

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>

The MTSU School of Nursing is accredited by:

National League for Nursing Accrediting Commission, Inc. (NLNAC)
3343 Peachtree Road NE, Suite 500
Atlanta, GA 30326
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and

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, NW
Suite 530
Washington, DC 20036-1120
www.aacn.nche.edu

This handbook is intended to provide students pertinent information relating to the School of Nursing. None of the information contained herein shall be interpreted to create a contract. The information included is up-to-date as of the time of printing. The University reserves the right to make changes in policy, regulations and fees, as circumstances dictate, subsequent to publication.

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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

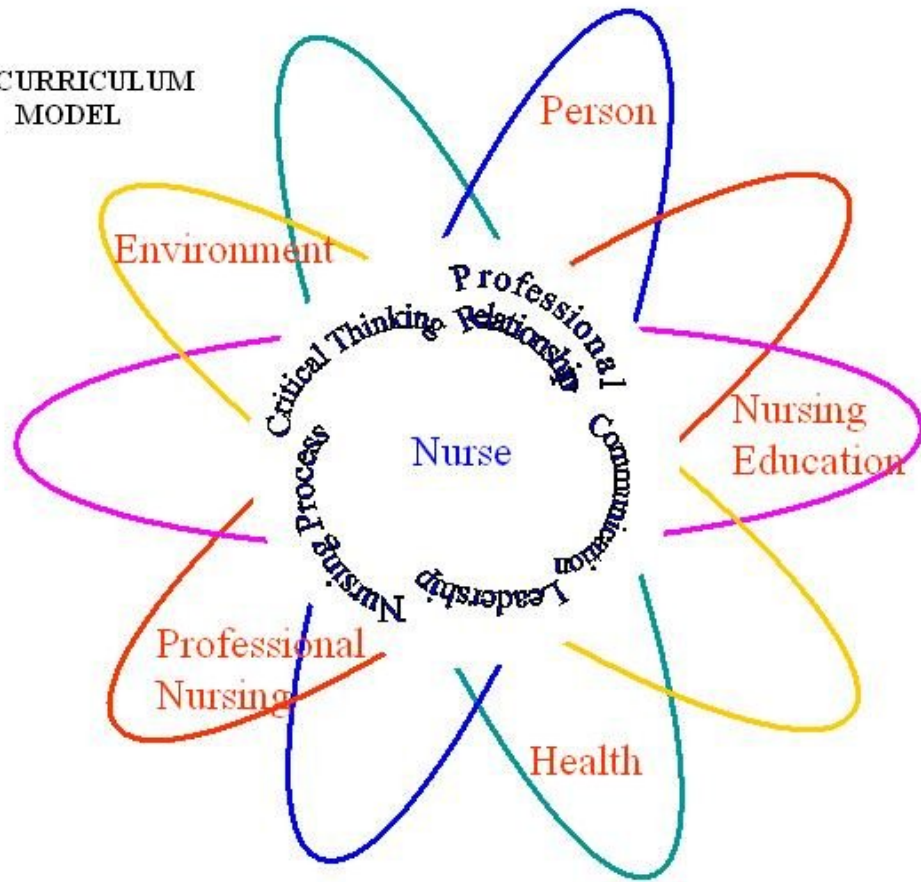
Ethics: The study of suitable actions based on values and mores of society

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 Articulation
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

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.

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. This also applies to lifting paragraphs from textbooks, for example pathophysiology.

2. Intent, or appearance of cheating to include receiving or providing answers on a written exam, storing any data within a calculator prior to or during an exam, giving signals of any kind during an exam, sending and/or receiving text messages via cell phone, and the procurement and

distribution of an exam before or after it is given, including the use of cell phone camera options in order to photograph an exam. Intentional posting of forms, written papers, quotes from MTSU faculty and/or staff to facebook or any other free or paid-access social networking website(s) is strictly prohibited.

3. Falsification of any information provided to a faculty or staff (class related or clinical), and group collaboration on any independent assignment. For example, the nursing care plan (NCP) database.

4. Lying to faculty or staff, including clinical site staff and preceptors.

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. This includes having any alcoholic beverage, such as beer, at lunch or dinner before obtaining the patient clinical assignment at the designated facility.

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.

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. There is an academic advisor who has office/appointment hours posted outside Room 247A in the School of Nursing. You should see her only in an emergency.
- f. You should meet with your advisor each semester to 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. You should also meet with your advisor each semester to review your progression throughout the nursing program.
- h. “The upper-division form is a degree plan outlining courses required for graduation for your major and minor areas of study. This form should be completed prior to the beginning of your junior year. **YOU MUST SEE YOUR ADVISOR IN THE SECOND SEMESTER OF THE UPPER-DIVISION NURSING TO DETERMINE ANY DEFICIENCIES BEFORE SUBMITTING YOUR UPPER DIVISION AND INTENT TO GRADUATE FORMS.** Upon approval of your advisor, the form should be submitted to the Graduation Coordinator, Jones Hall Room 115. Upper Division Forms will be placed in the students’ folders in room 201 by the 2nd semester. If the student is seeking an optional minor he/she should obtain the approval of that department advisor before turning in the Upper Division Form. MTSU Student Handbook, 2002-2003 (<http://www.mtsu.edu/~advising/student/faqs.htm>)

The grade “I” indicates that the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those that may occur toward the close of the term. Mere failure to make up work or turn in required work on time does not provide the basis for the grade of “I” unless the extenuating circumstances noted above are present for reasons acceptable to the instructor. The “incomplete” must be removed during the succeeding semester, excluding summer. Otherwise, a grade of “F” is entered. The “I” grade carries no value until converted to a final grade. (<http://www.mtsu.edu/~advising/student/faqs.htm>)

A “W” is assigned in courses that are dropped during a specified period of time within a term. You should consult the appropriate class schedule book for specific dates each term. A “W” is not a grade; it is done to simply record that you decided to withdraw from a course. It is not calculated into your GPA at all. (<http://www.mtsu.edu/~advising/student/faqs.htm>)

- i. 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.)
 - Students failing a course must meet with the course instructor and faculty advisor.
- WHEN THE STUDENT MUST INTERRUPT THE EDUCATIONAL PROCESS, REGARDLESS OF THE CIRCUMSTANCES, THE STUDENT WILL BE CONSIDERED ON A SPACE-AVAILABLE 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 class or for personal, medical, or financial disparities
- c. qualified transfer students.

In addition,

- d. residents of Tennessee will have preference in each category,
- e. because the nursing major includes a strong biophysical science component, individuals who have repeated prerequisite science courses due to course failure(s) for the purpose of receiving a passing grade (“C” or 2.00) will be considered on a selected basis only,
- f. students must complete BIOL 2010 with a grade of “C” (2.0) or better before making application to upper-division nursing (effective Fall 2007),
- g. cumulative GPA (minimum 2.75) and ACT will be used to calculate a composite score, and
- h. there will be ½ point added to composite score for any student who can provide documented evidence of clinical experience providing direct patient care for a

period of at least 380 hours within the 2 years prior to making application to upper-division nursing (effective Fall 2007).

2. Grading Scale.

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

A = 90-100	C = 75-81	F = Below 66
B = 82-89	D = 66-74	

No extra credit will be awarded within any nursing course. 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 2007-2009). A final grade of “C-“received in any course will **NOT** be rounded to a “C” grade and will be recorded as a course failure.

Students are required to purchase their own scanner sheets for testing purposes. Please ask the faculty for each course how many sheets are required and whether to purchase the half sheet (100 responses) or the full sheet (200 responses) from Phillips Bookstore. Scantron sheets will not be available for purchase in the nursing office.

A standardized exam is a requirement for many nursing courses. Please refer to the course syllabi for further information.

3. Paper Submission.

Students are required to submit scholarly papers using American Psychological Association (APA), 5th edition format. Basic information on APA format will be introduced in NURS 3000, Professionalism in Nursing.

Running head information is found in the APA book, and examples of how to format the running head information is reviewed. The student is to center his/her name and other required information in the center of the paper, and this information is to be double-spaced with one-inch margins. Twelve (12) point font is to be used. White paper is to be used.

See pages 22-26 for the illustration of an APA paper and the correct way to format the cover sheet for all written work submitted by students enrolled for nursing courses. The sample APA paper highlights how to cite a book, journal, Internet source and a personal communication.

Running head: NURSING SHORTAGE

The Nursing Shortage: A Crisis in the Making

Jane Doe

Nursing 3000- Professionalism in Nursing

Middle Tennessee State University

School of Nursing

November 8, 2007

Abstract

The nursing shortage in the United States has been well publicized in the media. There are a variety of factors that contribute to this shortage, among them: the aging of today's current nursing ranks, the inability of universities to increase enrollment in their nursing programs due to faculty vacancies, and the inability of employers to maintain employees due to increased competition in the workplace. New graduates are finding an open market in which they can choose among a wide range of opportunities. How then can employers enhance their ability to entice new graduates? Some are finding that residency programs for new nurses are the perfect tool both for recruiting new nurses and retaining them for long-term employment.

The Nursing Shortage: A Crisis in the Making

It has been well documented that the United States is facing a nursing shortage that could potentially have dire consequences for health care institutions and their patients. As this nation ages so does its nurses, many of whom will leave the professional ranks of nursing sometime within the next decade. At the same time, nursing schools are inundated with applications for entry into their programs. Unfortunately many nursing schools are forced to turn away qualified candidates due to vacancies in positions on their faculty. In the *2007 Survey of Faculty Vacancies* conducted by the American Association of Colleges of Nursing (AACN), “it was found that 71.3% of respondents had full-time faculty vacancies” (Fang & Wisniewski, 2007, p.2). There were a number of contributing factors to these vacancies, among them: a lack of doctoral level candidates, salary constraints, and workload (Fang & Wisniewski, 2007). As a result many candidates who would otherwise participate in baccalaureate programs enter the nursing profession through alternative routes. For those nurses wishing to attain a higher degree, the nursing shortage has given them an advantage if they will use their degree to teach in a nursing program. According to a recent article in *The Tennessean*, “A group of graduate students were recently awarded scholarships in which a portion of the debt would be forgiven for each year of service teaching at a nursing school” (Ward, 2007).

However, many nurses who are fortunate enough to graduate from a degree program find themselves faced with challenges upon their entry into the workplace for which they are unprepared. As a result many institutions are finding it difficult to retain newly acquired nurses who have a variety of options available to them. This has not gone unnoticed by J. B. Delaney (personal communication, November 4, 2007), a forty-six year veteran nurse, who stated the

greatest challenge for a new nurse is, “the line of reality between being a nursing student and a practicing clinical nurse.” She further went on to state, “The best way for an employer to ensure a new nurse’s success and future loyalty, is to assign them an experienced, well-rounded, patient mentor in their chosen field of nursing practice.” Many institutions have also discovered the advantages of acclimating the new nurse to the work environment instituting programs designed to enhance nursing success and employment retention. Dracup and Morris (2007, p. 330) noted that a year-long residency program for nurses supported by the American Colleges of Nursing and the University HealthSystem (sic) Consortium yielded “greater job satisfaction, higher confidence perceptions, and an 89% retention rate among participants.” Registered nurse graduates are continuing to graduate in ever increasingly greater numbers. However, because the shortage remains, employers still must compete for candidates to fill the vacancies within their institution. Programs such as the residency program are attractive to new nurses because they enter the profession knowing they will be nurtured and allowed to continue to grow professionally.

There are no easy answers to alleviating the nursing shortage in our country. Many of the stumbling blocks cannot be removed immediately and may require unique and innovative solutions. Fledgling nurses may continue to find themselves with a multitude of opportunities to choose from, and will need to make very careful decisions about where they choose to seek employment. Employers will have to fight amongst an ever widening array of competitors and create systems that nurture and support their employees if they wish to retain them in an ever more competitive market.

References

- Dracup, K. & Morris, P. E. (2007). Nurse residency programs: Preparing for the next shift [electronic version]. *American Journal of Critical Care Nursing*, 16(4), 328-330.
- Fang, D. & Wisniewski, S. W. (2007) *2007 Special survey on vacant faculty positions for academic year 2007-2008* by the American Association of Colleges of Nursing. Retrieved November 4, 2007, from <http://www.aacn.nche.edu/IDS/pdf/vacancy07.pdf>
- Ward, G. (2007, August 17). Scholarships aimed at RN educator shortage. *The Tennessean*. Retrieved November 4, 2007, from <http://infoweb.newsbank.com>

4. 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.

5. 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 and result in an unsatisfactory grade.
- 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 reserve the right to dismiss the student from clinical.
- 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. Students may be expected to prepare for their assigned clinical patient(s) prior to clinical. Students must have their own transportation to the clinical sites. Clinical sites may vary each semester as the faculty deem necessary.
- f. All students must complete and submit to the School of Nursing office a multi-state criminal background check no earlier than one (1) year prior and no later

than 90 days prior to the initial clinical experience. Students are responsible for contacting the vendor who will maintain the records for seven (7) years. Students are responsible for the costs associated with the criminal background checks.

Any student with the following will be excluded from clinical experiences:

- i. history of any felony conviction within the last seven (7) years;
- ii. history of Class A misdemeanor conviction within the last five (5) years;
- iii. history of Class B misdemeanor conviction within the last two (2) years;
- iv. persons on the registry maintained by the Department of Health pursuant to T.C.A. Section 68-11-1004;
- v. persons listed on the HHS/OIG list of excluded individuals;
- vi. persons with an encumbered license in a health related field.

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. Failure to progress due to unsuccessful attainment of requirements: Students are dismissed from the program if they receive a second “D” or “F” in any combination of two or more nursing courses (required theory or clinical), regardless of the semester in which they occur. Students admitted from other nursing programs in which a grade less than 2.00 (“D” or “F”) was made in nursing will be dismissed if they earn a “D” or “F” in any required nursing course or clinical. An “unsatisfactory” in a clinical course is considered a failing (“F”) grade.
2. Student Honor Code Violation: Refer to Student Honor Code.
3. Committal of a breach of ethics or gross professional negligence.
4. 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 needs and 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 34.

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 any drug(s) which may 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 of 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 (pages 23-24) 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.

K. Student Nurse’s Association (SNA) Policy

The Student Nurses' Association is an organization of student nurses at all levels within the MTSU Nursing curriculum. The local chapter is affiliated with the National Student Nurses'

Association and offers students a chance to network with other nursing students locally, nationally and internationally. The organization participates in Departmental, University and Community events. Contact the School of Nursing at 898-2437 for a current list of chapter officers, dues, and upcoming events.

The purposes of the MTSU SNA shall be:

- A. To promote student participation in activities relative to nursing.
- B. To aid in the preparation of nursing students for the assumption of the responsibilities of registered nurses by fostering membership in professional organizations.
- C. To aid in the development of the students as active, contributing citizens who foster an appreciation and understanding of modern nursing.

The functions of the MTSU SNA shall be:

- A. To promote professional and social unity among all nursing students of MTSU.
- B. To stimulate an understanding of and an interest in the program of the Tennessee Association of Student Nurses (TASN), the Tennessee Nurse's Association (TNA), and the National League for Nursing (NLN).
- C. To serve as a channel of communication between members of MTSU SNA and TASN.
- D. To encourage participation in state and district activities of the TASN.
- E. To participate as an active constituent of the TASN through a duly elected representative.
- F. To foster membership in professional organizations as nurse graduates.
- G. To promote and encourage student nurse participation in interdisciplinary activities.
- H. To encourage recruitment efforts, participation in student activities, and educational opportunities, regardless of a person's race, color, creed, gender, lifestyle, national origin, age or economic status.
- I. To promote and encourage participation in community affairs and activities toward improving health care and resolving social issues.

Active Members:

- A. Students currently enrolled in the upper division nursing curricula at MTSU are eligible for membership to MTSU SNA, TASN, and NSNA..
- B. Students who pay dues shall have all the privileges of membership including eligibility

for nominations to MTSU SNA and TASN offices and voting rights.

Dues:

- A. Annual dues for members of the MTSU SNA shall be assessed within the first month of the fall and spring semesters.
- B. Dues paid in either fall or spring semesters are assessed for one calendar year.
- C. Dues shall be paid to the treasurer directly or semester class representative.
- D. Failure to pay dues shall result in suspension from the MTSU SNA unless non-payment deemed justifiable by the executive committee.
- E. Associate members may choose to pay only MTSU SNA level dues, with a corresponding lack of membership and privileges at the state and national organization level.
- F. Upper division members in good standing from the two prior semesters may choose in their fifth semester only to pay MTSU SNA level dues only, with corresponding lack of membership and privileges at the state and national organization level.

Executive Officers

- A. The Executive Committee for the MTSU SNA shall consist of the following offices: President, Presidential Advisor, Treasurer, Secretary, and Faculty Advisors.
- B. Any member elected to TASN or NSNA Executive Office, not a member of executive board, may elect to be an ex-officio to MTSU SNA Executive Board.
- C. The President will represent MTSU SNA to faculty.
- D. Each member shall follow the chain of command with the Class Executive Officer bringing issues directly to the SNA President.

Eligibility for Office

- A. All positions on the MTSU SNA Executive Committee require that the nominee remain a student throughout at least three-quarters of the term of office.
- B. Only active members of the MTSU SNA shall be eligible for office.
- C. All members of the Executive Committee must maintain at least a 2.5 GPA in their upper level of nursing curriculum.
- D. All Executive Officers should hold TASN/NSNA membership except for the fifth semester officer and class representative who have held an office in a previous semester.

Term of Office

The term of each student office shall be for one semester. Each officer shall progress to the next office level unless the officer resigns or there is a two-third members' vote for elections. The progression of office is as follows: Secretary, Treasurer, Executive Membership, President, and Presidential Advisor.

Duties of Officers

A. The President shall:

1. Preside at all meetings of the MTSU SNA.
2. Preside at all meetings of the Executive Committee, which shall be called at the discretion of the President.
3. Be responsible for seeing that the lines of direction by the TASN and MTSU SNA Executive Committee are carried into effect.
4. Appoint special committees with the approval of the Executive Committee.
5. Serve as ex-officio member of all committees and attend these committee meetings or appoint a representative to attend and report on the meetings.
6. Approve emergency expenditures as submitted by the treasurer.
7. Represent the MTSU SNA in matters relating to the association.
8. Co-sign all checks with the treasurer unless another Executive Committee officer has already done so.
9. Serve as representative to the TASN or appoint a representative.
10. Serve on the faculty organizational committee and attend all meetings as requested by faculty advisor or appoint a representative to attend and report on meetings.
11. Write grant requests for Student Activity Fees to fund activities deemed appropriate by the Executive Committee.
12. Arrange for speakers and food for MTSU SNA meetings as approved by the Executive Committee.
13. Reserve all facilities for MTSU SNA meetings for the next semester as soon as meeting dates are chosen.
14. Perform other duties as enumerated in the MTSU SNA Policies and Procedures.

B. The Vice President shall:

1. Assume the duties of the President in the absence or disability of the President.
2. In the event of vacancy in the office of the President, the Presidential Advisor shall assume the office and duties of the President.
3. Serve as Chair of the Standing Committee of the Bylaws/Policies if no other Chairperson is available.
4. Collect and disburse mail to appropriate officers in a timely manner.
5. Serve as alternative representative to the TASN.
6. Co-sign checks with the treasurer if no other officer is available.
7. Assist other officers with duties as needed.
8. Perform other duties as designated by the President.

9. Coordinate updates on the MTSU SNA e-scrapbook/webpage with the webmaster in a timely matter, which should include a list of meeting dates, if no other Chairperson is available.
10. Perform other duties as enumerated in the MTSU SNA Policies and Procedures.

C. The Treasurer shall:

1. Act as custodian of the organization's funds and deposit these funds into an account maintained by the MTSU SNA.
2. Present to the MTSU SNA members the amount of cash in the account and other assets owned, by the first meeting.
3. Sign checks, after approval of Purchase Order, for monetary disbursements.
4. Serve as chair of the Standing Fundraising Committee if there is no other Chairperson available.
5. Purchase MTSU SNA supplies as approved by the President or Executive Committee.
6. Prepare and assist with any audit of the financial records.
7. Keep accurate records of all current member dues, fundraising contributions, and disbursements.
8. Reimbursements should be given within two weeks of receiving the individual's receipts.
9. Assist succeeding Treasurer with duties as needed and turn over all financial records to upcoming Treasurer upon vacating office.
10. Report MTSU SNA account balance at each meeting and any activity since previous meeting.
11. Report to Faculty Advisor account balance and any activity each month with a summary report at the end of each semester.
12. Perform other duties as designated by the President.
13. Perform other duties as enumerated in the MTSU SNA Policies and Procedures.

D. The Membership Executive shall:

1. Pay dues to the National Student Nurses' Association.
2. Keep a current and accurate list of names, permanent addresses, local addresses, phone numbers, e-mails, and MTSU P.O. Boxes of all members of the MTSU SNA, which shall be given to all officers and the faculty advisor.
3. Serve as chair of the Breakthrough to Nursing Committee if there is no other Chairperson available.
4. Compile a contact information list of all the executive committee and distribute to board members within one week.
5. Perform other duties as designated by the President.

E. The Secretary shall:

1. Create flyers to advertise and announce MTSU SNA meetings, which, if feasible, shall be posted at least, five days prior to the meeting.
2. Prepare minutes of general and executive meetings of the MTSU SNA.

3. Send a copy of each meeting's minutes to the executive board members within one week after the meeting.
4. Keep all minutes, reports, or other documents organized in folders, in the SNA office, to be kept for at least two calendar years by the secretary.
5. Chair the Standing Notoriety/Newsletter Committee if no other Chairperson is available.
6. Conduct the general correspondence of the MTSU SNA as requested by the President.
7. Provide attendance sheets for each meeting and compile an e-mail list divided by semester, which should be sent to the executive board members.
8. Perform other duties as designated by the President.
9. Perform other duties as enumerated in the MTSU SNA Policies and Procedures.

Vacancies

- A. The class for which the office will represent shall fill the vacancy on the Executive Committee. All candidates for vacant positions must comply with eligibility requirements.
- B. Any resignation from the Executive Committee shall be received in writing and will be effective immediately upon the receipt of the resignation by the President. In the case the President is resigning, resignation should be sent to the Presidential Advisor. Verbal resignations will not be accepted.
- C. If any member of the Executive Committee fails to fulfill his or her responsibilities as defined in the bylaws and in the policies of MTSU SNA and TASN, the Executive Committee shall have the option of removing the board member from office. The action will require a two-thirds vote from the Executive Committee at an official Executive Committee meeting. An appeal to this decision must be submitted in writing to the MTSU SNA President within two weeks following the Executive Committee action of removal. The appeals case will be considered by the Executive Committee via an official meeting within two weeks of the receipt of appeal. The appealing officer may be reinstated by a two-thirds vote of the Executive Committee.
- D. The class he or she represents may remove any Executive Officer by a two-thirds vote. If there are no willing and eligible candidates for Executive Officer within the class, an eligible MTSU SNA member may fill the position.

SNA Meetings and Attendance

- A. Executive members are expected to attend all MTSU SNA and Executive meetings called by the President. After one unexcused absence, as defined by the MTSU SNA Executive Committee, the officer may be asked to resign by a 2/3 vote of the Executive Committee.
- B. Regular meetings of the MTSU SNA shall be held monthly throughout the fall and spring semester and at such times deemed necessary by two-thirds of the Executive Committee.
- C. Executive meetings shall be held once a month or at the discretion of the President.
- D. Following consultation with the Executive Committee, the President shall determine the date and place of meetings.
- E. A quorum shall be two-thirds of the voting members of the MTSU SNA present,

- including two Executive officers.
- F. Cancellation of scheduled meetings may only be done if a quorum cannot be present at the scheduled meeting.

Special Called Meetings

- A. The President may call a special meeting of the MTSU SNA. Notice of time, place, and agenda for the meeting shall be posted by the President no less than ten days prior to the meeting.
- B. The voting body shall be those persons involved in the special called meeting.
- C. The quorum shall be two-thirds of those persons who requested the special called meeting, including the President or Presidential Advisor.
- D. Minutes must be maintained by the Secretary and voted on at the next regularly scheduled MTSU SNA meeting.

Vested Powers

- A. All powers of the association are vested in and shall be exercised by the Executive Committee during the interim between meetings of the association.
- B. The Executive Committee shall not nullify nor modify any action, subject to the provisions of these bylaws.
- C. The Executive Committee shall have the power to immediately conform these bylaws to the TASN bylaws, as mandated by the TASN, in order to retain its constituency status within TASN.
- D. The Executive Committee shall not be responsible for any contract, claim, or obligation of any kind incurred by or for any position taken by any Executive officer unless the Executive Committee authorized the same in writing.

Management Duties of the Executive Committee

- A. Review and approve the terms of official relationships and/or contracts established with other organizations singly or in coalition.
- B. Have the power to fill vacancies for unexpired Executive members, unless otherwise specified in these bylaws.
- C. Vote on and approve any commitment in the form of action, statement of policy or position, or financial obligations involved in the MTSU SNA relationships with other organizations.
- D. All members of the Executive Committee shall have their names on the bank account signature card in order to co-sign checks.

Class Representatives

- A. Be the representative for their class until graduation. Each class shall elect a Class Representative.
- B. Assist Secretary in attaining role of their class members at all MTSU SNA meetings.

- C. Collect money from their class for MTSU SNA fundraisers to be given to the Treasurer and disperse any ordered products to their classmates.
- D. Keep a current and accurate list of names, permanent addresses, local addresses, phone numbers, and MTSU P.O. boxes of all class members, which shall be given to the Membership Executive.
- E. Fulfill the duties of their class SNA Representative should the position become vacant and no other qualified classmate is elected, except the President whose position would be filled by the Vice President.
- F. Work with the Faculty Services Committee to arrange their class graduation.

Nominations and Elections

- A. All class officers, who include Class Representative and SNA Officer, shall be nominated within individual classes after specific officer duties have been read to the class.
- B. All SNA Officers and Class Representatives shall be voted on by written ballot and counted by an unbiased party.
- C. Each SNA Officer shall progress as stated in these bylaws.

MTSU SNA Meetings

Meetings shall be held according to these bylaws or by the discretion of the President.

TASN Meetings

- A. As a TASN chapter in good standing, the MTSU SNA is entitled to seat the President, plus one delegate for every 10 local NSNA/TASN members in good standing at the annual House of Delegates.
- B. The delegates and alternate shall be members in good standing in the MTSU SNA and shall be elected by members of the MTSU SNA at an official meeting.
- C. The number of delegates eligible is computed by the annual dues received by the NSNA and TASN on a date eight weeks prior to the annual TASN meeting.

Advisor

The Student Services Committee shall act as the advisor to the MTSU SNA. The MTSU SNA shall follow all policies set forth by the Student Services Committee.

Ad Hoc Committees

The Executive Committee, at its discretion, shall establish ad hoc committees deemed necessary to carry on the work of the association.

Standing Committees

A. Standing Committees shall be: the Bylaws/Policies Committee, the Fundraising Committee, the Community Outreach Committee, and the Breakthrough to Nursing Committee.

1. The Bylaws Committee is responsible for keeping the MTSU SNA bylaws up to date and in accordance with the TASN bylaws; write any changes needed to the MTSU SNA bylaws and present them to the MTSU SNA members at an official meeting. In the case of a vacant or absent committee, the President will assume responsibility for the stated duties of this committee.
2. The Fundraising Committee is responsible for planning and overseeing all fundraisers sponsored by the MTSU SNA.
3. The Community Outreach Committee is responsible for planning and overseeing all community related projects sponsored by the MTSU SNA.
4. The Breakthrough to Nursing Committee is responsible for implementing projects to increase recruitment into the field of nursing in accordance with NSNA and TASN guidelines, and whenever possible, assist faculty with MTSU School of Nursing recruitment activities.
5. The E-Scrapbook/Webpage Committee is responsible for collecting memorabilia during SNA events and meetings and compiling the information in an e-scrapbook, which should be updated at least twice a semester.
6. The Notoriety Committee is responsible for public relations of SNA and updating the publicity boards throughout the Nursing Building.

Committee Policies

- A. Each Standing Committee and Ad Hoc Committee shall develop and maintain notes on number of members, term of service, selection of members, minutes of meetings, and duties of committee.
- B. Each committee must present a report each meeting to the MTSU SNA if there has been any committee activity.
- C. Each committee may not have monetary accounts in its own name. The Executive Committee must approve moneys needed by the committee.
- D. Each committee is responsible for sending minutes of each meeting to the President.
- E. Each committee's notes shall be turned over to the President prior to the last meeting of the MTSU SNA.

Monetary Disbursements:

Executive Authority

The Executive Committee has the right to appropriate funds for special circumstances at their discretion. The Executive Committee must announce all disbursements at the next MTSU SNA meeting.

Fiscal Year

The fiscal year of the association shall be from the beginning of the semester to the beginning of the following semester after each Treasurer term is complete.

Amendments

- A. These bylaws may be amended at any official MTSU SNA meeting by 2/3 vote of those present and voting.
- B. Amendments to the bylaws of the TASN shall automatically and immediately affect the necessary amendments to the bylaws of the MTSU SNA.

Dissolution

In the event of the dissolution of this organization, all the assets remaining, after payment of its obligations, shall be distributed to the NSNA Foundation for a scholarship to a Tennessee nursing student.

VII. MISCELLANEOUS

A. Communication Venues.

The School of Nursing Faculty and the Director are available to students through many methods. Faculty have posted office hours on their doors. The Director of the program has adopted several communication venues for students, as follows:

1. Open Forum every 1st and 3rd Friday of the month.
2. Letter to the Director – four (4) stations throughout CKNB (students receive responses within 48 hours unless there is an unusual circumstance).
3. Student Advisory Board to the Director – a luncheon is held every semester, and student leaders (class representatives, SNA officers and committee chairs, and students holding leadership positions are present) represent the issues and concerns of the student body.
4. Students having issues with a course or a course professor are asked to see the professor first. If there is an impasse, the course professor is asked to schedule a meeting with the Director after determining all parties' availability.
5. If a student has a personal issue, or cannot go to his/her professor for any reason, he/she is asked to schedule an appointment through the nursing office secretary at 904-8488.

These communication venues help promote collaboration and cooperation between students, school administration, and nursing faculty.

B. Student Representation on Faculty Committees.

Students elect representatives from each class in the upper division. 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.

C. **Health Information.**

After a student has been accepted to the first semester of upper division nursing and has been notified by the School of Nursing Admissions Committee, he/she must provide an admission health history and physical examination record. This 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. Must contain a two-step TB skin test, with readings within 48 hours of the tests, must be completed along with the admission health examination record. After the two-step process, skin testing is **done annually**. If there is a positive TB test, the student will have a baseline chest x-ray (CXR). If the CXR is positive, the student must be treated and must show proof of three negative sputum cultures before returning to clinical. If the CXR is negative, the student may participate in clinical experiences. One year after the first CXR, and yearly thereafter, the student will provide valid self-reporting of symptoms from his/her health care provider. The student will not need any additional chest x-rays.
3. Must contain an immunization record including a 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 admission denial, but the health of the student must be adequate to meet class and clinical requirements. The student **must provide** School of Nursing a statement from a qualified health care provider as to the advisability of continuing the 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 at any time, prior to, or during their enrollment in the nursing program. After any change in health status, students must submit a written statement from a qualified health care provider which states that student's condition is not detrimental to the safety or health of self or others before the student may return to classes or clinicals.

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

CRITICAL INFORMATION FOR APPLICATION PROCESS

1. IMMUNIZATION INFORMATION REQUIRED PRIOR TO APPLICATION TO UPPER DIVISION

Documentation of current immunization status must be on file with the School of Nursing in order for your application to be considered for admission to upper-division nursing. This is a process that may take several months to complete. Incomplete files will not be considered for admission to upper-division. **The most efficient way to accomplish this process is to go through MTSU Health Services (898-2988).**

The following immunizations/titers are required:

Measles (Rubeola) with documented positive titer

Mumps with documented positive titer

Rubella with documented positive titer

Varicella with documented positive titer

Hepatitis B Series with documented positive titer (series must at least be initiated if time does not permit completion with titer results). If you opt not to receive this immunization, you must come to the School of Nursing to sign a waiver form.

If any initial titer indicates lack of immunity, an immunization booster must be given with follow-up titer. If second titer is non-reactive or negative, you must provide documentation of these results.

TB skin test – initial skin test must be applied using a two-step process. If there is a history of a positive TB skin test, you must have a chest x-ray. If the chest x-ray is positive, you must be treated. Documentation must be provided.

2. COURSES REQUIRED PRIOR TO APPLICATION TO UPPER DIVISION

All general education and pre-nursing requirements must be completed prior to entering upper-division nursing. These are the courses that must be completed prior to enrolling in upper-division nursing:

9 hrs of humanities	4 hrs Science Elective (Chemistry, Physical Sc., etc)
English 1010	English 1020

6 hrs Social/Behavioral Sc. (PSY 1410 & one other)	Math 1530
Biology 2010	Biology 2020
Biology 2230	History (2 of 3) 2010, 2020, 2030
Communication 2200	

If you have any questions please contact one of the following:

Helen Gleason – Academic Advisor 494-8791

Jennifer Nichols – Online Programs Advisor 898-5252

Kim Tune – School of Nursing Secretary 898-2437

D. Maintenance of Health Record.

1. TB skin test must be repeated annually or as required by clinical agency.
2. Compliance of Section B. 1-7 (Health Information) must continue throughout the program. If health information is not up-to-date, the student will not be allowed to attend clinical resulting in unsatisfactory for each clinical day absent.

E. 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 beginning the second semester (first semester junior) of upper division nursing.
3. RN and LPN students only must show proof of malpractice insurance that includes student malpractice coverage.

F. Human Immunodeficiency Virus - Education and Management.

Prior to the clinical experience, students will receive oral, printed and video information with instructions on universal precautions for blood and body borne infections in accordance with CDC guidelines. This ensures provision of safe care to self and clients. Students 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. Students must comply with the policy at the health care agency to which they are assigned.

G. Rape Recovery/Prevention

Rape Recovery and Prevention Center is available 24 hours at (615) 494-9262.

H. 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. 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. Lab coat, patch, and name tag are required for first semester students. Uniforms and shoes are required for second semester by the fourth week of the start of the semester. No crocs or ankle-strapped shoes or scrubs will be allowed in the clinical setting. Only uniforms approved by the SON faculty will be accepted.

Specific Guidelines:

Students must purchase nursing uniforms (top, pants, laboratory jacket), identification name badge, and sleeve patches (2) from the selected company endorsed by MTSU School of Nursing. Students must select from styles identified for MTSU School of Nursing. At all times, 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.

Hair must be neat, clean and professional in appearance. All hair should be 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.

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

Any action or behavior which violates Section 63-7-107 *NURSING TENNESSEE CODE UNANNOTATED TITLE 63, CHAPTER 7* (www.tnaonline.org/NPA070703.pdf) will be grounds for consideration for dismissal from the nursing program.

63-7-107. Use of registered nurse title.

Any person who holds a license to practice professional nursing under this chapter shall, during the effective period of such license, be entitled to use the title Registered Nurse or the abbreviation R.N. **No other person shall assume such title or use such abbreviation or any other words, letters, or signs to indicate that the person using the same is a professional or registered nurse.** For example, placing “nurse” or “RN” on the mortarboard during the commencement ceremony. Students arriving to commencement with stated violation above will have their mortarboards removed by administration and replaced with a blank mortarboard.

I. Additional Anticipated Expenses

Nursing students will have additional expenses incurred each semester. **The price listed is an approximate cost to the student based on previous semesters.**

First semester:	Uniform attire as required per student handbook (Lab jacket, name badge, MTSU SON patch) \$65 Skills kit \$8 Stethoscope \$50 (must have a diaphragm and bell) Penlight \$5 Tape measure \$1 Ruler \$1 Bandage scissors \$3-5 Hemostats \$3-5 Student Nurses Association (SNA) membership dues (Optional)
Second semester:	Uniform attire as required per student handbook (Uniforms, MTSU SON patches, and shoes) \$200 Skills kit \$35 Student Nurses Association (SNA) membership dues
Third semester:	Skills kit \$15 Student Nurses Association (SNA) membership dues
Fourth semester:	Skills kit \$7.50 Student Nurses Association (SNA) membership dues Standardized exam fee – free on first attempt
Fifth semester:	Standardized exam fee \$37 (after failed first attempt in 4 th semester; may

take up to four times)
Licensure Fee (TN and NCLEX) \$300
NCLEX Review Course (Optional) \$200 - \$350
Pictures (Optional) \$35
Cap and Gown (included with tuition)
Nursing Pins \$23 - \$159
Graduation Cords (Optional): SNA \$15; Sigma Theta Tau \$20
Invitations (Optional) varies with choice
Sigma Theta Tau membership \$100 by invitation (Acceptable GPA does not automatically signify invitation; professionalism is included)
Student Nurses Association (SNA) membership dues

J. Notice of Non-Discrimination.

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

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

K. Non-Student Attendance.

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

L. Smoking Policy.

Smoking is prohibited in all MTSU academic, support and public assembly buildings, except in designated smoking areas; at least 20 feet from buildings. 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. Smoking is prohibited at all clinical rotation sites.

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.

M. 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 foundation scholarships between February 1 and April 1. These applications **must** be received by the School of Nursing by April 1 in order for the student to be considered for a scholarship. Application forms are available from the literature container outside the School of Nursing office (Room 201). 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.

Students receiving the Lottery scholarships must earn a 2.75 GPA after attempting 24 credit hours and a 3.0 GPA after attempting 48 hours or more. Students who drop below full-time status (12 hours) during the first 14 days of the semester will have their awards adjusted and will owe money to the University. Students who drop after the 14th day of class will have their future lottery scholarships suspended unless the drop was approved in advance by the Financial Aid Office. Students may appeal the suspension if the drop is due to documented personal illness, illness or death of immediate family member, extreme financial hardship, military service or other extraordinary circumstances beyond the student's control. The lottery appeal form may be obtained at www.mtsu.edu/financialaid/forms. For more lottery information, please see www.tennesseescholardollars.com.

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

ANNE 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

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

ESTATE OF 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

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

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

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. Accepted into the School of Nursing
- b. ACT of 21, 3.0 high school GPA
- c. Full-time student
- d. Must be from Rutherford County
- e. Recipient(s) agree to work in Rutherford County at least two years following graduation

KATIE LOVETT SCHOLARSHIP FUND* – TBA

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

MARY E. ILES NURSING 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

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-TN county
- c. Director of Nursing School will be a part of the selection committee

MURFREESBORO MEDICAL CLINIC (MMC) /RACHAEL YARBROUGH JERVING
MEMORIAL SCHOLARSHIP

Scholarship is provided to one eligible junior or senior nursing student based on the following criteria:

- a. Junior or senior majoring in Nursing
- b. Must be a resident of Rutherford County
- c. Minimum GPA 3.0
- d. Full-time student
- e. Strong preference given to students who are employed or intend to work at Murfreesboro Medical Clinic

NELLIE TRIBBLE NURSING SCHOLARSHIP FUND

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

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.

The following are additional scholarship/loan sources:

THE AMERICAN ASSEMBLY FOR MEN IN NURSING

- a. Male student
- b. Currently enrolled in pre-RN licensure or graduate program in nursing
- c. Minimum GPA 2.75

ARMED FORCES ROTC: ARMY, NAVY, AIR FORCE

ARMY NURSING SCHOLARSHIPS

ARMY ROTC offers a 4, 3, or 2 year scholarship which pays full tuition, \$900 yearly book allowance and a stipend of \$300 per month for a freshman, increasing \$50 per month each succeeding college year to \$500 per month the senior year. Additionally, Nursing students can receive additional monetary benefits for good grades, NCLEX-RN review course and test fees, uniforms, clinical and laboratory fees, Malpractice Insurance, immunization and testing, a Littmann Cardiology Stethoscope, and a personal Digital assistant with NCLEX-RN review course. The Army ROTC Course is tailored for Nursing students with full emphasis and priority placed on the demanding nurse curriculum.

CampusRN/AACN NURSING SCHOLARSHIP

CampusRN, an employment website for nursing/allied health care students and the American Association of Colleges of Nursing (AACN) have partnered for this scholarship program to support students who are seeking a baccalaureate, masters or doctoral degree in nursing.

- a. Enrolled in a baccalaureate, masters or doctoral program in nursing
- b. Minimum GPA 3.25

- c. See http://aacn.campusrn.com/scholarships/scholarship_rn.asp (there is an underscore between “scholarship” and “rn”) for criteria and application information

EXCEPTIONALNURSE.COM

- a. See www.exceptionalnurse.com/scholarship.html for criteria and application information

NATIONAL ASSOCIATION OF HISPANIC NURSES SCHOLARSHIP AWARDS

- a. Currently enrolled in a school of nursing
- b. Hispanic United States citizen or legal resident of U.S.
- c. Minimum GPA 3.0
- d. Member of National Association of Hispanic Nurses
- e. See www.thehispanicnurses.org for criteria and application information

NATIONAL BLACK NURSES ASSOCIATION SCHOLARSHIP

- a. Currently enrolled in a school of nursing
- b. Good scholastic standing
- c. Have at least 1 full year of school remaining
- d. See www.nbna.org/scholarship for criteria and application information
- e. Member of National Black Nurses Association

NATIONAL STUDENT NURSES’ ASSOCIATION SCHOLARSHIPS: General, Career Mobility, Breakthrough to Nursing, Specialty, and Promise of Nursing

- a. See www.nсна.org for criteria and application information

ONCOLOGY NURSING SOCIETY

- a. See www.ons.org/awards/foundawards for criteria and application information

SAINT THOMAS HEALTH SERVICES SCHOLARSHIP

- a. Application may be obtained through St. Thomas Health Services Career Center, 4220 Harding Road, Nashville, TN 37205

TNA DISTRICT 15/FRANCES DENHAM BRITAIN SCHOLARSHIP/LOAN PROGRAM

- a. \$500 tuition loan awarded each fall and spring semester to a senior student attending an undergraduate school of nursing in TN
- b. Must be a resident of District 15, including Rutherford and Wilson counties
- c. Applicant will agree to repay the loan one year after expected date of completion of course of study

TENNESSEE ORGANIZATION of NURSE EXECUTIVES (TONE) JEARLINE DEWEESE MEMORIAL SCHOLARSHIP FUND

- a. High school graduate with a minimum of 3.0 GPA
- b. Accepted into an accredited NLNAC nursing program prior to application
- c. First time entry in BSN program (copy of final high school report card or college transcripts – minimum GPA 3.0)
- d. 100 volunteer hours in health care setting/community service during the past 4 years

- e. Two letters of recommendation
- f. Write paper – no more than 300 words stating “Why I Want to be a Professional Nurse”
- g. Complete application prior to established deadline date
- h. Interview with a TONE Board member; the Board member will make a recommendation to the Board; the decision will be finalized by a vote of the TONE Board
- i. Post graduation – student encouraged to work a minimum of one year in a clinical setting at the bedside and participate in local TONE activities

*Funds may not be available.

Revised 11/2008

N. 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. Please request someone with APA experience.

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 including a grammar hotline for quick questions; an email drop box, as well as a chat room 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.

O. 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.

P. School of Nursing Graduate Recognition Ceremony.

The ceremony is to honor graduates from the Fall/Spring Nursing classes and is an event sponsored and financed by the School of Nursing. The following guidelines apply:

1. Attire for the ceremony will be academic regalia without mortar board/tam for both students and faculty.
2. The ceremony will be held on the MTSU campus on the day of graduation.
3. All members of the graduating classes are to be included. If a student is unsuccessful in Comprehensive Standardized Exit testing, then an appeal must be made through the program Director to be able to participate in the ceremony.
4. Family, faculty, and friends are welcome.
5. The ceremony will include a welcome, opening remarks, presentation of students, and closing remarks.

6. A reception with refreshments will be provided.
7. 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).
8. Attendance at this event is not mandatory for students or faculty.

Q. 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.

R. LPN to BSN Program.

This accelerated program will allow Licensed Practical Nurses (LPNs) with previously acquired knowledge and skills an opportunity to obtain a Bachelor of Science Degree in

Nursing (BSN) from Middle Tennessee State University. Upon successful completion of the program, these individuals will be eligible to write the NCLEX-RN.

The purpose of the LPN to BSN proposal is to increase the number of registered nurses in the State of Tennessee.

Currently there are four (4) slots for LPN's in the generic program.

Student Uniform and Dress Code: Please adhere to the policy VII: Miscellaneous, Section I.

Curriculum plan follows that of the generic BSN students with a few exceptions.

Advanced Standing Credit is given for the following courses:

Course Number	Credit Hours	Course Title
NURS 3350	5	Introduction to Nursing Practice
NURS 3360	4	Introduction to Nursing Practice Clinical
NURS 4005	3	Independent Study (Nursing Elective)

S. Handbook Protocol.

All students function under the current School of Nursing Student Handbook. The handbook is reviewed and updated biannually by the Student Services Committee and updated. Students are responsible for reading, understanding, and complying with the material in the SON handbook. Clarification or questions 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 (MTSU) School of Nursing (SON) Student Handbook (1/2009 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 reading, understanding, and complying with the material contained in the MTSU SON handbook.

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 Health Insurance Portability and Accountability Act (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 understanding of all the above, as evidenced by my initials and signature below.

Student's Signature

Date

Student's Name (print)

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 understanding of all the above, as evidenced by my initials and signature below.

Student's Signature

Date

Student's Name (print)

Faculty Signature

Date

**MIDDLE TENNESSEE STATE UNIVERSITY
SCHOOL OF NURSING**

Student Honor Code

Statement for Written Work

I will complete all assignments in my nursing courses* without any assistance from another person, technical device, or written material other than those expressly permitted by the faculty.

Student's Signature

Date

Student's Name (print)

Faculty Signature

Date

***You will be reminded of this pledge in each course.**

**MIDDLE TENNESSEE STATE UNIVERSITY
SCHOOL OF NURSING**

Student Honor Code

Statement for Written Work

I will complete all assignments in my nursing courses* without any assistance from another person, technical device, or written material other than those expressly permitted by the faculty.

Student's Signature

Date

Student's Name (print)

Faculty Signature

Date

***You will be reminded of this pledge in each course.**

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. Any student not successful in completing 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

Student's Name (print)

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. Any student not successful in completing 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

Student's Name (print)

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 and/or photograph(s) requested by clinical agencies, potential employers, recruiters, or other Schools or Universities for clinical assignment, for reference purposes, or for publication/recruitment 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, photograph(s), and letters of reference. Any information that should not be released is identified below.

Date

Signature

Name (print)

Student ID

DO NOT RELEASE THE FOLLOWING INFORMATION, IF REQUESTED:

Date

Signature

Name (print)

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 and/or photograph(s) requested by clinical agencies, potential employers, recruiters, or other Schools or Universities for clinical assignment, for reference purposes, or for publication/recruitment 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, photograph(s), and letters of reference. Any information that should not be released is identified below.

Date

Signature

Name (print)

Student ID

DO NOT RELEASE THE FOLLOWING INFORMATION, IF REQUESTED:

Date

Signature

Name (print)

Student ID