students based on the following criteria:

- a. academic achievement
- b. potential for success
- c. faculty recommendation.

Ann B. Selover Loan Fund.* Tuition loan(s) are provided to eligible nursing students based on the following criteria:

- a. junior or senior nursing student
- b. GPA 2.8 or above
- c. resident of Rutherford County
- d. financial need
- e. to be used for tuition only
- f. pay back arrangements at the discretion of the School of Nursing and Financial Aid.

Middle Tennessee Medical Center Scholarship/Nurse Tuition Loan. Tuition loan(s) are provided to eligible nursing students selected by MTMC for employment post-graduation. Applications are submitted directly to MTMC. Recipients are selected by MTMC based on the following criteria:

- a. minimum GPA 2.25
- b. maintenance of "C" average for continuation of scholarship/loan
- c. promissory note relative to employment at MTMC for a period of one year (12 months) or loan repayment.

James R. Arnhart Endowed Scholarship In Nursing. Scholarship(s) are provided to eligible pre-nursing and/or nursing students based on the following criteria:

- a. incoming freshman graduate of a Rutherford County high school
- b. ACT of 21, 3.0 high school GPA
- c. full-time student
- d. eligible for continuation for 8 semesters with MTSU GPA of 3.0
- e. recipient(s) agree to work in Rutherford County at least two years after graduation.

LaRoche-Murray Endowed Scholarship.* Scholarship(s) are provided to eligible nursing students based on the following criteria:

- a. must be accepted into the School of Nursing
- b. full-time student
- c. must be from Rutherford County
- d. financial need.

Army ROTC Scholarship. The Army has two-year scholarships available to students who have been accepted into the MTSU School of Nursing program. The scholarship provides monies for tuition, books, fees, plus a monthly stipend.

Katie Lovett Scholarship.* Specific criteria to be determined.
Criteria for SDS scholarships is as follows:

Scholarships for Disadvantaged Students (SDS). Scholarships are provided to eligible students from disadvantaged backgrounds who are enrolled as full-time nursing students. Please see SDS announcement for eligibility requirements.

* Funds may not be available.

K. University Writing Center.

| Writing Center | Computer Lab | Phone | Web Site | Email |
|----------------|---------------|----------|--|-------------------|
| Peck Hall 325 | Peck Hall 326 | 904-8237 | www.mtsu.edu/~uwcenter | uwcenter@mtsu.edu |

The UWC offers free writing assistance for any writing assignment in any class.

The staff of English graduate assistants will work with students to develop the skills needed to become a confident, competent writer by providing students with one-to-one consultations and helpful handouts.

The center offers many online services as well, including a grammar hotline for quick questions, an email drop box as well as a chat room through WebCT for writing assistance, and a web site filled with helpful handouts, exercises, and resource links for individual work.

A free computer lab is located next door to the center that allows students to immediately incorporate the suggestions and assistance that they gain during their session.

The center in Peck Hall is open Monday through Saturday, and online services are accessible 24/7.

L. Tutoring Program.

Middle Tennessee State University
School of Nursing

Tutor Program

Persons Wishing to be Tutors to Nursing Students
in Classes Following Them

Criteria for Tutors

1. GPA of 3.00 or greater.
2. Must have passed the class for which tutoring is offered.
3. Must have time available to tutor on a one-to-one hourly basis, i.e. for a three-hour class, must be able to tutor up to three hours a week as needed.
4. Must get a letter of recommendation from the faculty member teaching the class for which tutoring will be provided.
5. Cannot tutor more than five people in one semester.
6. Cannot tutor for more than one class in one semester.
7. Must carry out fee charging and collecting for own services – the School of Nursing and MTSU will not be responsible for this.
8. Will use a generic contract signed by tutor and tutored and placed on file in the School of Nursing office.
9. Will file resume information with the School of Nursing Student Services Committee – a file of eligible tutors will be kept.

Criteria for Those Wishing Tutors

1. Must select tutors from the official list kept by the School of Nursing Student Services Committee.
2. Must sign the generic contract provided by the School of Nursing.
3. Must be responsible for paying tutoring fees directly to the tutor.

M. Pinning Ceremony (optional).

The ceremony to honor graduates from the Fall/Spring Nursing classes is an optional event. If the class chooses to hold a ceremony, the following guidelines apply:

1. Attire for the ceremony will be white nursing uniform or professional dress clothing with a white lab coat. All students will wear the same attire. Students being commissioned may wear Class A uniforms.
2. The class will use “The International Council of Nurses’ Pledge.”
3. All members of the graduating class are to be included. If student is unsuccessful in GN Comprehensive testing, then appeal must be made through the program Director to be able to participate in pinning.
4. Family, faculty and friends are to be invited. A “card” will be provided to be enclosed in the graduation invitation.
5. The ceremony will be held on the MTSU campus.
6. The program should include:
 - the Director of the School of Nursing making introductory remarks
 - a student class representative speaking to the students
 - a faculty representative of the Student Services Committee will present awards
 - a faculty of the students’ choice will lead the students in repeating “The International Council of Nurses’ Pledge.”
7. If the students choose to fund raise, the money may be used to present an award to a charity or gift to the School.
8. A reception with refreshments will be financed by the School of Nursing.
9. Graduation candidates may purchase the School of Nursing pin, which is awarded upon successful completion of all requirements for the BSN. (See Pin Purchase Agreement.)

N. Graduation Awards.

The School of Nursing recognizes outstanding graduating seniors each semester. The following three awards are selected by the Faculty according to the criteria identified.

1. Outstanding Academic Achievement Award

Graduating senior
Highest GPA

2. Outstanding Leadership Achievement Award

Graduating senior
3.0 minimum GPA
Leadership skills/potential (professional, e.g., SNA and/or community)

3. Spirit of Nursing Award

Graduating senior
Community/professional involvement
Academic achievements

In addition, a fourth award, the **Marie Potts Personal Achievement Award**, is presented to a deserving graduate that is selected by the graduating class.

The Marie Potts Personal Achievement Award was initiated in the Fall of 1996 in honor of Marie Potts, Assistant Professor of Nursing. Students consistently recognized Mrs. Potts as a guiding counselor throughout their student careers. Many students faced challenges as they pursued their dream of becoming a nurse. Mrs. Potts encouraged students to persevere and face their obstacles to the best of their abilities. This award is given to the graduating senior who has, in the opinion of his/her peers, overcome the greatest personal challenges or obstacles in order to complete his/her nursing education. The recipient of this award is nominated by classmates and selected by the Student Services Committee from the recommendations received. To nominate a student for the award, a recommendation must be received in writing.

O. Handbook Protocol.

All students function under the current School of Nursing Student Handbook. The current handbook is reviewed annually by the Student Services Committee and updated. Students are responsible for reading and understanding the material in the handbook. If there are questions, they should be raised at the time the handbook is received. Individual faculty members will answer other questions as they arise.

VIII. SIGNATURE PAGES

The following pages require signatures by the student. The documents to be signed include the Acknowledgement of Receipt of Drug/Alcohol Abuse Policy, the Acknowledgement of Receipt of MTSU Nursing Student Handbook, the Student Honor Code Agreement, a Release of Information for Clinical Rotation, the School of Nursing Pin Purchase Agreement, and a Release for References. Each student must submit the signed documents marked "File Copy" to the School of Nursing Office by September 8 or January 25 of the appropriate semester.

**ACKNOWLEDGEMENT OF RECEIPT OF DRUG/ALCOHOL ABUSE POLICY
FOR
MIDDLE TENNESSEE STATE UNIVERSITY NURSING PROGRAM**

I hereby acknowledge receipt of MTSU Nursing School's policy governing the use and/or abuse of drugs and alcohol, its intention to test for such substances, and the possible penalties for violation of that policy.

I understand the purpose of the policy is to provide a safe working environment for persons (patients, students, and hospital and school staff) and property. Accordingly, I understand that prior to participation in the clinical experience, I may be required by the clinical agency to undergo drug screening of my blood or urine. I further understand that I am subject to subsequent testing based on a reasonable suspicion that I am using or am under the influence of drugs or alcohol such that it impairs my ability to perform competently the tasks required of me.

I agree to be bound by this policy and understand that refusal to submit to testing or a positive result from testing under this policy may affect my ability to participate in a clinical experience and may also result in dismissal for academic reasons.

Additionally, I understand that should a positive result from testing occur indicating a violation of MTSU Nursing School's Drug/Alcohol Abuse Policy, disciplinary action up to and including dismissal from the program of MTSU may result.

I hereby authorize any physician, laboratory, hospital or medical professional retained by MTSU to conduct such screening and provide the results thereof to MTSU. I thereby release MTSU from and claim or liability arising from such tests, including, but not limited to, the testing procedure, the analysis, the accuracy of the analysis or the disclosure of the results. I understand that I am responsible for reimbursing MTSU Health Services and/or the University for the cost of laboratory testing.

I also understand that I am subject to the terms of the general student Conduct and Sanctions Policy of MTSU and to the Drug-Free Schools and Communities Policy of MTSU, as well as federal, state and local laws regarding drugs and alcohol.

**ACKNOWLEDGEMENT OF RECEIPT
OF
MTSU NURSING STUDENT HANDBOOK**

I have received a copy of the Middle Tennessee State University School of Nursing Student Handbook (8/2004 edition). It has been reviewed with me, and I have been given the opportunity to ask any questions I might have about its content. I understand that I am responsible for its content during my nursing education at MTSU.

STUDENT HONOR CODE AGREEMENT

I acknowledge receipt of the Student Honor Code System document in the MTSU School of Nursing Student Handbook. I have read, been given the opportunity to ask questions, and understand the content of the document, including the possible punishment as outlined in the pledge. I agree to abide by every component of the Honor Code System at all times during my nursing education in the MTSU School of Nursing program. In so doing, I will actively uphold academic integrity and professional ethics. I agree to abide by HIPPA guidelines as established by Federal Regulations regarding patient information and confidentiality.

RELEASE OF INFORMATION FOR CLINICAL ROTATION

I give permission to Middle Tennessee State University School of Nursing to release information from my file, i.e., Social Security number, medical data, insurance, universal precautions awareness, and CPR card.

SIGNATURE PAGE

Initial:

_____ Drug/Alcohol Abuse Policy for Middle Tennessee State University Nursing Program

_____ MTSU Nursing Student Handbook

_____ Student Honor Code Agreement

_____ Release of Information for Clinical Rotation

I hereby acknowledge receipt and/or understanding of all the above, as evidenced by my initials and signature below.

Student's Signature

Date

Faculty Signature

Date

SIGNATURE PAGE

Initial:

_____ Drug/Alcohol Abuse Policy for Middle Tennessee State University Nursing Program

_____ MTSU Nursing Student Handbook

_____ Student Honor Code Agreement

_____ Release of Information for Clinical Rotation

I hereby acknowledge receipt and/or understanding of all the above, as evidenced by my initials and signature below.

Student's Signature

Date

Faculty Signature

Date

MIDDLE TENNESSEE STATE UNIVERSITY
SCHOOL OF NURSING PIN PURCHASE AGREEMENT

When a student becomes a candidate for graduation from the School of Nursing, he/she may purchase a School of Nursing pin. The pin will be awarded to the student upon successful completion of all requirements for the Bachelor of Science in Nursing. If any student does not successfully complete requirements for graduation, the pin will either **(a)** be returned to the company and the student's money returned or **(b)** be held in the Nursing office until degree requirements are met successfully.

I understand and agree to comply with the above conditions.

Student's Signature

Date

School of Nursing Witness

Date

MIDDLE TENNESSEE STATE UNIVERSITY
SCHOOL OF NURSING PIN PURCHASE AGREEMENT

When a student becomes a candidate for graduation from the School of Nursing, he/she may purchase a School of Nursing pin. The pin will be awarded to the student upon successful completion of all requirements for the Bachelor of Science in Nursing. If any student does not successfully complete requirements for graduation, the pin will either **(a)** be returned to the company and the student's money returned or **(b)** be held in the Nursing office until degree requirements are met successfully.

I understand and agree to comply with the above conditions.

Student's Signature

Date

School of Nursing Witness

Date

Release

Required by Public Law 93-380

Permission is hereby granted to Middle Tennessee State University School of Nursing to release pertinent information requested by clinical agencies, potential employers, recruiters, or other Schools or Universities for clinical assignment or reference purposes. I understand that pertinent information includes, but is not limited to the following: current address, phone numbers, medical records (history and physical, immunization records), health insurance information, and letters of reference. Any information that should not be released is identified below.

Date

Signature

Student ID

DO NOT RELEASE THE FOLLOWING INFORMATION, IF REQUESTED:

Date

Signature

Student ID

Release

Required by Public Law 93-380

Permission is hereby granted to Middle Tennessee State University School of Nursing to release pertinent information requested by clinical agencies, potential employers, recruiters, or other Schools or Universities for clinical assignment or reference purposes. I understand that pertinent information includes, but is not limited to the following: current address, phone numbers, medical records (history and physical, immunization records), health insurance information, and letters of reference. Any information that should not be released is identified below.

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