**STUDENT**

**HANDBOOK**



**Southeastern Louisiana University**

**School of Nursing**

# **DEFINITIONS**

SON School of Nursing

BRC Baton Rouge Center, Essen Lane

Generic Student A student entering a nursing program for the

first time.

RN Student A Registered Nurse who is returning as a

student to achieve a Baccalaureate degree.

School of Nursing Hammond Campus - the first two years of the

Campuses curriculum are predominately taught on the SLU campus; the last three semesters are predominately taught at the Baton Rouge Center (BRC)

Levels Foundations – Sophomore/Junior level

 Synthesis – Junior level of Nursing Program.

 Integrative – First and second semester of

 senior year.

Nursing Nursing is the protection, promotion and optimization

 of health and abilities, prevention of illness and injury,

 alleviation of suffering through the diagnosis and

 treatment of human response, and advocacy in the

 care of individuals, families, communities and

 populations. (ANA, 2004)

SNA Student Nurses’ Association

ANA American Nurses’ Association

GPA Grade Point Average

Admitted to The Students may major in Nursing at any point in time.

School of Nursing Being admitted to the School of Nursing indicates

that an application has been submitted to Progress in clinical coursework and that the student has been selected based on admissions criteria.

# STUDENT HANDBOOK

Part I Academic Policy

Part II Safety Policy

Part III Exposure Control Plan

SOUTHEASTERN LOUISIANA UNIVERSITY

School of Nursing

Policies specified within this handbook are subject to review during the academic year.

Any updates or revisions to the School of Nursing Handbook policies

are available on-line at <http://www.selu.edu/acad_research/depts/nurs/index.html>

Spring 2014

Revised: 8/91, 7/92, 7/93, 1/94, 1/95, 1/96, 7/96, 1/97, 8/97, 8/98, 1/99, 8/99, 1/00, 8/00, 8/01, 1/02, 8/03, 8/04, 1/05, 8/06, 8/07, 1/08, 1/09, 4/11, 11/11, 7/12, 12/12, 1/13, 5/13, 2/14

Revised by the Student Affairs Committee

# **Acknowledgements**

Appreciation is extended to Southeastern Louisiana University, School of Nursing students, faculty and staff for their support and assistance

in making this handbook available.

A special thank-you is offered to all individuals involved

for their extended guidance and help:

# **Accreditation**

The Southeastern Louisiana University, School of Nursing programs

 are fully accredited by the

Commission on Collegiate Nursing Education

One Dupont Circle, NW

Suite 530

Washington, DC 20036-1120

(202) 887-6791





Welcome to Southeastern Louisiana University School of Nursing. You have chosen to pursue a professional goal in a University setting where learning, caring, and sharing are valued. The University offers many exciting possibilities and we are pleased you have chosen to join the School of Nursing in pursuit of excellence in professional nursing.

 The School of Nursing is housed in the College of Nursing and Health Sciences and offers programs in nursing at the baccalaureate, the master’s level, and the doctorate level. The master’s program is part of a unique consortium among four institutions of higher learning in Louisiana. Both programs are fully accredited by the Commission on Collegiate Nursing Education.

 You are probably aware of the fine achievements of Southeastern graduates. You now join those who will continue to achieve and make lasting contributions to the world in which we live. You and other students are the reason we are here and our commitment to you is to provide the opportunity for a high quality University experience in a positive environment where all are partners in the teaching and learning process.

 This handbook was prepared to offer you easy, accessible information. It is not intended to replace the General Catalogue, but rather to share policies and procedures to further clarify guidelines. Information within this booklet may change without written notice.

 The faculty, staff, and I wish you success in the School of Nursing and hope you will find your experiences fulfilling and academically rewarding.

 Sincerely,

 

 Ann Carruth, DNS, RN

 Dean

 College of Nursing and Health Sciences

TABLE OF CONTENTS

Dean’s Welcome

School of Nursing History [1](#History)

SECTION I: GENERAL INFORMATION

 SLU School of Nursing Structure [1](#structure)

 Communication [2](#Communication)

 Building Hours [2](#Buildinghours)

 Safety [2](#Safety)

 Parking [3](#_parking_1)

 Transition [3](#Transition)

 Degrees [3](#degrees)

 Educational Advancement for Registered Nurses: CALL [4](#educationaladvancement)

 LPN to BSN Bridge Program [4](#lpntobs)

 University Honors Program [4](#honorsprogram)

 Bylaws [4](#bylaws)

 Advising [5](#_advising_1)

 Progression/Retention [5](#progressionretention)

 APA Policy [6](#APA)

 Family Educational Rights and Privacy Act [6](#familyedu)

 Formal Complaints/Appeals Process [6](#formalcomplaints)

 Financial Aid [7](#financialaid)

 Scholarships [7](#scholarships)

 Student Insurance [7](#studentinsurance)

 Liability Insurance for Student Nurses [8](#liability)

 Violence in the Workplace Plan [8](#violence)

 Conduct [8](#conduct)

 Confidentiality [8](#confidentiality)

 American Nurses’ Association Code for Nurses [9](#anacode)

 Cardiopulmonary Resuscitation [10](#cpr)

 Smoking Policy [10](#smoking)

 Health Status [10](#healthstatus)

 HBV/HCV/HIV Policy [11](#hiv)

 Drug Testing Policy [12](#drugtesting)

 Reporting of Subsequent Arrests or Convictions [12](#arrests)

 Academic Honesty [13](#academichonesty)

 Group Process [13](#groupprocess)

 Graduation [13](#graduation)

 Alumni Association [14](#alumni)

 Program Evaluation [14](#programevaluation)

 Student Awards [14](#studentawards)

 Uniform and Supply Requirements [15](#uniform)

 Specific Uniform Criteria and Requirements [15](#specificuniform)

 Other Uniform Requirements [16](#otheruniform)

 Achievement Testing [17](#achtesting)

 Grading Scale for the School of Nursing [17](#gradescale)

SECTION II: STUDENT SERVICES AND RESOURCES

 Duplication of Materials [17](#duplication)

 Student Health Center [18](#healthcenter)

 Comprehensive Counseling Center [18](#counseling)

 Career Development Services [18](#career)

 Technology Services [18](#tech)

 Computer Labs [19](#computerlab)

 Libraries [19](#libraries)

 Writing Center [19](#writingcenter)

 Nursing Skills Laboratories [19](#skillslab)

 Tutoring [19](#tutoring)

 Bookstore [20](#bookstore)

 Student Organizations [20](#sna)

 Career Day [20](#carreerday)

 Pinning Ceremony [20](#pinning)

 Pinning Ceremony Guidelines [21](#pinningguide)

[CORE PERFORMANCE STANDARDS FOR ADMISION AND PROGRESSION](#coreperformance)

[PROGRESSION AND RETENTION ADDENDUM](#progressionaddendum)

[SAFETY MANUAL](#safetymanual)

[EXPOSURE CONTROL PLAN](#exposure)

[APPENDIXES](#appendix)

# **STUDENT HANDBOOK**

## Part I

**Academic Policy**

HISTORY

 The establishment of a School of Nursing at Southeastern Louisiana University (SLU) is the culmination of interest and sustained effort of an entire community over a long period of time. As far back as 1951, community leaders and many civic organizations, as well as the University administration, expressed concern regarding the need for a Nursing major as a part of the University curricula. On December 13, 1963, the Louisiana State Board of Education approved the request of the President of the University for authority to establish a School of Nursing. A Director for the program was appointed on September 1, 1964, and plans for the program moved forward.

The first students entering the program were enrolled in the Division of Liberal Arts in the fall of 1964. In April of 1966, the program received initial approval by the Louisiana State Board of Nurse Examiners, and the students were then admitted to the School of Nursing. The first three students to complete the program graduated in May 1968, with a Bachelor of Science Degrees. Further growth and development of the program led to the opening of a new Educational Facility in Baton Rouge, located on Essen Lane, approximately forty minutes away from campus. The proximity of this facility to campus afford the student numerous opportunities to participate in professional, social, and cultural activities.

In 1989, another addition to the School of Nursing brought forth new opportunities with the opening of The Master of Science in Nursing Program. The Master of Science in Nursing Program is a unique product of an Intercollegiate Consortium between Southeastern Louisiana University, McNeese State University, and the University of Louisiana Lafayette. In 2013 Nicholls State University joined as the fourth university of the Intercollegiate Consortium for a Master’s of Science in Nursing (ICMSN).

The baccalaureate program was initially accredited by the National League for Nursing Accrediting Commission (NLNAC) in 1976 and has been accredited by the Commission on Collegiate Nursing Education (CCNE) since 2007. The Intercollegiate Master of Science in Nursing Program (ICMSN) was initially accredited in 1996 by the NLNAC. They also currently hold accreditation by CCNE.

 In 2000, we ushered in a new millennium and celebrated 75 years of excellence at Southeastern Louisiana University. Exciting events were also occurring in the School of Nursing. On July 1, 2000, the School of Nursing became the College of Nursing and Health Sciences. The new college is now made up of the Departments of Health and Human Sciences, Kinesiology and Health Studies, and Nursing. In addition, the University Health Center and the Excellence in Health Education Project is now part of the new college. We are excited about the opportunities and academic partnerships this new structure provides.

 January 2012 the Board of Regents approved Southeastern to provide a Doctorate of Nursing Practice (DNP). The first cohort of DNP students was admitted in fall 2013.

### SECTION I: GENERAL INFORMATION

**SCHOOL OF NURSING POLICIES**

# **SLU SCHOOL OF NURSING STRUCTURE**

 The SLU School of Nursing consists of the campus at Southeastern Louisiana University and a Baton Rouge Center. Foundational and prerequisite courses are provided at the SLU Campus. Integrative and Synthesis level nursing courses are provided at the Baton Rouge Center.

 The School of Nursing (SON) is located in Kinesiology and Health Studies Building (KHS) on the SLU campus. The Hammond Campus houses offices for the Dean, Department Head, and the Director of the Graduate Nursing Program. An office directory is located in the main foyer of KHS.

 Students may see faculty during posted office hours. A map of the campus is provided in the general catalogue as well as information regarding housing, meal plans, and student parking.

 The Hammond Campus Phone Number: 985-549-2156

 The Baton Rouge Center (BRC) is located at 4849 Essen Lane. The BRC also houses offices for the Dean, Department Head, and the Director of the Graduate Nursing Program. An office directory is located on the second floor just outside the elevators.

 Faculty offices are located in the west wing of the second floor; classrooms are on the east wing. Students may see faculty during posted office hours. Appointments are required for times outside posted office hours.

 The Baton Rouge CenterPhone Number: 225-765-2324

# **COMMUNICATION**

 There are various means of communication provided for general student information on campus and at BRC. On the Hammond Campus the main communication boards are located beside individual faculty office doors in KHS. Other bulletin boards utilized by faculty are located on the first and second floors of KHS.

 At the Baton Rouge Center the main bulletin board is on the first floor and is used for communicating calls, messages, and information relative to courses for students. Additional information pertinent to students is located on the bulletin board on the second floor.

 In addition, the School of Nursing website and faculty on-line course sites are used for student communication.

# **BUILDING HOURS**

 The Nursing Department is open Monday through Thursday from 7:30am to 5:00pm and Friday from 7:30am to 12:30pm at KHS on the Hammond Campus and at the Baton Rouge Center. During the summer semester the offices are open from 7:00am to 5:30pm Monday through Thursday only.

# **SAFETY**

 Students should familiarize themselves with the exits and fire extinguisher locations as well as the type of extinguishers available. Rules and regulations of the university for fire safety are mandated. This information is presented at the beginning of the academic year at orientation sessions.

 Safety within the premises and especially in the Computer and Skills laboratory is mandatory. Students are expected to conduct themselves professionally and in a mature manner. A Safety Manual is located in all labs as well as in this handbook.

 The United States Department of Education requires that all colleges and universities that receive federal funds report the occurrences of selected crimes on their campuses. This information is presented in a brochure titled, "Safety and Security Procedures" available in the SLU police department, near the front office at the Baton Rouge Center, and online at <http://www.selu.edu/police>

# **PARKING**

 An official Southeastern decal is required to park on campus and at the BRC. Students not in compliance with the purchase of appropriate decal will be ticketed. Full information on obtaining parking decals and ticket information is available at <http://www.selu.edu/police>

# **TRANSITION BETWEEN CLASSES**

 The transition from the Hammond Campus to the Baton Rouge Center requires some adjustment. Information concerning orientation week will be emailed to each student. Students may also phone the Baton Rouge Center (BRC) for further information. Faculty and staff are available to make the transition easier.

# **DEGREES**

# **Admission**

 All transfer transcripts must be submitted to Southeastern’s Admissions Office so that an accurate evaluation can be made. After evaluation by the Admission Office, a transfer student should schedule an appointment to be advised by a designated School of Nursing advisor during their first semester. This review should include any courses posted on the transcript that the student wants as a substitution to meet degree requirements. Students are **not advised by SON** until transcripts are evaluated and posted on Southeastern’s system. To be "official", transcripts must be sent directly from one institution to another. Transcripts stamped "issued to student" are not official. This procedure is to be followed by any transfer student: generic, LPN, or RN.

 The time required for completion of the B.S. degree is determined by the number of courses in progress and the student's rate of course completion. It is recommended that the program be completed within six years from the date of first enrollment as one cannot remain in a particular catalog. Please see the University Catalogue for the policies regarding graduation under a particular catalog.

 Students must adhere to policies in the University General catalogue regarding specific admission, progression, and graduation criteria.

**Nursing:**

 Upon completion of the approved course of study outlined in the University Catalogue, the student will be granted the academic degree of Bachelor of Science with a major in Nursing.

**Dual Diplomas:**

 Students working toward a four-year academic degree may pursue two degrees at the same time. Students should refer to the SLU General Catalogue for details.

**Minor:**

 Nursing students interested in a minor in Biology need an additional four credit hours of Botany or courses as approved by the Biology Department. (Refer to catalogue for details). Requirements for other minors are listed in the catalogue under the respective department.

**Master of Science in Nursing and Doctorate of Nursing Practice**

 Upon completion of the approved course of study outlined in the University Catalogue, the graduate student is granted the Master of Science in Nursing (MSN) or Doctorate of Nursing Practice (DNP). The MSN and DNP programs have separate Student Handbooks specific to these degrees;both are available on-line. Brochures describing the MSN and DNP programs and curricula are available in the Graduate Nursing Office on campus and at the Baton Rouge Center.

**EDUCATIONAL ADVANCEMENT FOR REGISTERED NURSES**

#### CENTER FOR ADULT LEARNING IN LOUISIANA OPTION (CALL)

 This option is designed to meet the learning needs of the registered nurse from an associate degree in nursing to a baccalaureate degree in nursing.

CALL is an integral part of the undergraduate nursing, having the same pre-requisite coursework requirements for admission into the nursing curriculum as the generic student.

 This option of study consists of 31 total hours: Twenty-two (22) hours are required nursing hours and 9 hours of nursing electives planned with a faculty advisor allowing for individualization of the nursing curriculum.

 The student can be enrolled full or part-time with the option of the majority of nursing courses being offered through distance techniques.

#

# **LPN TO BS BRIDGE OPTION**

 This option is designed to meet the learning needs of the licensed practical nurse who wishes to obtain a baccalaureate in nursing.

 The LPN to RN option is also an integral part of the undergraduate nursing, having the same progression and coursework requirements for admission into the nursing curriculum as the generic student.

 This nursing study option allows the LPN to challenge out of 10 credit hours of nursing. The bridge course (Nursing 234, a 4 credit hour course) must be successfully completed. The LPN who successfully challenges and completes the bridge course will then enroll in nursing courses (4 semesters) to graduate from SLU SON. The first semester is on campus in Hammond and the last three semesters are located at the Baton Rouge Center

# **UNIVERSITY HONORS PROGRAM**

 The University Honors Program is a sequence of special courses designed to enhance the learning experience of highly motivated and capable students at Southeastern. Students in nursing have the option to graduate with an Honors Diploma in the Discipline. Students should see the General Catalogue or contact the School of Nursing office for more information.

# **BYLAWS**

 Faculty organization and structure are delineated in the School of Nursing Bylaws. These bylaws are reviewed bi-annually and periodically updated. Committee membership and functions are identified along with an outline of the election process for representatives of committees. Student representation is an inherent part of the structure of the School of Nursing and carries with it full voting privileges.

 Students are chosen by election to serve as representatives on the following committees:

 Curriculum Committee

 Student Affairs Committee

 Evaluation Oversight Committee

 Resources Committee

Student concerns regarding these areas are to be referred to the elected representatives to bring to the attention of the faculty and to provide student input. Student Committee Representation information is available through the School of Nursing offices.

 Southeastern Louisiana University Nursing students can be members of various University committees, such as, Academic Affairs Committee, University Planning Committee, University Curriculum Committee, Campus Grounds and Beautification Committee, and the Safety Committee. Information is available from the Student Government Association or the SLU Faculty Senate. The SLU School of Nursing commends and supports students for participation in University Committees.

# **ADVISING**

 Advising instructions will be emailed to each nursing major by the Department Head or designee before priority advising each semester. Each nursing major will be assigned an advisor throughout their program of study after the completion of the first 30 hours or two semesters of pre-requisite courses. A list of assigned advisors is available on the School of Nursing Web Page. All students are required to be advised prior to registration. Any questions or concerns should be addressed by your assigned advisor.

 Each semester before registration students can have their advising hold removed by their assigned advisors via email, phone, in person, or the on-line advising process.

 On-line advising can be accessed through the SLU homepage and LEONet:

• Students should list their assigned advisor’s name when making schedule requests

• Students must read the advisor’s comments for the advising hold to be removed

# **PROGRESSION/RETENTION**

 TheProgression/Retention Committee sets forth rules and regulations concerning a student's progression in the undergraduate nursing program. This committee's purpose involves handling various student concerns regarding admission to SON clinical course component, meeting the criteria of the SON for selection, repeating nursing courses, etc.

 Application for Progression - criteria for consideration for progression to nursing coursework requires an application. All applications must be returned to Hammond campus KHS building Room 1009 **in person.** NO emailed or mailed applications are accepted. Deadlines as indicated: February 1st for summer (accelerated track) and fall (regular track) and September 15th for spring progression. See website for additional information and application.

<http://www.selu.edu/acad_research/depts/nurs/student_forms_info/index.html>

 This committee addresses student appeals only upon request by a formal request/letter. Once acted upon, the committee's decision is recommended to the Dean and Department Head who will make the final decision regarding stipulations for Progression in the program. .

 Any student with problems of this nature should first contact the chair of the progression and retention committee for instructions on the necessary steps to take.

**Of special interest to nursing majors are the following:**

 1. Students will be permitted to enroll in any nursing course **only twice**.

 2. Students will be permitted to enroll/**repeat only two nursing courses.**

 3. Students in the School of Nursing must meet the following requirements for graduation in addition to general University requirements listed elsewhere:

 \* Earn a degree GPA of 2.5.

 \*and a degree GPA of 2.3 in the major.

(Refer to the SLU General Catalogue for further details on graduation criteria.)

**APA POLICY**

 It is the School of Nursing policy to use APA (American Psychological Association) format for all written assignments. The most current APA manuals are available in the reference sections of the Sims and Baton Rouge Center libraries. General guidelines regarding School of Nursing APA format may be accessed on the School of Nursing webpage at

# <http://www.selu.edu/acad_research/depts/nurs/student_forms_info/student_forms/apa_guidelines_2010.pdf>

# **FAMILY EDUCATIONAL RIGHTS**

AND PRIVACY ACT OF 1974 (FERPA)

 FERPA is a Federal law designed to protect the privacy of a student's education records, including, but not limited to parental access to student information. Parents are permitted access to education records with the prior written consent of the eligible student or

without the prior written consent of the eligible student if that student is a dependent.

 Generally, the School must have written permission from the parent or eligible student before releasing any information from a student's record. The law allows schools to disclose records, without consent, to parties under certain circumstances. Detailed FERPA information may be obtained in the General Catalogue.

 Consent must be on record before faculty can send letters of recommendation for student or graduate employment, or release information on behalf of the student. Students, and graduates, are asked to keep their current name, address, and phone number on file in LeoNet and the Nursing Office.

**FORMAL COMPLAINTS PROCEDURE**

 This procedure applies to complaints regarding course and program related issues. For situations related to grade appeals, sexual harassment, ADA issues, or EEOC issues, the student should follow the appropriate university policy.

1. Within 5 working days of the situation of concern, the student must submit a signed, written description of the complaint to the person of concern (administrator, faculty, or staff).
2. Within 5 working days from the time the complaint is given to the person of concern, the student should communicate and /or meet with the person involved and attempt to resolve the complaint.
3. If the complaint remains unresolved, within 5 working days the student may meet with the Department Head and/or Dean.
4. If the complaint is unresolved after meeting with the Department Head and/or Dean, the Dean notifies the student and appropriate individuals involved of the final decision.

**Documentation of the Formal Complaint Procedure**

1. The student must submit concerns in writing to the person(s) of concern.
2. An official record is maintained in the SON office of each communication and/or meeting between the student and person(s) involved with the complaint.
3. The student may discontinue the process at any point by submitting a written request to withdraw the complaint to the person of concern with a copy to the Dean.

Students are referred to the General Catalogue and the SLU Student Handbook for discussions regarding student rights, privileges, freedoms and protections.

# **FINANCIAL AID**

 Students interested in financial assistance should consult with the Office of Financial Aid to obtain applications from the SLU Financial Aid Office. Aid is available through Federal and State Programs.

 Eligibility requirements for Federal Programs consist of U.S. Citizenship or permanent residency, enrollment or accepted enrollment in the University, and satisfactory progress in one's course of study.

 Eligibility requirements for State Programs consist of permanent residency in the State of Louisiana, enrollment or accepted enrollment in the University, satisfactory progress in one's course of study.

More information regarding available programs is available online at

<http://www.selu.edu/admin/fin_aid/>

The SLU Financial Aid office has a full written policy regarding student’s obligations in financial aid available at their office.

Students are reminded of their obligation to repay student loans. Southeastern Louisiana University has a policy to promote student loan repayment. The policy is on file in the Financial Aid office. Individuals who are in default of student loan repayment are not able to obtain a professional license in Louisiana including a license to practice professional registered nursing.

 The U.S. Armed Services may also provide financial assistance entailing a service obligation.

 All graduating seniors with student loan obligations must complete an exit interview with the Financial Aid Office before graduation.

# **SCHOLARSHIPS**

 Various scholarships are available to SLU students. Contact the Financial Aid Office for the latest listing of scholarships. Scholarship information is available online at <http://www.selu.edu/admin/fin_aid/info/scholarships/>.

 There are state supported scholarships and professional Nursing Association scholarships available to SLU nursing majors. Information is available online at the School of Nursing webpage: [http://www.selu.edu/acad\_research/colleges/nurs\_hs/scholarships/index.html](http://www.selu.edu/acad_research/colleges/nurs_hs/scholarships/index.html%20)

 Please consult the SON department or Dean’s office for additional information.

# **STUDENT INSURANCE**

 All students in the School of Nursing are responsible for health care costs associated with any injury sustained while enrolled in nursing courses. Health care institutions with whom the School of Nursing contracts require that protocol for health care be followed in the event a student sustains an injury while in clinical settings or laboratories. In this regard, the School of Nursing highly recommends that all students carry personal health insurance coverage and that this be verified to the School of Nursing. Should a student choose not to have personal health care coverage, they must sign a waiver to that effect.

NOTE: Students should know the appropriate actions to take during a clinical or school lab for an injury. Please review the Safety Manual in this handbook.

 Student health and accident insurance is available to all students. All international students are required to purchase student health insurance, unless they provide proof of their own insurance to the Office of Student Life, prior to registration. More information is available online at

<http://www.selu.edu/admin/health_ctr/insur/>

# **LIABILITY INSURANCE FOR**

# **STUDENT NURSES**

 The State of Louisiana does provide liability insurance coverage for student nurses enrolled at the University in clinical or school lab settings. This policy does not include coverage for those students who choose to work for payment in a clinical setting, outside of SLU clinical lab time. **Students may purchase their own individual liability insurance.**

# **VIOLENCE IN THE WORKPLACE PLAN**

 Southeastern Louisiana University has a **Violence in the Workplace Plan**. SLU recognizes that employees and students are the University's most valuable resources and their safety and security are essential to carrying out their responsibilities in the workplace as well as the classroom. Every employee and student has a reasonable expectation to perform their assigned duties and to pursue their educational goals in a safe atmosphere free of threats and assaults.

 At SLU, employees and students are required to report all threats or incidents of abuse, aggressive, or violent behavior to The University Police Department. Examples of inappropriate behavior which shall be reported include but not limited to:

1. Unwelcome name-calling, obscene language, and other abusive behavior.

2. Intimidation through direct or veiled threats.

3. Physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing or any other unwanted, unwelcome physical contact.

4. Physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking, throwing of any object.

 The full policy may be viewed online at <http://www.selu.edu/police>

CONDUCT

 Students are expected to comply with “Standards of Conduct” as outlined in the Southeastern Louisiana University <http://www.selu.edu/admin/stu_conduct/policies/index.html> and SON Student Handbook. Failure to comply with these standards may result in review by the appropriate disciplinary authority and may result in disciplinary action.

Conduct in Class

 Classroom behavior that interferes with either the instructor’s ability to conduct the lab or the ability of students to benefit from the instruction is not acceptable. Examples may include routinely entering class late or departing early; use of beepers, cellular telephones, or other electronic devices.

**STANDARDS OF CONDUCT**

**STATEMENT OF EXPECTATIONS**

As a condition of admission, Students of Southeastern Louisiana University School of Nursing agree to abide by the American Nurses Association Code for Nurses, as outlined in the School of Nursing Student Handbook and further agree to adhere to all College regulations contained in the University General Catalogue, Student Handbook, other publications and notices placed on official College bulletin boards including its website. This includes students who reside on or off campus premises; participate in preceptorships; or participate in any College programs on or off College premises.

Students are also expected to abide by local, state and federal laws. The College assumes its students will conduct themselves as responsible citizens. The College, therefore, reserves the right to dismiss any student at any time, should it be in the best interest of the College or the student to do so. It is the personal responsibility of every student to respect the rights of others and to conduct themselves with integrity.

**AMERICAN NURSES’ SSOCIATION CODE FOR NURSES**

Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of others and for social justice. This includes those who are vulnerable, sick, and injured. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of ethics makes explicit the primary goals, values and obligations of the profession.

**Code of Ethics for Nurses**

**PROVISION 1**

The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

**PROVISION 2**

The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

**PROVISION 3**

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

**PROVISION 4**

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

**PROVISION 5**

The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

**PROVISION 6**

The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

**PROVISION 7**

The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

**PROVISION 8**

The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

**PROVISION 9**

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

 American Nurses Association. (2001). *Code of ethics for nurses with interpretive statements.* Silver Springs, MD: Author.

CONFIDENTIALITY

 Students in the School of Nursing are required to maintain strict patient confidentiality at all times. Confidentiality is a client right to expect communication with healthcare professionals to remain unshared except for medical reasons or in the event public safety is threatened and is protected by the Health Care and Portability Act 1996 of (HIPAA). Any violation of confidentiality will result in disciplinary action as deemed necessary by the instructor, agency and/or School of Nursing. If a faculty member becomes aware that a student violates patients’ confidentiality at any time, action will be taken through formal clinical evaluation tools, misjudgment forms and possible formal disciplinary action. Student breaches of confidentiality can impact the School of Nursing’s Clinical Agency contracts. Students are reminded that clients can pursue legal action should any health professional, including nursing students, violate confidentiality in any setting including the internet and social media.

# **CARDIOPULMONARY RESUSCITATION**

 Cardiopulmonary Resuscitation Certification (CPR) is required of all Nursing students in accordance with affiliating agency requirements. As a prerequisite to beginning clinical coursework, each student must show proof of successfully completing American Heart Association (AHA) *Health Care Provider* Course. Bi-yearly recertification is required while enrolled in the Nursing program. **Students who fail to provide validation of up-to-date CPR certification will not be allowed to attend clinical**.

**SMOKING POLICY**

To maintain a safe and comfortable environment and to ensure compliance with applicable laws, the SLU School of Nursing enforces a smoking policy. Smoking is prohibited on the SLU campus, off campus locations (BRC) in public areas within 25 feet of building entrances. The SLU School of Nursing staff, faculty, and students must follow clinical agency policies related to smoking and may be subject to criminal or civil penalties for violations of applicable smoking laws at clinical facilities.

 As guests of clinical agencies and ambassadors of the SLU School of Nursing, faculty and students must follow clinical agency policies related to smoking. The faculty and/or students are required to determine clinical agency smoking policy and designated smoking areas. Failure to follow SLU or agency policies may result in disciplinary action.

# **HEALTH STATUS**

 Students are expected to comply with core performance requirements, be in good health, and free of communicable disease upon entry into the clinical nursing courses.

 Students who have health conditions that may prevent their ability to safely and accurately perform duties expected of a nurse, meeting the objectives of the program or a course in the program, or that may cause potential injury to students or to the clients for whom they care, will be required to have a personal interview with the Progression and Retention Committee members and the Department Head or Dean.

**Students beginning their first clinical course** must complete/submit a physical exam form available in the School of Nursing office at least four weeks prior to the semester entering clinical nursing courses. Health related documentation will be managed by a document management agency (certifiedbackground.com) all health documentation will be submitted to indicated company by deadlines (Fees Apply). Verification of the following is necessary:

(1) Official documentation of MMR titer that indicates immunity. If negative titer results, a second and/or third MMR injection may be required.

(2) Official documentation of proof of Varicella immune titer. If negative titer, proof of varicella booster.

(3) Official documentation of proof of Hepatitis B immune titer. If negative titer, proof of booster.

(4) Proof of childhood polio vaccine.

(5) Tetanus (Td) or Tdap: Tdap required unless < 2 years since last Td. If < 2 years since last tetanus, proof of tetanus required.

(6) Written verification of a two-step PPD skin testing, one to three weeks apart, is required if not previously positive for tuberculosis (TB). If the student can show proof that they have received a TB skin test in the past 12 months, then only 1 TB skin test needs to be administered. If either skin test is positive, then a chest X-ray and/or medical follow-up must be submitted. Students having had a prior positive TB test or those that have been or are currently being treated for TB should speak with the Department or Level Coordinator regarding clearance for clinical. See Positive TB Test form located in Appendix H

(7) Flu Vaccine **(**by Oct. 31 of each year). Students unable to receive the flu vaccine due to medical reasons and/or allergies, must complete a Flu Vaccine Declination form located in Appendix J.

 Several of the requirements listed above can be received at the student's cost through the SLU Health Center. New clinical students should contact assigned clinical faculty or Department Head for information or for further questions concerning the policy. See also Health Form located Appendix F.

**Students continuing in clinical courses MUST:**

• Complete the Change in Health Status Form each semester.

• Provide written verification of screening test for tuberculosis or a current chest x-ray (CXR) as applicable annually.

• All health related forms are available in the Nursing office. Students are urged to regularly update their medical files. Failure to do so will result in delay to attend clinical. All absences as a result will be considered unexcused and grade penalty will apply. New significant changes in health status, including pregnancy, surgeries, hospitalizations, etc. should be reported to appropriate clinical faculty as soon as possible to optimally plan for student and client health.

• Students should make a copy for their own records **before** submitting any forms to the School of Nursing.

 The History and Physical Examination form will be checked by the appropriate or clinical faculty before initial clinical experience each semester. Any problems will be referred to the Progression and Retention Committee. The School of Nursing reserves the right to investigate situations, which may affect the student’s ability to perform expected duties consistent with Core Performance Standards. Any question of ability to perform as expected will require a letter of verification of release and/or treatment by a medical doctor

**HBV/HCV/HIV POLICY**

HBV/HCV/HIV sero-positive students can apply for admission to the School of Nursing. They must meet admission criteria as any other student. L.A.C. Title 46, Part XLVII Chapter 40 outlines a nurse’s responsibility to prevent the transmission of these viruses. In accordance with Chapter 40, all registered nurses, registered nurse applicants, and nursing students enrolled in a clinical nursing course who know or should know that they carry and are capable of transmitting HBV, HCV, or HIV, **and who perform or participate in exposure-prone procedures** shall report their status to the Louisiana State Board of Nursing (LSBN). The Department Head will confidentially assist students with reporting of HBV/HCV/HIV status to LSBN and Clinical agencies. **All students regardless of their HBV/HCV/HIV status should exercise Universal Precautions in all clinical settings.** If you have any question regarding this matter, you may contact the Louisiana State Board of Nursing

Monitoring Department at (225)755-7546 or monitoring@lsbn.state.la.us.

**DRUG TESTING POLICY**

The School of Nursing policies support the responsibility to supervise and safeguard the health and safety of patients, recognizing that the SON is contractually obligated to comply with National Standards (ie: JCAHO) enforcement of drug testing prior to and during clinical placements. Drug screening will be employed for all students admitted to the clinical component of the curriculum and random drug screens will performed on all students engaged in clinical rotations in health care agencies or the community.

 Any student admitted who tests positive for illegal or illicit use of drugs must withdraw from all nursing courses and will be reported to LSBN. The student may reapply for admission in one year and may be admitted based on the same admission criteria as any new student making an application. He/She can reapply only after being approved to progress by the Louisiana State Board of Nursing.

 A student who tests positive for illegal or illicit use of drugs who is past the admission (first) semester, must withdraw from all nursing courses and report to LSBN. He/She can reapply for progression after being approved to progress by the Louisiana State Board of Nursing.

The School of Nursing reserves the right to require a drug test of any clinical student who is reasonably suspected of being under the influence of illicit drugs or alcohol. According to the LSBN a “dilute” result may be considered positive. A dilute drug screen is reasonable suspicion. Additionally, students may be tested for cause if drug use of any kind impairs safe conduct. Any student with an inconclusive drug screening result will be required to undergo further confirmatory testing. Students who refuse further testing will not be allowed progression in clinical coursework. A student who fails to comply with stipulations of LSBN with regard to treatment/monitoring will not be allowed to progress in clinical coursework.

REPORTING OF SUBSEQUENT ARRESTS OR CONVICTIONS

All students applying for admission must complete/submit a criminal background check available in the School of Nursing office at least four weeks prior to the semester entering clinical nursing courses (Fees apply).

After initial enrollment, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported **IMMEDIATELY (within 24 hours)** to the Department Head and Louisiana State Board of Nursing in the same manner as your initial application for progression for determination of continuance in the clinical component. Failure to report any and all subsequent disciplinary actions, arrests, or impairment may result in denial of licensure as a registered nurse and constitutes falsification of records. Consistent with College policy any falsification of information may result in dismissal from the program.

Release of Information is required by clinical agencies and must be signed prior to participation in clinical experiences. Appendix I

# **ACADEMIC HONESTY**

 The use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work is unacceptable. Cheating on examinations, **PLAGIARISM**, improper acknowledgment of sources in essays, and the use of a single essay or paper in more than one course without permission, and falsification of records and documentation are considered serious offenses and shall be grounds for disciplinary action. Students will receive an F (0 points) on the test or assignment in question and will be reported to the Dean of the School of Nursing and to the Office of the Dean of Students. Refer to the SLU catalogue under Academic Honesty and the Special Student Guide or onlineat

<http://www.selu.edu/admin/stu_affairs/handbook/files/2012_student_handboo.pdf>

If, in the professional judgment of the course faculty and SON administration, a student's behavior is deemed unprofessional, unethical, illegal, and/or professionally unbecoming at any time during the course of training (including coursework, practicum, and internships), one of the following actions will be taken: probation, suspension from the program, or expulsion from the program. The specific action taken will be determined by the degree of seriousness of the specific behavior and whether or not remediation is appropriate for such an offense.

# **GROUP PROCESS**

Group Dynamics and group processes are important learning outcomes for nursing graduates. Many opportunities for learning these skills are integrated into the curriculum. Characteristics of successful groups:

--members identify goals & objectives

--members set deadlines for completion of tasks

--members distribute equitable assignments

--members report back at scheduled meeting times

--If problems arise in a group, members attempt to resolve internally

--If unable to resolve group dynamic problems, consult course faculty for direction in problem resolution.

Successful engagement in professional and competent group behavior will be reflected in course objectives, course assignments, and course grades. Extreme misconduct as a group member may result in dismissal from the program.

# **GRADUATION**

 Candidates should apply for graduation by the procedure below:

Candidates for Associate, Bachelor, Master's, and Doctoral degrees can apply for graduation by logging into their LeoNet account and choosing **the "Self Service>**Degree Progress/Graduation>Apply for Graduation" option.

 Instructions are available on the "Current Students" link at [*www.selu.edu*](http://www.selu.edu/). Then click on "Graduation Information--Apply for Graduation" or call Southeastern's Office of Records and Registration at (985) 549-2066.

The $35 application fee should be paid directly to the Controller's Office, located on North Campus in the Financial Aid Building.

 Students are reminded of the University policy that all students may meet graduation requirements according to any Catalogue in effect for seven years prior to receiving their degree. Under no circumstances may a Catalogue more than seven years old be used to meet graduation requirements.

# **ALUMNI ASSOCIATION**

 The Alumni Association membership is comprised of all SLU graduates. Association objectives consist of the promotion of educational and physical growth of the University, and the preservation of friendships existing among former students. Membership in the Alumni Association has many benefits for SLU graduates. Graduates are requested to provide their current name, address, and employment status. Information concerning the benefits of membership may be obtained by contacting the Alumni House on campus.

# **PROGRAM EVALUATION**

 Students are given the opportunity to offer feedback to the SON by evaluating the faculty, the courses, and finally the overall program.

 At the end of each semester, students are given the opportunity to evaluate their faculty members. The Student Opinion of Teaching (SOT) is the vehicle for student’s to evaluate faculty teaching methods. Anonymous evaluation summaries are returned to faculty after the semester is over. SOT evaluations are reflected in annual faulty evaluations.

 Annually, students are given the opportunity to evaluate courses. Course evaluations are summarized by the Course Coordinator and reported to the Curriculum Committee. These evaluations are used to make curriculum changes and for assessment purposes

 Senior students and/or graduates are periodically given an opportunity to evaluate the entire program. Students are encouraged to utilize this process to give constructive input to improve the program.

# **STUDENT AWARDS**

General University Awards:

 A listing of general University awards, assistantships, and scholarships are found within the University Catalogue. Any additional information can be obtained from the Financial Aid Office or the Dean of the School of Nursing and Health Sciences Center.

President's Award:

 The President's Award is bestowed upon a graduating senior in each college/school that has a GPA of 3.5 or above and meets other criterion outlined. The recipient of this prestigious award is recognized during commencement exercises.

College of Nursing and Health Sciences Honors Convocation:

Each spring the College of Nursing and Health Sciences recognizes its outstanding students during an Honors Convocation Ceremony.

The various awards for the School of Nursing are listed below. Further information concerning the awards can be obtained from the faculty or the Dean. It is an internal program, not to be confused with the University Honors Programs and Honor Societies.

Honor Recipients elected by faculty include:

*Evelyn M. Davis Memorial Awards*- awarded annually to an outstanding Integrative level, first semester senior nursing student.

*Opal Carl Award*- awarded annually to an outstanding Synthesis level nursing student.

*Sister Mary Agnes Fortier Award* - awarded to an outstanding Synthesis level nursing student.

*Graduate Scholarship Award*- awarded annually to an outstanding graduate nursing student.

*Dean's Award* – awarded each semester for academic excellence within the School of Nursing (SON). It is presented by the Dean to the graduating senior with the highest GPA in Nursing.

Other Recognitions may include:

Dean's List students, 13 Club Honor Society, Phi Kappa Phi Honor Society, and Rho Zeta Chapter of Sigma Theta Tau International (STTI) are recognized at Honors Convocation.

# **UNIFORM & SUPPLY REQUIREMENTS**

Students are expected to adhere to the current Student Uniform Policy whenever engaging in preclinical, clinical or other activities directly related to the School. While in uniform, students are expected to conduct themselves in a manner that reflects positively on the School of Nursing. Others in the community observe actions and behaviors and frequently report them to clinical faculty, SON, or University administration. Refrain from engaging in unrelated activities while in uniform (i.e.: shopping, dining). Unprofessional actions are subject to disciplinary actions (See ANA Code of Ethics).

Appropriate attire varies between and within agencies, thus it is the student’s responsibility to clarify questions regarding dress for a specific unit/setting with the appropriate faculty member prior to arrival.

Uniform policies conform to Occupational Safety Health Administration (OSHA) standards and recommendations.

Clinical faculty are authorized to dismiss from clinical experiences any student who does not conform appropriately to the uniform code. Suggests related to uniform should be addressed through the Student Affairs Committee.

**Supplies** required of all students are as follows:

\*1. Uniform - 2 uniforms are required to meet OSHA standards. The uniform can be a dress, pantsuit, uniform scrub suit, or skirt/blouse combination that meets specific uniform criteria (See details below).

\*2. A plain white ¾ length lab coat (See details below)

\*3. White nursing shoes (See details below)

4. Plain white nursing hose. White socks are only permitted with pants

\*5. Watch, with a sweep second hand

\*6. Penlight

7. Bandage scissors

\*8. Stethoscope with bell and diaphragm capabilities

9. Eye Protection – Goggles or Glasses (must be OSHA or ANSI approved)

\*10. Student name tag

\*11. University ID - in plastic holder

\*12. SLU School of Nursing patch (See details below)

\*13. Skills lab supply bag

\*Items needed for first semester

SPECIFIC UNIFORM CRITERIA AND REQUIREMENTS

Uniform fabric will consist of cotton/polyester blend, with a weight of 35% cotton, 65% polyester. The fit of the uniform should be such to provide freedom of movement during nursing care, while preserving modesty. Appropriate undergarments are to be worn under all uniforms. Inappropriate patterns or colored undergarments should not be visible through pants, dresses or skirts. **Faculty may dismiss a student from clinical for uniform violation.** The absence from clinical will be considered unexcused.

Color of uniform will be Hunter Green for all tops/shirts and all pants/skirts. The Hunter Green is a standard Landau Uniform Company color that all area retailers carry. No color trim is acceptable on required attire.

A SLU School of Nursing patch must be sewn to the upper left arm of the uniform and lab coat. Patches must be sewn and may not be pinned to the sleeve.

**Pants:** Slacks/scrub pants must be straight leg with no flaring at cuffs. Minimal cuffs are permitted. Jumpsuits or knickers will not be considered appropriate.

**Shirts:** Shirts should consist of short ¾ length, or long-sleeve style tunic top or scrub top with one or two pockets either set-on or side seam inset. Tops must be hip length and not tucked in. A white plain short or long sleeved tee shirt may be worn underneath the scrub top if desired. A turtleneck style is also acceptable. If a short-sleeved tee shirt is worn, the sleeve must not extend beyond the sleeve of the scrub top.

**Dress or Skirt & Blouse:** Dresses or shirts should consist ofa short ¾ length, or long-sleeved standard uniform dress or skirt and blouse combination with at least two pockets either set-on type or side seam with inset. Skirts can be either A-line or fuller, with no straight skirts permitted. Tops must be hip length and not tucked in. Uniform dresses must be hunter green color and worn in conjunction with an official green scrub jacket or sweater. Skirt/blouse combinations require a green tunic style blouse or top and skirt. Hem length should reach at least to the middle of the knee.

**Lab Coat:** A lab coat of ¾ length is required by all students. Lab coat must be plain white, devoid of markings, with a SLU School of Nursing patch sewn to the left sleeve (cannot be attached with pins). Lab coats will be worn over the uniform or street clothes by students anytime they enter or leave the hospital/agency, or in any other lab area as required by the institution or faculty member. Lab coats may not be worn during patient care.

**Scrub Jacket/Sweater:** A plain, white or hunter green sweater or short scrub jacket with an SLU patch and name tag may be worn for extra warmth, if desired. Students in the operating room, labor and delivery, and nursery will not be permitted to wear sweaters.

**University ID/Name Tag:** University ID and name tag are to be worn on the uniform. Name tags shall be of dark green color and measure 1 inch wide by 3 inches long. First line of tag should state first and last name; second line should read "SLU Student Nurse". Lettering should be white in color. Name tags may be purchased from SLU Bookstore or other retail shops.

**Shoes:** White nursing shoes or white leather athletic shoes must have white shoe laces and be devoid of any color markings, with the exception of small, lettered brand name. High-topped athletic shoes are not permitted. Clogs, or other open backed shoes are not permitted. Shoes should be worn only in the clinical area and should be maintained in a clean, professional looking condition.

\*Items needed the first semester

##### OTHER UNIFORM REQUIREMENTS

1. All students (male and female) are expected to wear their hair in a neat, well-groomed style, with the length not to extend below the collar. Hair should not hang in the face or contaminate any area or interfere with the performance of safe nursing care. Bows and similar hair accessories are not allowed. Men with mustaches or beards are expected to have facial hair neatly trimmed at all times.

2. Students are expected to demonstrate a conservative appearance in terms of make-up and refrain from wearing perfume or other strong scents. Personal hygiene should be of the highest quality.

3. Jewelry should be limited to a **single** pair of small, simple post earrings and a plain wedding band. Large dangling earrings, multiple pairs of earrings, or faddish styles of ear, nose, face-wear or other body ornaments are not permitted. Wedding, engagement or other elaborate rings with stones, etc. are not permitted in clinical areas.

4. Fingernail polish may not be worn in the clinical area. Fingernail length should be appropriate for the performance of safe, hygienic care. Due to the possibility of infection, acrylic, silk, gel or other types of supplemental nails are not permitted in direct patient care areas.

5. Students are not to wear any identifying insignia (SLU School of Nursing patch or name tag) outside the clinical lab purpose, for example, at the student’s place of employment.

6. All visible tattoos must be covered while in clinical.

7. . Some clinical experiences may require modifications in the uniform policy. The faculty in each nursing course will advise students of these modifications prior to that clinical experience.

**ACHIEVEMENT TESTING**

**STANDARDIZED TESTING:** At various times during the Nursing program, students are expected to take comprehensive, standardized examinations. These examinations provide students with interpretive information regarding their knowledge base of nursing practice.

 Additionally the interpretative information affords direction for student preparation for the NCLEX professional licensure examination. Students should take these examinations seriously. **The student is responsible for completing any required remediation or testing. See individual course requirements in regards to progression.** Students may make an appointment with faculty to discuss specific individual performance concerns. The testing fee is included as part of nursing courses.

**GRADING SCALE FOR**

**THE SCHOOL OF NURSING**

 The School of Nursing uses a grading scale which, over time, has proven to correlate with the high standards necessary for consistent success in passing the R.N. NCLEX licensure examination. Materials/ tests, and other assignments are graded according to criteria provided by faculty at the beginning of each nursing course. The School of Nursing Grading Scale is as follows:

 A = 100-93

 B = 92-86

 C = 85-79

 D = 78-69

 F = 68-0

**NOTE:** **In order to progress in nursing, students are expected to pass all nursing courses with at least a C. See GPA requirements under Progression and Retention section.**

# **Section II: STUDENT SERVICES AND RESOURCES**

# **DUPLICATION OF MATERIALS**

 Duplication of material may be recommended or required by faculty within various courses. The faculty in the School of Nursing honor copyright laws and encourage students to do the same. Duplicating machines are available at the following locations:

HAMMOND CAMPUS:

**The Document Source (Full Service Copy Center)** is available for student use.

Additional copy machines that accept copy cards purchased at the Duplicating Center are located in various campus buildings, such the KHS and the Baton Rouge Center. Machines that accept money only are available outside the Duplicating Center, 1st floor of the TEC building, and in the Sims Memorial Library.
Printing/printers is/are available in computer labs.

# **STUDENT HEALTH CENTER**

 The Student Health Center, located on the Hammond Campus, is an outpatient clinic. All students can seek services on the Health Center for treatment of minor injuries and acute illnesses. Costs for basic services are included in semester tuition fees.

The clinic is staffed from 7:30am to 4:30 Monday through Thursday and 7:30am to 12:30pm on Friday. The Health Center is an appointment clinic with emphasis on "appointment" services, except in emergency situations, providing minor care and first aid treatment. Students needing x-rays or blood work will be referred by the nurse practitioner or physician to the local hospital emergency room or other urgent care facilities

Further information can be found in the University Catalogue or online at <http://www.selu.edu/admin/health_ctr/>

COMPREHENSIVE COUNSELING CENTER

 The Counseling Center offers services for test anxiety, stress management, career decisions, alcohol, and substance abuse among others. These services are free to students; however, an appointment should be made before seeking services.

 Students needing assistance while at the BRC may also use the Counseling Center or seek the help of one of the faculty members for referral to counseling. All information remains confidential. A counselor is available at the Baton Rouge Center for individual appointments as needed.

Counseling Center information can be obtained online at <http://www.selu.edu/admin/counseling/>

# **CAREER DEVELOPMENT SERVICES**

The Office of Career Development Services (CDS) believes that career development is an important part of an ongoing educational process. Their purpose is to provide students, graduates, and alumni career counseling, employment opportunities, as well as additional educational opportunities. The focus of CDS is to assist students and alumni to reach satisfying career goals by integrating their education, life skills, and on-the-job experience and training in their professional pursuits.

Contact CDS Office in the Student Union or online at <http://www.selu.edu/Career>/.

**TECHNOLOGY SERVICES**

 As a student, you have a rich computing environment at SLU in which to work. SLU's computing system connects you to a world of high-speed networks, help desk, and computer training. When students log-in to the Student Registration System and answer "yes" when prompted to apply for an e-mail account, the computer will in return generate a username. If students experiences difficulty in obtaining their e-mail account they should go to one of the student labs in McClimans Hall. **Students should use their official SLU email address for all SLU communication.**

 The SLU computer account provides students access to the World Wide Web.

 Policies regarding the University's expectations for responsible, productive computing are found at:

<http://www2.selu.edu/documents/policies/responsible_computing.pdf>

**COMPUTER LABS**

There are unrestricted student computer labs in Fayard Hall, (including a 6am-MN hour lab), in dormitories, and an SGA lab in Sims Memorial Library. There are several restricted labs about the Hammond campus and off-campus computer labs. Students are encouraged to explore the wide range of resources available at these computer labs. Further information regarding hardware, software, available presentation equipment, and hours of operation is available online at <http://www.selu.edu/admin/sps/>

Both KHS and the Baton Rouge Center house computer labs with technical support for students. A login ID and password are required to access computer resources. Students needing A-V equipment for classroom presentations must schedule the requested equipment through the Computer Laboratory Assistants. Students should not assume that equipment will be available and should check at least two weeks prior to the needed day and time.

# **LIBRARIES**

 Sims Memorial Library, located on campus, and the Library in the Baton Rouge Center provides the latest in library resources. Their wide range of services can be accessed through the homepage at <http://www.selu.edu/library/>

 Affiliating clinical agencies also provide library resources to students. **STUDENTS ARE EXPECTED TO ADHERE TO THE AGENCY GUIDELINES WHEN USING THESE RESOURCES.** This privilege is a courtesy of each individual agency.

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##  WRITING CENTER

The SLU Writing Center, located in Room 383 D Vickers, is a peer tutorial and computer resource center dedicated to the writing needs of students, faculty, and other groups and individuals from across the university and local community. They can be reached via email at writing@selu.edu. or on the web at <http://www.selu.edu/acad_research/programs/writing_center/>

# **NURSING SKILLS LABORATORIES**

 The Nursing Skills Labs contain supplies and equipment utilized in preparation for the clinical lab. Students are encouraged to use this area to practice clinical skills. Practice times require appointments with skills lab personnel and are dependent on time availability. It is the responsibility of each student to keep the lab area clean. As with any lab setting, acceptable safety measures and responsible behavior are expected. Students are expected to comply with the SON Safety Manual provided in each lab.

# **TUTORING**

 Tutors are available for students and are coordinated through Student Support Services. A wide range of related workshops are available to assist students with test preparation, memory techniques, time management and study skills. Anyone interested should visit the website at

<http://www.selu.edu/acad_research/programs/cse/learning_assistance/tutoring/>

# **BOOKSTORE**

Rental textbooks are available at the SLU bookstore for students. Students should be aware of the Policy and Procedures of the University regarding book rentals. Late fees and/or the purchase price of books will be charged for late returns of rental texts.

 Students at all levels will purchase textbooks at the SLU Bookstore in Hammond. Other items needed by students and available at the SLU bookstore are: name-tags, safety glasses, SLU school patch, SLU nursing pin, graduation invitations, cap & gown, skills lab supply bags, and CPR mouth pieces.

 Information is available online at

<http://www.selu.edu/admin/bookstore/>

**Note:** Students are encouraged **not** to purchase retail books or supplies such as drug cards, care planning books, etc. until meeting the first class or discussing this with faculty.

# **STUDENT NURSING ASSOCIATION (SNA)**

 Students within the School of Nursing at both locations, actively participate as members of the SNA chapter of the Louisiana Association of Student Nurses (LASN). The LASN is the student component of the American Nurses' Association, a national professional nursing organization having state and local constituencies. Participation locally will afford membership in the largest independent health organization in the nation and the only one for nursing students. There are numerous benefits of joining this organization. Among these are access to issues of IMPRINT magazine, a publication by and for nursing students. Affordable professional liability insurance coverage can be purchased through the association. There is assistance with career planning, opportunity to participate in state and national student conventions, and involvement in activities to actualize your potential as an evolving professional nurse. Meetings are held on campus and at BRC, check emails for activities and representatives. To join SNA, information and an application can be obtained from the SLU SNA advisors or the Secretary for SNA.

 Additional student organizations include the Nurse’s Christian Fellowship (NCF) and Association of American Men in Nursing (AAMN). You can learn more about Southeastern SON student organizations at on our webpage.

<http://www.selu.edu/acad_research/depts/nurs/programs/index.html>

# **CAREER DAY**

 Each spring semester, the SLU SNA sponsors Career Day for all students in the School of Nursing. A variety of health care agencies and institutions from across Louisiana and surrounding states participate in the event. Recruiters representing the agencies/institutions are on hand to discuss current job opportunities. Career Day enables the student to gather information about various agencies/institutions, as well as benefits, salary, and advancement.

# **PINNING CEREMONY**

 The University regularly schedules Commencement exercises at the University Center, whereby students receive their Bachelor of Science Degree, with a major in Nursing. The students in each graduating class have, in addition, traditionally planned, arranged, and financed a public ceremony to recognize the awarding of the School of Nursing pin. This "Pinning Ceremony" involves voluntary participation of both generic and Registered Nurse students.

 The School of Nursing Pin (see handbook) is a distinctive mark, rich in history and meaning. It can be traced to the concept of heraldry, which is the system of devising and granting insignias for coat of arms.

 The origin of the concept of the nursing pin dates back to 1855 when Florence Nightingale was awarded a broach by England's Queen Victoria for her efforts in the Crimean War. The pin was designed by the Queen's husband, Prince Albert, and consisted of a red enamel cross surrounded by an oval and topped by a diamond crown.

 The Southeastern Louisiana University School of Nursing Pin was adopted in the 1960s and was initially worn by the first graduating class in 1968. The pin has altered in size, with the current official size being that of a dime. (Students individually choose the size when purchase order is made.) The pin uses Southeastern's colors of gold, for worthiness, and green, for eternal life. The seal of the University, a pelican with three youths signifying union, justice, and confidence, appears on the pin. A focal point of the pin is the Greek lamp of knowledge that became associated with Florence Nightingale after Longfellow wrote "Lady With A Lamp" in her honor.

 The privilege of wearing this special pin is limited to all the baccalaureate graduates of Southeastern Louisiana University School of Nursing.

**PINNING CEREMONY GUIDELINES**

 Pinning is a *rite of passage* ceremony that signals the transition of the student nurse to the professional nurse sponsored by Southeastern Louisiana University and the School of Nursing. Therefore, the Pinning Ceremony is expected to demonstrate this professionalism in all venues.

Student Affairs Liaison: The Student Affairs Committee will designate a faculty member to work with graduating seniors in planning the Pinning Ceremony. The liaison must approve all decisions made in relation to the ceremony.

Arrangements: The School of Nursing will provide assistance with printing invitations, programs, and AV equipment needed. Students being pinned are responsible for any costs related to invitations, programs, and facility as well as additional decorations, gifts, and refreshments.

Dress: The dress for Pinning is to be professional. The senior class will wear a white uniform. All uniform guidelines should be adhered to including white socks, hose, white shoes, and appropriate undergarments. The School of Nursing recognizes the white uniform as representing the new status of professional nurse.

Video or Slide Show: The video or slide show should last no longer than 8 minutes. Videos not meeting this time limit will be subject to Student Affairs liaison discretionary cuts. Subject matter of videos must reflect professional values of nursing. (Pictures displaying unprofessional behavior, such as alcohol consumption are prohibited).

Time Restraints: The ceremony shall be no longer than (1) hour and 15 minutes from start to finish. The ceremony is dependent on the use of SLU facilities and employees who must be paid at an overtime rate and must be released from service within a reasonable time frame.

Speakers' Demeanor: Speakers for the graduates should exhibit professional demeanor at all time. Speakers must practice speeches and follow approved content from the Student Affairs liaison.

Presentation of Plans to the Student Affairs Committee: The Class President is required to attend the first and last semester meetings of the Student Affairs committee prior to the Pinning Ceremony to review guidelines and to present information about the specific plans for Pinning to the Committee.

**Bill of Rights and Responsibilities for Students of Nursing**

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio , Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide and safeguard the students’ freedom to learn.

4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.

5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.

8. The student should have the right to have a responsible voice in the determination of his/her curriculum.

9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.

13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

16. Students have the right to belong or refuse to belong to any organization of their choice.

17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.

19. Dress code, if present in school, should be established with student input in conjunction with the school department head and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

SOUTHEASTERN LOUISIANA UNIVERSITY

School of Nursing

###### CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

**\*\* PLEASE READ CAREFULLY \*\***

BELOW ARE LISTED THE PERFORMANCE STANDARDS OF THE PROFESSIONAL NURSING PROGRAM. YOU SHOULD READ THESE STANDARDS CAREFULLY AND BE SURE YOU CAN COMPLY WITH THEM. THE SLU SCHOOL OF NURSING EXPECTS THAT ALL APPLICANTS FOR ADMISSION POSSESS AND DEMONSTRATE THE SKILLS, ATTRIBUTES AND QUALITIES SET FORTH BELOW, WITHOUT UNREASONABLE DEPENDEDCE ON TECHNOLOGY OR INTERMEDIARIES.

|  |  |  |  |
| --- | --- | --- | --- |
| ISSUE | STANDARD |  | **SOME EXAMPLES OF NECESSARY ACTIVITIES (NOT ALL INCLUSIVE)** |
| **CRITICAL** **THINKING** | Critical thinking ability sufficient for clinical judgment; sufficient powers of intellect to acquire, assimilate, integrate, apply and evaluate information and solve problems. |  | Identify cause-effect relationships in clinical situations, develop and implement nursing care plans according to the nursing process; respond without delay to emergency situations. |
|  |  |  |  |
| **INTERPERSONAL** | Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, economic and intellectual backgrounds. |  | Establish rapport with patients/clients, colleagues and other health care personnel. |
|  |  |  |  |
| **COMMUNICATION** | Communication abilities sufficient for interaction with others in verbal and written form. Utilizes effective communication skills to interact with patient/client, peers, and other health care personnel of various ages, cultural, economic, and intellectual backgrounds in a variety of settings. |  | Explain treatment, procedures, initiate health teaching to individual clients and groups of clients, document and interpret nursing actions and patient/client responses. Communicate information accurately and effectively with other departments/colleagues/client /families. Evaluate written orders, care plans and treatment requests. |
|  |  |  |  |
| **MOBILITY** | Physical abilities sufficient to move from room to room, lift and position, maneuver in small spaces, and physical health and stamina needed to carry out nursing procedures. Ability to get self to clinical. |  | Move around in patient’s room, work spaces, and treatment areas, administer cardiopulmonary procedures. Lift, move, position and transport patients without causing harm, undue pain, and discomfort to the patient or one’s self. Transport mobile equipment in a timely and cautious manner. |
|  |  |  |  |
| **MOTOR SKILLS** | Gross and fine motor abilities sufficient to provide safe and effective nursing care. |  | Calibrate, use, and manipulate equipment properly; position patients/clients, manipulate computers. Maintains sterility of equipment. |
|  |  |  |  |
| **SENSORY** | Sufficient use of the sense of vision, hearing, touch, and smell to observe, assess, and evaluate effectively (both close at hand and at a distance in the classroom, laboratory, and clinical setting. |  | Hear monitor alarms, emergency signals, auscultatory sound, cries for help. Perform visual assessments of patients/clients. Observe patient/client responses.Perform palpation, functions of physical examination and/or those related to therapeutic interventions. e.g., insertion of catheters for therapy. |
|  |  |  |  |
| **BEHAVIORAL** | Sufficient motivation, responsibility, and flexibility to function in new, ever-changing and stressful environments. Adapts appropriately to ever changing needs of clients and/or families.  |  | Adapts to assignment change of patient and/or clinical/lab area in a manner that allows student to meet objectives while providing safe, adequate patient care.Accountable for clinical preparation and independent study and performs nursing functions in a safe responsible manner. Ability to recognize the need for further research and respond accordingly based on changes in patient/client status since clinical assignment was made. |

**Southeastern Louisiana University**

**School of Nursing**

**Progression and Retention Committee**

Progression and Retention Addendum

The following are additional policies/procedures followed by the SON.

**Re-appeal**

There will be a waiting period of one academic year to re-appeal to the Progression and Retention committee for re-admission to the School of Nursing following the denial of an appeal.

**Admission to the School of Nursing Students with same GPA**

1. Select student with the least number of repeated classes.

2. Place two names in a hat and draw one at random.

**LPN Re-Appeals**

Students who have previously violated rules of progression at Southeastern SON, return to LPN school, and re-appealed, must abide by the rules for admission of LPN to RN BS program, which requires LPN license and at least 1 year work experience as an LPN.

**RNs and NACE exams**

RNs will need to obtain a score of 75% on the NACE exams to receive block credit. RNs

will be allowed to take the exam 2 times. RNs will have to take the nursing course if not

passed on the second attempt with a score of 75%

**Minimum GPA for Application**

Students who make proper application will be considered for progression using the following criteria:

 1. Cumulative GPA of 3.0 or better in degree prerequisite courses for all generic BS and LPN to BS applicants.

 2. Cumulative GPA of 2.7 or better in degree prerequisite courses for all RN to BS applicant

**Student Acceptance into Open Accelerated Student Summer Classes**

Students requesting enrollment in unfilled vacancies in summer accelerated summer classes will be given priority using the following considerations:

1. Previously accepted accelerated students. Students for limited slots will be ranked by cumulative degree GPA.
2. Students **who have a prior degree**, are currently enrolled in all pre-requisites to the requested course work, and are successfully passing current course work. Multiple students requests for limited slots will be ranked by cumulative degree GPA.
3. Students who are part-time, or have withdrawn or failed a course and want to take summer courses to “catch up” will be considered on an individual basis by the Progression and Retention Committee.
4. RN-BS students who want to take interim/summer classes.
5. Students **without a prior degree**, but who want to take **role** courses or Patho/Pharmacology courses to lighten their load, will be admitted on a random selection basis. Students without a prior degree are not eligible to progress as an accelerated student full time in summer courses.

**Transfer from Another School of Nursing/Prior Nursing Credit/Prior Nursing Major**

To be accepted as a “transfer” student from another school where you were a nursing major, the student must:

1. Have a letter of **“Good Standing”** with the SON from which they are transferring.
2. Be in compliance with Southeastern Progression/Retention policies.
3. Have completed all pre-requisite courses and have a cumulative GPA for pre-requisite courses of at least 3.0.
4. Have GPA for previous nursing courses of 2.3.
5. Have an application on file within published policies/deadlines outlined in catalog.
6. If admitted to clinical coursework, up to 30 hours of prior nursing course work may be considered for credit.

**Course Progression Policy:**

Courses are often listed in the catalog as concurrent or prerequisite. This chart summarizes the catalog as a reference

***Summary of Course Progression Requirements from 2014/2015 University Catalog Course Descriptions***

| **Column #1***If you Withdrawal “W” form this course you will be required to withdraw from the course/s in column #2* | **Column #2***You must withdraw from the following course/s if you Withdraw from the course in column #1**(See also \* for skills lab courses)* | **Column #3***You must have taken or be enrolled in these courses to take the course in column #1* | **Column #4***If you fail the course in Column #1, you may progress to these courses the next semester* |
| --- | --- | --- | --- |
| N217 | None | Completed Math 161, English 102, and Chem 107 with C or better | N378 – if formally accepted to SON |
| **\*Nlab305**\*If you fail this course may/will fail the course in column #2 due to inability to meet course requirements | Nlab315 | Completed all required pre-requisites and Formal acceptance to SON | N331(if C or better in N319), N332, Nlab334, N378 |
| N314 | Nlab315 | Completed all required pre-requisites and Formal acceptance to SON | N331(if C or better in N319), N332, Nlab334, N378 |
| Nlab315 | None | All required pre-requisites and Formal acceptance in SON and Nlab305, N314 | N331(if C or better in N319), N332, Nlab334, N378 |
| N319 | None | All required pre-requisites and Formal Acceptance to SON | N332, NL334, N378 |
| N333 | None | Completed English 102 with C or better, sophomore standing | N331(if C or better in N319), N332, Nlab334 |
| N331 | Nlab 373 | Completed N217, N319 | None |
| N332  | Nlab 334 | Completed N271, N314, N315, Nlab334 | None |
| Nlab334 | None | Enrolled or completed N332 | None |
| N371 | Nlab 373 | Completed N217, Nlab305, N314, Nlab315, N319, N333 | None |
| Nlab373 | None | Must have completed N217, Nlab305, Nlab315, and enrolled in N331, N371 | None |
| N378 | None | Completed N315, N333 | None |
| **\*Nlab335**\*If you fail this course may/will fail the course in column #2 due to inability to meet course requirements | Nlab382 | Completed all second semester courses and be enrolled in N372, N375, N383 | None |
| N372 | Nlab382 | Completed all second semester courses | None |
| N375 | Nlab382 | Completed all second semester courses | None |
| Nlab382 | None | Completed all second semester courses, Nlab335, N372, N375, N383 | None |
| N383 | Nlab382 | Completed all second semester courses | None |
| **\*Nlab403**\*If you fail this course may/will fail the course in column #2 due to inability to meet course requirements | Nlab473 & 477 | Completed all 3rd semester courses and be enrolled in N471, N475 | None |
| N471 | Nlab473  | All 3rd semester courses | None |
| Nlab473 | None | All 3rd semester courses and Nlab403, N471 | None |
| N475 | Nlab477 | All 3rd semester courses  | None |
| Nlab477 | None | All 3rd semester courses and Nlab403, N475 | None |
| N485 | None | Complete all third semester courses. | May progress to 5th semester courses |
| N479 | Nlab489  | Complete all fourth semester courses and enrolled in N479 and N487 |  |
| N487 | Nlab489 | Complete all fourth semester courses.  |  |
| N482 | Nlab488  | Complete all fourth semester courses. |  |
| Nlab488 | None | Complete all fourth semester courses and enrolled N482 |  |
| Nlab489 | None | Complete all fourth semester courses and enrolled in N479, N487 |  |

\*If course is dropped or failed during the semester the concurrent clinical course must be dropped or student will be administratively withdrawn d/t inability to meet clinical criteria.

Students will not be permitted to stay in class after dropped/withdrawal from class.

**Disclosure of Legal Convictions, Arrests and Impairment Policy**

 All students who are admitted to the Southeastern Louisiana University School of Nursing must report any arrests or legal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The School of Nursing reserves the right to release relevant information regarding a student’s criminal history to appropriate clinical agency representatives. Failure to report immediately previous and future arrests or legal convictions to the Department Head will result in dismissal from the School of Nursing.

 Students enrolled in the School of Nursing clinical nursing sequences are subject to background checks. Certain arrests or convictions which could jeopardize the health and safety of patients may render students ineligible for placement in a clinical agency. Ineligibility for placement in a clinical agency to perform nursing care for completion of clinical objectives will result in course failure and dismissal from the BS or Graduate Nursing programs. Students must consent to background checks as required by contractual agreements with clinical agencies. These background checks may include:

1. Federal criminal background check
2. State criminal background check
3. Sexual offender check

At such time a nursing student is arrested, the student has 24 hours to report this arrest in writing to the Department Head of the School of Nursing and the Louisiana State Board of Nursing in the same manner as the initial application for progression for determination of continuance in the clinical component. Failure to report prior or subsequent arrest will result in dismissal from the School of Nursing. Once reported, students may not report to clinical until written notification of approval to resume clinical by LSBN. The absences from clinical are unexcused. . If more than two (2) weeks of clinical is missed the student will be allowed to withdraw.

Students must report any medical, physical, mental, emotional or psychiatric condition that might affect their ability to safely practice in the clinical setting and any diagnosis for dependence upon, or treatment for mood-altering substances, drugs or alcohol. The student has 24 hours to report to the Department Head of the School of Nursing and the Louisiana State Board of Nursing. Students may not report to clinical until the issue is resolved. Failure to report may result in automatic dismissal from the School of Nursing.

Students in the School of Nursing must comply with the legal, moral and legislative standards in accordance with the Louisiana Board of Nursing Administrative Code. A student may be denied permission by the Louisiana Board of Nursing to write the licensing examination to become a registered nurse (RN) if he/she has been convicted of a felony.

**Student Form for Disclosure of Legal Convictions, Arrests, and Impairment Statement for Nursing Students**

As to precursor to participating in clinical learning activities, nursing students in the School of Nursing at Southeastern Louisiana University must have completed and signed this “Disclosure of Legal Convictions, Arrests, and Impairment Statement for Nursing Students” which indicates understanding of the following statements and reporting of legal convictions.

**I understand that it is a requirement for students enrolled in the School of Nursing to provide a true and accurate, signed statement indicating any legal convictions including but not limited to legal misdemeanor convictions, felony convictions, sexual offender convictions or governmental sanctions.**

**I understand that history of legal convictions or arrests while enrolled in the School of Nursing may prevent my participation in clinical activities and result in dismissal from the School of Nursing.**

**I understand that I have 24 hours to report any subsequent arrest to the Department Head of the School of Nursing and the State Board of Nursing and that I will be unable to participate in clinical activities until the issue is resolved.**

**I understand that I have 24 hours to report any subsequent impairment that includes: medical, physical, mental, emotional, psychiatric condition, treatment for mood-altering substances, drugs, alcohol or drug dependency.**

**I further agree to, and hereby authorize, the release of my disclosure of legal convictions and arrests statement to an appropriate representative of the agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.**

**I hereby consent to submit to a criminal background check as required by contractual agreements with clinical agencies.**

Since your last semester in nursing school,

**Yes\_\_\_ No\_\_\_ Have you been issued: a citation or summons for; has/have warrant(s) been issued against you related to; have been arrested, charged with, arraigned, indicted, convicted of; pled guilty/”no contest”/nolo contendere/ “best interest” or any similar pleas to; been sentenced for any criminal offense, in Louisiana or other jurisdiction. NOTE: Even though an arrest or conviction has been pardoned, expunged, dismissed, deferred, or diverted, and even if your civil rights have been restored, you must answer “YES” and mail and provide certified court documents of incident/arrest together with a signed letter of explanation.**

* **DWI arrest must be reported, regardless of final disposition.**
* **Traffic violations such as speeding or parking tickets do not need to be reported.**

**Yes\_\_\_ No\_\_\_** **Have you been convicted of a sexual offender crime. If yes please give date(s) and explanation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Yes\_\_\_ No\_\_\_ Have you been newly diagnosed with a medical, physical, mental, emotional or psychiatric condition that might affect your ability to safely practice in a clinical setting.**

**Yes\_\_\_ No\_\_\_ Have you been newly diagnosed as dependent upon/addicted to medications, or been treated for mood-altering substances, drugs or alcohol.**

(Additional explanation information may be attached.)

I do hereby swear or affirm that I have read and understand the requirements of this policy, I have reported true and accurate information regarding legal convictions, and I will comply with the requirements of this policy. I understand that once admitted to the clinical sequence of the program, any subsequent action, arrest, criminal charge or conviction or impairment shall be reported within 24 hours in writing to the Department Head of the School of Nursing and to the Louisiana State Board of Nursing and that failure to report will result in automatic dismissal from the School of Nursing.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **STUDENT HANDBOOK**

## Part II

**Safety Policy**

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Skills Lab Coordinators

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SOUTHEASTERN LOUISIANA UNIVERSITY

**SCHOOL OF NURSING**

**SAFETY MANUAL**

## I. INTRODUCTION

It is the intent of the faculty and administration in the School of Nursing to provide a safe learning experience for all students and provide guidelines for the development, implementation, and maintenance of a comprehensive school safety program.

The following guidelines are established to provide instructions in maintaining safety for students, staff, and faculty while using the skills and computer laboratories within the School of Nursing at Southeastern Louisiana University. These guidelines shall be adhered to by all concerned.

The Skills Lab Coordinators will update the contents of this manual every two years or more often, if necessary. All students, staff, and faculty will be advised of these revisions.

The Skills Lab Coordinators are responsible for enforcing the regulations set forth in this manual.

**II.** **GENERAL GUIDELINES**

A. All faculty, staff, and students must know and practice the safety guidelines at all times while using the skills and computer labs. Failure to adhere to general guidelines can result in disciplinary action. This manual will be available in the labs and students will be instructed to review the contents upon admission to the clinical component of the curriculum.

B. All labs are locked unless occupied by faculty and/or students during class or

practice. Any break in security must be reported immediately to Campus Police (2222) in Hammond and Police Officer in Baton Rouge; Department Head; and/or Dean.

C. The computer laboratories are secured by an alarm system. Any break in the security alarm system in the computer lab should be reported immediately to Campus Police (2222) in Hammond and other agencies as appropriate at the Baton Rouge center. Each faculty member will be responsible for his/her own security code.

1. Students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab period.

Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.

E. Students should report pregnancies, physical handicaps, recent injuries, illnesses, or surgeries, or communicable diseases to their instructors as soon as possible so that necessary precautions may be taken. A medical clearance from a physician is required before student with physical injuries, illness, surgery, pregnancy, or who has a reported communicable disease will be allowed to practice or return demonstrate in clinical or skills lab.

F. It is the right of the instructor and/or clinical agency to determine whether a student in any of the situations above is capable of safely performing the necessary skills and providing care for patients.

**III. SKILLS LAB GUIDELINES**

A. There shall be no eating or smoking in the labs during student use, demonstration or return demonstration.

B. Access to the doorway in the labs will be evident at all times. Furniture will not be placed to obstruct the exits.

C. All doors and cabinets shall remain closed when not in actual use.

D. The skills lab will not be used as a health center for ill students, staff, or faculty.

E. Children or unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the lab will not be considered the responsibility of Southeastern Louisiana University or the School of Nursing.

F. All students shall practice proper hand washing technique while utilizing skills lab.

G. Gloves are worn by students and faculty during any contact with body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized for personnel using harsh disinfectants to clean the lab. The School of Nursing will provide sterile and non-sterile gloves for faculty and students. (Refer to Exposure Control Plan, Section D for more specific information). Avoid using petroleum-based hand creams. These can interfere with glove integrity.

H. The labs (skills and computer) are not to be used as a social area.

I. Students should report any misconduct occurring in the skills or computer laboratories and may be held responsible if not reported.

## IV. SKILLS LAB SAFETY

A. MEDICATION/FLUID ADMINISTRATION SAFETY

1. Students will be instructed to practice and return demonstrate only

those skills for which they have had prior instruction and gained familiarity with content and proper procedure. Students are expected to come to the laboratory prepared according to the prior instruction on the procedure.

1. Students should at all times practice safe techniques while learning in the skills and computer labs. Standard precautions should be followed at all times (Refer to Exposure Control Plan, Section D).

3. When breaking ampules for practice, students should protect their fingers by using a gauze covering, an ampule breaker, or an alcohol wipe and should break the ampule in the opposite direction of their face.

4. Needles provided for practice of injections are used at the skills laboratories ONLY when faculty are present for assistance.

5. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in disciplinary action and the student’s possible failure in the designated lab.

6. Students are to practice injections ONLY on the manikins provided in the skills lab.

7. Students are never to recap needles and must discard used needles in the sharps disposal container provided in the skills lab (Refer to Exposure Control Plan, section D).

8. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.

9. Students will return demonstrate fingersticks, injections and venipunctures with a partner using instructed technique (either clean or sterile). Each student will receive sterile equipment and will be directly supervised by a faculty member. STUDENTS WILL NOT BE ALLOWED TO PRACTICE INJECTIONS OR VENIPUNCTURE ON EACH OTHER WITHOUT SUPERVISION OF FACULTY.

10. Informed consent for invasive puncture procedures (Appendix “B", "C", "D") must be read and signed by each student with one witness and a faculty signature. Any student requesting NOT to participate will receive their grade by demonstration on a manikin.

11. Placebos (candy pieces, commercially prepared practi-med and water) will be used for simulation of oral/topical medications. Old medicine bottles are labeled to use when simulating preparation of an actual medication order.

12. I.V. fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are NOT for internal use, but for practice with manikins only.

1. Any IV fluids and tubing which have been used will be discarded at the end of each semester.

 B. ELECTRICAL SAFETY

1. Wet materials may not be used around electrical outlets or equipment.

2 Faculty and students are responsible for reporting to the appropriate faculty/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical

equipment.

3. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.

4. Electric hospital beds in the skills lab will be inspected as needed for repairs.

5. Electric beds shall be maintained in the lowest position.

6. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills labs.

 C. PHYSICAL SAFETY

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.

2. Student should use caution when practicing lifting skills and should not lift another student who is too heavy without assistance.

3. Students practicing lifting techniques will not perform these procedures in a foolish or unsafe manner. Irresponsible behavior will result in the student's failure to pass that particular lab or dismissal from the lab for practice.

4. Equipment needed for body mechanics practice (bed, wheelchairs, stretcher, etc.) will be kept in good working condition. Any broken part will be reported immediately to Skills Lab Coordinator.

5. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.

## V. CLINICAL LAB SAFETY

A. The policies and procedures of the specific clinical agency will be adhered to as well as those policies and procedures of SLU School of Nursing by both faculty and students during the clinical experience.

B. Each student will submit evidence of a health examination, required laboratory studies and vaccinations as required by the School of Nursing at time of admission to clinical nursing courses.

C. Each student must report “Change in Health Status” each semester. Evidence of current CPR certifications and PPD, as well as any other requirements indicated by affiliating clinical agencies must be submitted annually or bi-annually as required.

D. A syllabus will be provided for each clinical nursing course with additional clinical safety guidelines, as appropriate.

#### VI. DRUG TESTING

Drug testing is performed initially upon entrance into clinical nursing courses and thereafter for cause, post accident, and randomly. Students must report to the designated testing site within the time period specified.

**VII. REPORTING OF AN INJURY**

A. Any incident occurring in the skills, computer, or clinical labs during school hours must be reported to the faculty, skills lab coordinator (if appropriate), and Department Head.

B. An incident report must be filled out for the injury. The report must be signed by the faculty member and the student involved as soon as possible after the incident. Incident forms are available in the office of the Department Head.

C. Protocol for a physical injury/occupational exposure:

1. Report the incident to faculty, skills lab coordinator, and Department Head.
2. A faculty member will assess the student/staff and administer first aid as needed.
3. Vital signs will be taken if necessary.
4. The faculty/staff/student will be directed to the Student Health Center, appropriate agency, or personal physician depending upon the nature of the injury. The Student Health Center is staffed by a Nurse Practitioner and Registered Nurses 7:30 am to 5 pm, Monday –Thursday, and 7:30 am to 12:30 pm on Friday. Campus Police may be called (ext 2222) to assist in transporting a student to a health care agency or call 911 depending on the severity of the injury.
5. The Department Head will follow up with the student within 3 working days. A copy of the incident report and a written follow up report will be kept in the office of the Department Head.

6. Refer to page 65 (of this Handbook?)for paperwork to be completed.

7. If injury involves occupational exposure, refer to Exposure Control Plan, Section E.

**VIII. CLEANING OF LABORATORY AND EQUIPMENT**

 A. The Skills Lab Coordinator will be responsible for the disinfection and maintenance of equipment, and monitoring of the labs.

The Skills Lab Coordinator may delegate this task, but will be responsible for the overall performance of these duties.

B. Students and faculty are responsible for the cleanliness of the lab during and after use.

C. Floors, counters and furniture will be cleaned by appropriate personnel at the end of each semester and more frequently if needed. (Refer to posted Protocol for Cleaning Skills Lab and Equipment in each lab and/or utility room.

1. Equipment located in the skills lab will be cleaned each semester and more often as necessary with the appropriate cleaning agent. Refer to posted Protocol for Cleaning Skills Lab and Equipment in each lab and/or utility room.

E. Linen on beds will be changed when soiled, after extensive use, and at the end of each semester.

F. Bedspreads may be used more than once during return demonstration of bathing.

G. All soiled linen will be sent to the authorized vendor for cleaning (Hammond campus). The Baton Rouge Center will either use an authorized vendor or will clean linen in house via washer/dryer. Linen will be stored in a clean, closed cabinet upon return to the School of Nursing.

 CLEANING OF LABORATORY

1. The floors and/or carpet of the skills lab will be cleaned by the custodial employees once during the semester or more often as needed.

2. The furniture in the skills lab will be wiped with a bleach solution (1:9) at the end of each semester or more often as needed. This includes beds, mattresses, overbed tables, bedside tables, stretchers, counter tops, and large working tables.

 CLEANING OF LABORATORY EQUIPMENT

 1. Sphygmomanometers

a. The tubing, bulbs, and manometers will be wiped with

bleach solution (1:9).

b. The cuff will be wiped with bleach solution (1:9) and allowed to air dry.

 2. Stethoscopes

 a. Earpieces of stethoscopes will be cleansed with alcohol preps

prior to individual student use of practice or return.

 b. All stethoscopes will be wiped with bleach solution (1:9) and

earpieces will be removed and soaked for a minimum of 15 minutes in 1:9 bleach solution. Stethoscopes will be cleaned each semester.

 3. Otoscopes

 a. A separate disposable cover will be used on the otoscope during

examination of each ear during practice and return demonstration.

 b. Otoscopes will be wiped with dilute bleach solution (1:9) prior to

storage at the end of each semester.

 4. Thermometers (Electric)

 a. The Thermometer probe will be covered with a plastic disposable

sheath for each student during practice and return demonstration.

 b. The entire thermometer unit will be wiped with bleach solution

(1:9) after completion of lab on Vital Signs.

 5. Manikins/Models

 a. Manikins and interchangeable parts will be cleaned after use with

soapy water; models will be cleansed with bleach solution (1:9) or according to directions of the manufacturer each semester and more often, if needed.

 6. Reusable Equipment

 a. All reusable equipment will be wiped with bleach solution (1:9)

each semester and more often as needed.

 C. CPR TRAINING MANIKINS

 CPR instructors are responsible for the proper cleaning and disinfecting of CPR

manikins after each CPR class according to guidelines from the American Heart Association and/or manufacturer.

# **IX. HAZARDOUS WASTE DISPOSAL**

Potential infectious wastes are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines.

A. Batteries used in skills lab equipment will be disposed of through the Hazardous Waste Office.

B. Biohazard contaminated supplies used during competency labs are collected and stored in designated area of skills lab. (Room 116-utility room-Baton Rouge Center) All biohazard waste will be picked up by a designated transporter.

C. Biohazard contaminated supplies used during community promotion activities are collected in biohazard-labeled containers and transported to closest facility-Hammond or Baton Rouge, to be stored in designated areas until transported by contracted biohazard company.

**X. FIRE AND EMERGENCY**

In case of fire or emergency, the University protocol will be followed:

 A. Fire

1. Alert people in area to evacuate.

2. Activate nearest fire alarm or call 2222 on Hammond campus (Notify police officer or personnel in front office at Baton Rouge Center).

3. Close doors to confine fire.

4. Evacuate to safe area or exit building through stairwell--Do not use elevator.

5. Provide emergency personnel with any pertinent information.

Students and faculty should become familiar with the location of the nearest fire extinguishers and pull boxes for fire alarm.

Building diagrams that indicate fire escape routes and locations of fire escapes are located in each laboratory and by fire extinguishers.

### B. Emergency

1. Hammond
2. Use campus or emergency phones located outside through out the campus to call university police at 2222.
3. Say “This is an Emergency”, then
4. State your name, and what and where the emergency is.
5. Baton Rouge
6. Notify security officer or main office by dialing “0” on phone intercom or using intercom in the classrooms.

C. Bomb Threat

 1. Hammond

 a. Immediately notify University Policy at 2222.

 b. Be prepared to tell University Police the nature of the information

contained in the threat to include:

 1. location of the bomb

 2. when the bomb is due to explode

 3. do not hang up- - - further instructions may be given by the

police.

 c. The decision to evacuate a building shall be made by the person

deemed responsible for the building and the Director of University

Police.

 d. If decision is made to evacuate the building, the occupants will

report to the track to the rear of KHS Building all can be accounted for.

 e. All persons not connected with the search of the building will

remain outside until the building has been declared safe for

occupancy by University Police.

 2. Baton Rouge

a. Notify security officer or main office by dialing “0” on phone

intercom or using intercom in the classrooms.

 b. If the decision is made to evacuate the building, the occupants will

report to the front parking lot.

c. All persons not connected with the search of the building will remain outside until the building has been declared safe for occupancy by University Police.

 D. WORKPLACE VIOLENCE

 1. To obtain help for a victim or potentially dangerous situation:

 a. Call University Police at 2222.

 b. At the Baton Rouge Center, notify security officer or main office by dialing “0” on phone intercom or using intercom in the classrooms.

 c. Be prepared to give the following information:

 1. describe the problem/situation

 2. location of the victim or situation

 3. extent of injury, if any

 4. your name and extension

 5. do not hang up until advised to do so

 2. If there has been a rape/sexual assault:

 a. With the victim’s consent, call University Police at 2222.

 b. At the Baton Rouge Center, notify security officer or main office by dialing “0” on phone intercom or using intercom in the classroom.

 c. Report the assault

 d. If victim refused police assistance, escort the victim to Student

Health Center

 E. WEATHER RELATED EMERGENCIES

 1. Follow public advisories on local media, KSLU, Southeastern Louisiana

University’s Web Page in relation to school closures.

Appendix A

**Southeastern Louisiana University**

**School of Nursing**

**Incident Summary**

1. **Definition:**

An incident is any occurrence in a clinical or university setting which warrants documentation. It includes, but is not limited to, accidents, injuries, and acts of commission or omission that may compromise the safety of a patient/family, student, faculty or staff.

1. **Process:**
2. Faculty or student identifies the incident and takes appropriate immediate actions.
3. The person involved in the incident must complete the Incident Summary form within 48 hours of the incident. The Incident Summary form should include what the person was doing when the incident occurred, how the incident occurred, and if the incident occurred as a result of a mechanical defect or unsafe act. The additional comments section may include other pertinent information, such as the names of witnesses to the incident.
4. The Incident Summary form does not take the place of an agency incident report form. If required, the agency incident report form must be completed in addition to this form. If the incident involves an injury of a student while on University property, the University Police should be notified at the time of the injury. If the incident involves an injury of a staff or faculty member while working, the staff/faculty member must also complete a Human Resources Office Form #118. This Employee Accident/Incident Report is available on the Human Resources Office Webpage.
5. If the incident occurs during a clinical experience, the clinical faculty will advise the student if a Clinical Misjudgment Form must also be completed. A misjudgment form should be completed if an incident occurred as a result of a student’s misjudgment. The faculty and student will discuss the incident and the completed form in a conference where additional faculty and/or the course coordinator may be present.
6. The completed Incident Summary form should be submitted to the Department Head of the School of Nursing, who maintains a file of all Incident Summaries. If a clinical misjudgment form is also completed, it should be placed in the student’s academic folder.
7. Incident Summaries will be reviewed annually by the Evaluation Oversight Committee for quality improvement purposes. This confidential data will be used to improve the curriculum and identify recurring incidents.

**Southeastern Louisiana University School of Nursing**

**Incident Summary**

**Note:** This is a confidential form used only for quality improvement purposes. Submit the completed form to the Department Head of the School of Nursing.

|  |  |
| --- | --- |
| **Who was involved?****(Check All that Apply)** | ⁭ **Patient** (DO NOT include patient name or any identifiers on this form)⁭ **Student** (If the incident involves injury to a student while on University property, immediately notify the University Police)⁭ **University Faculty/Staff** (If the incident involves injury to a faculty/staff while working, also complete Human Resources Office Form #118)⁭ **Other**(specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Student/Faculty/Staff:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **W#**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Name of Supervising Faculty** (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Time and Place of the Incident** | **Place/department where incident occurred:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **The Incident** | **State fully what happened, clearly, concisely, mentioning all factors of the incident.** |
| **Action Taken**  | **If incident involved a patient, was the patient’s physician notified?** ⁭ Yes ⁭ No **Was the patient/family aware of the incident or notified of incident?** ⁭ Yes ⁭ No**If incident was caused by student misjudgment, was a Clinical Misjudgment Form completed?** ⁭ Yes ⁭ No**If incident resulted in student injury on University property, was the University Police notified?** ⁭ Yes ⁭ No**If incident resulted in faculty/staff injury while working, was Human Resources Office Form #118 completed?** ⁭ Yes ⁭ No**Summarize action taken, such as treatments, new orders given, etc:**  |
| **Additional comments/information****(if needed)** |  |
| **Follow-Up Resolution:** |  |

Appendix B

SOUTHEASTERN LOUISIANA UNIVERSITY

School of Nursing

LEARNING EXPERIEINCE AGREEMENT

Intradermal, Subcutaneous and Intramuscular Injections

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, voluntarily consent to participate with a partner of my choice in a school lab learning experience involving intradermal, subcutaneous and/or intramuscular injections under the supervision of a member of the SLU School of Nursing faculty. I understand that this procedure is entirely optional and if I elect not to participate, it will have no impact on my final grade evaluation.

I understand that the Centers for Disease Control (CDC) guidelines for gloving, handling and disposal of needles and supplies will be utilized. Only sterile supplies and sterile normal saline will be used for practicing these skills. I have been advised that certain potential risks accompany any invasive procedure. The potential complications associated with an injection include, but are not limited to: tenderness, bruising and minor bleeding at the site; local nerve, blood vessel, muscle or bone damage; allergic reaction to topical alcohol and infection.

I have read and understand the above information. I understand that Southeastern Louisiana University School of Nursing faculty and staff are not liable for any injury or complication that may result from my participation in an injection.

 Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix C

SOUTHEASTERN LOUISIANA UNIVERSITY

School of Nursing

Initiating an IV, Venipuncture for Blood Sampling

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, voluntarily consent to participate with a partner of my choice in a school lab learning experience involving initiating an IV and/or venipuncture for blood sampling under the supervision of a member of the SLU School of Nursing faculty. I understand that this procedure is entirely optional and if I elect not to participate, it will have no impact on my final grade evaluation.

I understand that the Centers for Disease Control (CDC) guidelines for gloving, handling and disposal of needles and supplies will be utilized. Only sterile supplies and sterile normal saline will be used for practicing these skills. I have been advised that certain potential risks accompany any invasive procedure. The potential complications associated with initiating and IV and/or venipuncture for blood sampling include, but are not limited to: tenderness, bruising and minor bleeding at the site; local nerve, blood vessel or muscle damage; allergic reaction to topical alcohol and infection.

I have read and understand the above information. I understand that Southeastern Louisiana University School of Nursing faculty and staff are not liable for any injury or complication that may result from my participation in an injection.

 Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix D**

SOUTHEASTERN LOUISIANA UNIVERSITY

School of Nursing

LEARNING EXPERIEINCE AGREEMENT

BLOOD-GLUCOSE FINGER STICK

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, voluntarily consent to participate with a partner of my choice in a school lab learning experience involving finger-stick blood glucose testing under the supervision of a member of the SLU School of Nursing faculty. I understand that this procedure is entirely optional and if I elect not to participate, it will have no impact on my final grade evaluation.

I understand that the Centers for Disease Control (CDC) guidelines for gloving, handling and disposal of lancets and supplies will be utilized. I have been advised that certain potential risks accompany any invasive procedure. The potential complications associated with a finger stick puncture include, but are not limited to, tenderness, bruising and minor bleeding at the puncture site, allergic reaction to topical alcohol and infection.

I have read and understand the above information. I understand that Southeastern Louisiana University School of Nursing faculty and staff are not liable for any injury or complication that may result from my participation in a blood-glucose finger stick.

 Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix E

**Southeastern Louisiana University**

**School of Nursing**

**Photo and video release**

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give Southeastern Louisiana University School of Nursing

 (please print your name)

permission to video my performance in skills lab scenarios. These videoed sessions will be used to provide performance review and debriefing opportunities with the appropriate faculty.

I understand that the videos will only be used for educational purposes and that faculty members are obligated to protect my privacy and discourage inappropriate discussion of the video contents or my performance in the scenario. I give permission to Southeastern Louisiana University School of Nursing to use the video for future review by appropriate faculty and staff.

I also understand that the video will become the property of Southeastern Louisiana University School of Nursing. I am 18 years of age or older.

 Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix F**

SOUTHEASTERN LOUISIANA UNIVERSITY

School of Nursing

**Review of Student History & Physical and Clinical Requirements**

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Comments** |
| **Student Reported** **Health History** |  |  |
| **Physician H & P** |  |  |
| **CBC** |  |  |
| **U/A** |  |  |
| **VDRL** |  |  |

**Immunization/Communicable Disease Record**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Date** | **Date** | **Date** | **Date** | **Date** |
| **Polio** (last date) |  |  |  |  |  |
| **Td/Tdap** (\*1 dose between 15-64 yrs. of age, \*Must be two year span between Td and Tdap, \*In the event of pregnancy may be deferred until 6 months post-partal) |  |  |  |  |  |
| **MMR** | **#1** | **#2** | **Titer Results:** |
| **Varicella Verification and Titer** | **YES** | **NO** | **Titer Results** | **Date of****Immunization** |
|  |  |  |  |
| **Heptavax** | #1 | **#2** | **#3** | **Titer:** |

 **Date Date Date**

|  |  |  |  |
| --- | --- | --- | --- |
| **CPR** (Date of last certification) |  |  |  |
| **TB skin test** (two-step PPD, one-three weeks apart, annually) |  |  |  |
| **Flu Vaccine (**by Oct. 31 of each year) |  |  |  |

**Current Medications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date:** | **Date:** | **Date:** | **Date:** | **Date:** |
| **List:** | **List:** | **List:** | **List:** | **List:** |

**Please indicate any change in health status on back**

**Faculty Signatures:**

**Semester\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Change in Health Status:**

|  |  |
| --- | --- |
| **Date:**  | **Comments:** |
|  |  |
|  |  |
|  |  |
|  |  |

**Verification of Health Insurance Signed:**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix G**

SOUTHEASTERN LOUISIANA UNIVERSITY

College of Nursing and Health Sciences

School of Nursing

**ANNUAL T.B. SKIN TEST (PPD MANTOUX ONLY)**

FACULTY/ STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF TEST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE ADMINISTERED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RESULTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in mm) DATE READ: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REFERRAL NEEDED? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NO

REFERRED TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(SIGNATURE OF PERSON READING TEST RESULTS – TITLE)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (NAME OF AGENCY AND PHONE NUMBER)

Rev. Spring 2008

**Appendix H**

SOUTHEASTERN LOUISIANA UNIVERSITY

School of Nursing

**SCREENING OF POSITIVE TUBERCULOSIS (TB) REACTORS**

STUDENT/FACULTY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITIVE SKIN TEST RESULTS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_

MEDICIAL FOLLOW-UP DONE BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF LAST CHEST X-RAY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TB PREVENTIVE THERAPY INDICATED? NO\_\_\_\_\_ YES\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_

NAME OF MEDICATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTINUING \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE COMPLETED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* If a recent conversion, attach a statement from physician or LA offices of Public Health Clinic stating if cleared for clinical lab.

ARE YOU CURRENTLY EXPERIENCING ANY OF THE FOLLOWING SYMTOMS?

IF YES, APPROXIMATE DATE OF ONSET.

YES NO DATE

\_\_\_\_ \_\_\_\_\_ Night sweats \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ \_\_\_\_\_ Productive cough \_\_\_\_\_\_\_\_\_\_

\_\_\_\_ \_\_\_\_\_ Unexplained weight loss \_\_\_\_\_\_\_\_\_\_

\_\_\_\_ \_\_\_\_\_ Shortness of Breath \_\_\_\_\_\_\_\_\_\_

\_\_\_\_ \_\_\_\_\_ Fatigue (tiredness without cause) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_ \_\_\_\_\_ Loss of appetite \_\_\_\_\_\_\_\_\_\_

\_\_\_\_ \_\_\_\_\_ Blood-tinged sputum \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ \_\_\_\_\_ Afternoon temperature elevation \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ \_\_\_\_\_ Chest Pain \_\_\_\_\_\_\_\_\_\_\_

Comments (including explanation of any symptoms checked above):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this statement, I am attesting that to the best of my knowledge, I am free of any pulmonary (lung) or other symptoms as noted above. If at any time between now and my next tuberculin screen, I should develop any of the above symptoms, I will immediately notify Dr. Creel.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 STUDENT/FACULTY SIGNATURE DATE

**ALL TB SKIN TEST POSITIVE REACTION MUST COMPLETE THIS SYMPTOM SCREEN ANNUALLY**

FOR SCHOOL USE ONLY

REVIEW OF FINDINGS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF REVIEWER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be reviewed and signed by faculty advisor and/or Dr. Creel)

**Appendix I**

**SOUTHEASTERN LOUISIANA UNIVERSITY**

**College of Nursing and Health Sciences**

**School of Nursing**

**Release of Background Check and Health Information**

As a condition of serving an internship (clinical) with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize Southeastern Louisiana University and the College of Nursing and Health Sciences, or their agents, to obtain, review and share with clinical agencies to which I am assigned the results of all background checks and health compliance requirements of nursing students at Southeastern Louisiana University.

It is my understanding the information being obtained and shared will not be used in violation of any federal or state equal opportunity law or regulation.

I hereby fully release Southeastern Louisiana University and the College of Nursing and Health Sciences, and any and all of its employees, directors, agents, successors and assigns, and all contributing parties or sources from whom any information is lawfully obtained, form and an all claims or liability which is in any way related to this or any subsequent investigation(s) of my background.

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix** J

**Southeastern Louisiana University**

**School of Nursing**

**Flu Vaccination Declination**

I decline to take the flu vaccination due to the following reasons:

\_\_\_allergy to chicken, eggs or egg products

\_\_\_previous reaction to flu vaccination or any preservatives such as mercury

\_\_\_blood clotting disorder or taking blood thinning medications

\_\_\_had Guillain-Barre Syndrome

\_\_\_disorder that compromises my immune system

\_\_\_pregnant

\_\_\_currently ill and have a high fever

I understand that by not receiving the flu vaccination I am obligated to follow the infection control guidelines of the clinical agency in which I am assigned for clinical.

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

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree it is not appropriate for the student to receive the flu vaccination at this time.

Signature of Health Care Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOUTHEASTERN LOUISIANA UNIVERSITY

School of Nursing

Admission Health Examination Record-Student

PART I

Prior to enrollment in the first clinical nursing course at Southeastern, a health examination is required to assist faculty in determining if a student has any health conditions/disabilities which would hinder his/her ability to meet the requirements of the curriculum, as well as, to meet the requirements of clinical agencies utilized. Annually thereafter, a TB skin test or CXR will be required. It is the responsibility of the student to provide evidence that this has been done. (Forms may be obtained from the office). This information will be kept confidential. It will be filed in the School of Nursing.

If you have any questions regarding any part of the physical form, please contact the School of Nursing at (985) 549-2156.

Please make a copy of the complete physical for your records and return the completed forms to the Nursing Departmental Office in a sealed envelope.

\*\*PLEASE NOTE\*\*

The Southeastern Louisiana University Health Center will offer the Hepatitis B vaccine at an approximate cost of $100.00. If you wish to get it through the Health Center, please go to the Controller’s office, Building A, North Campus & pay the fee. You will need to bring your paid receipt to the Health Center to begin your series of injections. Please contact the Health Center for their hours.

Directions:

Part I (salmon copy):

1. The student must fill out pages 2 and 3

2. Gather documentation and proof of the immunizations from childhood. (page 4)

Proof can be **one** of the following:

 a. Copy of entry into student’s records at MD office

 b. Copy of bill for Tdap injection and flu injection

c. Copy of original titer lab work for MMR, Varicella, and Hepatitis B

d. Copy of Louisiana Certification of Immunization

3. Provide a copy of a CPR card (page 5)

4. Sign the proof of insurance form

Part II (pink copy):

5. Make an appointment with your physician and have the physician complete the Physician's Examination, order the appropriate laboratory tests, and administer the necessary immunizations/injections.

6. Before leaving the physician office, be sure:

* The examination form is signed by the MD and the laboratory work is circled as normal or abnormal
* You have received all the necessary injections, immunizations and titers.
* You have copies of these injections,immunizations and titers
* You have the original of the lab work to attach to your H&P or made arrangements to return to collect the original of the lab work.

TO BE COMPLETED BY APPLICANT

NAME: W #

DATE OF BIRTH: SEX:

I. APPLICANT: Have you had or do you currently have any of the following? Respond by answering YES or NO. Explain yes responses on back of page. Positive responses below do not imply denial of entrance into the School of Nursing.

a. Visual Defects \_\_\_ k. Kidney or Bladder Disease \_\_\_

b. Hearing Defects \_\_\_ l. Cancer \_\_\_

c. Speech Defects \_\_\_ m. Back Injuries/Surgery \_\_\_ (Please explain on back of page)

d. Cardiac Disease/ \_\_\_ n. Joint Injuries or Problems \_\_\_

 Disorders

e. High Blood Pressure \_\_\_ o. Other Illness(es) \_\_\_

 (List on back of page)

f. Tuberculosis, Lung, \_\_\_ p. Other Surgeries \_\_\_

 or Respiratory Problems (List type and year on back of page)

g. Hepatitis, Liver Disease \_\_\_ q. Allergies \_\_\_

 (List on back of page)

h. Sexually Transmitted Diseases \_\_\_

 r. Immunosuppressive Therapy \_\_\_

 (Please Explain)

i. Fainting Spells, Epilepsy or \_\_\_ s. Currently on medication(s) \_\_\_

 Convulsions (If yes, list drugs on back of page)

j. Diabetes \_\_\_

Currently under treatment for chemical/alcohol, drug dependency? \_\_\_\_ \_\_\_\_

 Yes No

History of or currently under treatment for emotional/mental health \_\_\_\_ \_\_\_\_

problems? Yes No

Do you have a disability that would prevent you from meeting the Core Performance Standards of the School of Nursing? (If yes, explain) \_\_\_\_ \_\_\_\_

 Yes No

I have read the above and declare that I have no injury or illness other that as specifically herein noted. Any falsification or misrepresentation will be sufficient ground for my release from the School of Nursing.

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE

Name

 (P**LEASE PRINT YOUR NAME)**

W #

Date

HBV/HBC/HIV STATUS

Please note that HBV/HVC/HIV status is not required, but must be disclosed if known.

HBV Status \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Positive Negative Unknown

HCV Status \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Positive Negative Unknown

HIV Status \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Positive Negative Unknown

 Signature of Student

The above questions are pursuant to the Occupational and Professional Standards of the Louisiana State Board of Nursing; Chapter 40; Section 4005-4007.

§4005.Self-Reporting

A. Within 90 days of the effective date of this Chapter, registered nurses and registered nurse applicants who perform, or participate in, **exposure-prone procedures** and have been previously diagnosed as HBV/HBC seropositive and/or HIV seropositive shall give notice of such diagnosis to the board on a reporting form supplied by the board. Such notice shall be mailed to the nursing consultant for compliance, marked “Personal and Confidential” by registered or certified mail. This report shall be confidential as provided in §4001 of this Chapter, definition of confidentiality.

B. Registered nurses and registered nurse applicants who know or should know that they carry and are capable of transmitting HBV/HCV or HIV and who perform or participate in **exposure-prone procedures** shall report their status to the Board of Nursing within 30 days from the date of the performance of the diagnostic test. They shall give notice of such diagnosis to the board on a reporting form supplied by the board which shall be mailed to the nursing consultant for compliance, marked “Personal and Confidential,” by registered or certified mail. The report shall be confidential as provided in Act 1009 of the 1991 Louisiana Legislature.

§4007.Authorization to Perform or Participate in Exposure-Prone Procedures

C. Registered nurses and registered nurse applicants who are infected with HIV or HBV/HCV (and are HbeAg positive) shall not perform **exposure-prone procedures** unless they have sought periodic counsel from an expert review panel, as determined by the expert panel, and have been advised under what circumstances, if any, they may continue to perform these procedures.

1. Patients of the seropositive registered nurse or registered nurse applicant shall be notified of the registered nurse’s seropositivity before they undergo **exposure-prone invasive** procedures in which the nurse will participate or perform. If the nurse will perform the procedure, an informed consent shall be obtained from the patient or a lawfully authorized representative.

**Documentation needed**:

A copy of the following immunizations is needed. Please provide proof from childhood immunization record or obtain the necessary tests from your physician. Your H&P is not complete without all of these.

I. **TB Skin Test**: Must provide proof of **one** of the following:

a. **PPD (**two-step skin testing, one-three weeks apart); **results must be documented as mm of induration, not just negative**

 OR

 **CXR** (Copy of Radiology Report Required)

II. **Influenza Vaccine**: Proof of vaccine by October 31st of the year

III. **MMR:** Proof of **titer.** If low titer results, a second/third MMR injection may be required.

 **NOTE:** (If you suspect you are pregnant, please consult your physician before receiving MMR.)

IV. **Hepatitis B**: Proof of **titer**:

 a. Hepatitis **Titer** showing immunity (Attach original of lab results)

V. **Tetanus or Tdap**: **Tdap** required unless < 2 years since last Td. If < 2 years since last tetanus, proof of tetanus required

VI. **Polio**: Proof of childhood immunization for Polio

VII. **Varicella**: Proof of immune **Titer.** If negative titer, proof of varicella immunization.

 **NOTE:** (If you suspect you are pregnant, please consult your physician before receiving Varicella.)

VIII. If you are on a mind altering drug, antidepressant, CNS depressant of any sort, narcotics, or any drug that may impair your ability to function safely in clinical, **a letter from your physician (not NP or PA) is needed stating that you, the student, should be able to function effectively and safely in clinical. This letter needs to be included with the H&P and is not to be written on a prescription pad**.

 Student Signature Date

**CPR**

Proof of a CPR course is required for all students in nursing school. This course can be taken when offered at Southeastern or can be taken elsewhere. The only course accepted is:

**American Heart Association**

**CPR for Healthcare Providers**

**A copy of the American Heart Association CPR card must accompany the health and physical form.** CPR will need to be renewed every 2 years.

If you are taking a course and the card will not be available in time to turn in with this health and physical, have the instructor of the course type or write a note that you successfully completed the course and a card is forthcoming. Attach this letter to your health and physical.

**PART II**

Dear Physician,

Students at Southeastern Louisiana University are required to have a history and physical exam. The following is a quick reference of needed documentation:

\* **Physical Exam** documented and signed on page 2;

\* **Order for CBC, VDRL/RPR, and Urine Analysis** (with microscopic exam) – all are necessary unless student has had within 6 months. *The original* of *the report of each test must accompany the H&P*

\* **Influenza** Vaccine by October 31st of current year.

\* **MMR**: Titer required: *If a low titer results, a second/third MMR injection may be required*.

\* **PPD –** Two-step PPD skin testing, one-three weeks apart (Dates given, dates read, ***size of induration in mm required*** - results cannot just read negative, signature of reading person required); (Appendix G)

 or

 Chest X-Ray (copy of radiology report required);

 and/or

 Treatment for positive test (signed by MD)

\* **Heptavax Series**;

 Hepatitis Titer showing immunity

Student who do not have serologic evidence of immunity to HBV and have not been vaccinated against HBV shall obtain their HbsAg status prior to participation in clinical courses.

\* **Tetanus/Tdap Immunization**

 -1 dose between 15-64 years of age

 -If two year span or greater Tdap is required

 -In the event of pregnancy, may be deferred until 6 months post-partal

\* **Varicella:** A titer to verify immunity. Negative titer requires varicella immunization

\* **Current prescription drugs use** - Be sure to note what the student is taking. If the student is ona mind altering drug, antidepressants, CNS depressants of any sort, narcotics, or any drug that may impair their ability to function safely in clinical it must be reported to LSBN. A letter from the prescribing physician (NP and PA not accepted and on physician letter head) is needed stating the student’s ability to function effectively and safely in clinical. Additionally, the **letter must be mailed directly to LSBN** 17373 Perkins Rd. Baton Rouge, LA 70810. A copy of this letter needs to be included with the H&P.

Please note laboratory test results must be within the last 6 months prior to the first day of school and the original must be attached.

Student may ask for a copy of their childhood immunizations also for proof of their first MMR and polio.

Proof of immunizations can be in the form of:

 1. Copy of entry into student's record to MD office

 2. Copy of bill for Tetanus/Tdap and/or Flu injection

 3. Students may present a “Louisiana Certificate of Immunization”

**PHYSICAL EXAMINATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Student Date of Exam

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

W#

SKIN

EYES VISION: (R) /20 (L) /20

EARS

HEARING

NOSE AND THROAT

NECK

CHEST

HEART

ABDOMEN

HERNIA

EXTREMITIES

VARICOSE VEINS

NEUROLOGICAL

MENSTRUAL HISTORY

SPINAL/BACK INSPECTION

B.P. T. APICAL RATE R.

DATE: SIGNATURE: M.D./N.P.

 (Original Signature)

LABORATORY: YOU MUST PROVIDE AN ORIGINAL OF LAB/CXR RESULTS (WHETHER LAB RESULTS ARE NORMAL OR ABNORMAL) AND NECESSARY INJECTIONS DOCUMENTATION. ANY ABNORMAL LAB RESULTS NEED A NOTE BY PROVIDER AS TO ANY FOLLOW-UP, FURTHER TEST OR MEDICATION PRESCRIBED.

1. CBC within 6 months Normal Abnormal (circle one)

(Attach original of results)

 Comments

2. U/A within 6 months Normal Abnormal (circle one)

 (Which includes microscopic exam) Comments

 (Attach original of results)

 (Dip Sticks are **not** acceptable)

3. VDRL within 6 months N/R Reactive (circle one)

 (Attach original of results) Comments

DATE: SIGNATURE: M.D./N.P.

 (Original Signature)

# **STUDENT HANDBOOK**

**Part III**

**Exposure Control Plan**

Effective Date: August 24, 1993

Revised Dates: June, 1996

 August 25, 1997

 August 19, 1999

 January 10, 2002

 April, 2011

 January, 2012

 January, 2013

Approved by: Eileen Creel, Department Head

 Department Head

 Ann Carruth, Dean, College of Nursing and Health Sciences

 Dean, College of Nursing and Health Sciences

**SOUTHEASTERN LOUISIANA UNIVERSITY**

 **SCHOOL OF NURSING**

 **EXPOSURE CONTROL PLAN**

1. **INTRODUCTION AND PURPOSE**

This Exposure Control Plan (ECP) has been developed in accordance with the Occupational Health and Safety Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910. 1030.

In addition to this plan, students and faculty must follow the Exposure Control Plan

(ECP) of affiliating clinical agencies.

The purposes of this exposure control plan are as follows:

1. Eliminate or minimize occupational exposure of faculty, staff, and students to blood or certain other body fluids;

2. Describe protocol for reporting, treating, and following-up of an exposure.

**B. DEFINITIONS**

A glossary is included at the end of the Exposure Control Plan. These definitions are derived from the following document:

Department of Labor, Occupational Safety and Health Administration. Federal Register. December 6, 1991.

Inclusion of these definitions serves to make faculty/staff/students aware of terms to facilitate eliminating or minimizing occupational exposure.

 **C. MANAGEMENT/STUDENT RESPONSIBILITIES**

1. Management Responsibilities

a. Provides an Exposure Control Plan.

 b. Ensures the availability of appropriate personal protective equipment to all employees who are exposed to blood or other potentially infectious

 materials.

 c. Develops and implements a written schedule for cleaning and methods of decontamination as provided for in the School of Nursing Safety Manual.

 d. Ensures waste is disposed of according to appropriate guidelines.

 e. Makes available the Hepatitis B vaccination to occupationally exposed faculty and students.

 f. Provides for post exposure evaluation and follow-up after reported exposure incident. (Refer to Section E )

 g. Provides orientation related to occupational exposure.

 h. Provides protocol for reporting of exposure incidents within 24 hours to appropriate personnel.

 i. Maintains health and education records as required by OSHA.

 j. Performs an annual review of the Exposure Control Plan and whenever necessary.

k. Complies with Southeastern-SON health requirements.

2. Student Responsibilities

 a. Complies with Exposure Control Plan of Southeastern-SON.

b. Complies with OSHA regulations at Southeastern Louisiana University School of Nursing (Southeastern SON) and affiliated agencies.

 c. Uses and disposes of required PPE and equipment when performing exposure prone tasks.

d. Complies with hygienic practices/Standard Precautions.

e. Reports exposure incidents to faculty immediately

 f. Complies with the School of Nursing Safety Manual for School Laboratories.

g. Complies with Southeastern-SON health requirements.

This policy has been developed with guidance from various national organizations and academic health care institutions. It should be considered flexible and subject to updates as new and additional knowledge is acquired.

**D. ENGINEERING - WORK PRACTICE CONTROLS - COMPLIANCE METHODS**

Standard precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. Engineering controls and work practice controls may include, but are not limited to, the following:

 1. Handwashing

 a. Hands or any other skin area should be washed with soap and water, or mucous membranes flushed with water immediately or as soon as feasible following contact of such body areas with blood and other potentially infectious materials; or,

 b. When provision of handwashing facilities is not feasible, an appropriate antiseptic hand cleaner or antiseptic towelettes will be used. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

 2. Handling and Disposal of Needles and Sharps

 a. Needles and other sharps will not be bent, recapped, broken or reused.

 b. Scoop method to cover needle is recommended.

 c. Contaminated sharps shall be disposed of immediately after use in an appropriate container. These containers must be puncture resistant, labeled as biohazard, and leak proof on sides and bottom. Containers that are moved from one location to another must have fully sealable caps.

 d. Sharp containers must be disposed of when 2/3 full.

3. Handling and Disposal of Non-sharp Infectious or Hazardous Waste

1. Potential infectious waste are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines.
2. Non-sharp infectious waste is placed in a designated infectious waste container.
3. The container used for this purpose will be labeled or color-coded in accordance with the requirements of the OSHA standard. When a facility utilizes Standard Precautions in the handling of all specimens, the labeling/color coding of specimens is not necessary provided containers are recognizable as containing specimens.
4. If outside contamination of the primary container occurs, the primary container shall be placed within a second container, which prevents leakage during handling, processing, storage, transport or shipping of the specimen. Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant.
5. Batteries used in skills lab equipment will be disposed of through the Hazardous Waste Office.
6. Biohazard contaminated supplies used during competency labs are collected and stored in designated area of skills lab. All biohazard waste will be picked up by designated transporters.

4. Transport of Biological Waste

A designated transport company will pick up all biological waste including sharps and non-sharps.

The designated transporter picks up biohazard waste twice in the fall and spring semester and once in the summer at Baton Rouge Center and Mims Hall or as needed when notified by the Skills Lab Coordinator.

5. Personal Protective Equipment (PPE)

Appropriate PPE will be available to faculty/students exposed to infectious materials. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials.

Personal protective equipment will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through or reach the faculty or student’s clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

If blood or other potentially infectious materials penetrate a garment, the garment(s) shall be removed immediately or as soon as possible. All PPE shall be removed prior to leaving the work area. When PPE is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

 a. Non-Latex Gloves

 1. Gloves must be worn for the following:

 a. When it can be reasonably anticipated that there will be exposure to blood, body fluids, mucous membranes or non-intact skin of any patient.

 b. When demonstrating procedures in skills lab.

 c. When faculty/student has non-intact skin such as cuts, lesions or chafed hands or dermatitis. The student with weeping dermatitis may not practice in skills lab until lesions are no longer weeping.

 2. Gloves should be of appropriate size, material, and quality.

 3. The use of gloves does not exclude the necessity for

 handwashing.

 4. Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when the integrity of the glove material is compromised.

 5. Disposable (single use) gloves are not to be reused.

 b. Masks, Eye Protection, and Face Shields

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin-length face shields, shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Students are expected to wear eye protection in skills lab for demonstration of procedures. Students are to bring their own protective eyewear.

Students are expected to use a mask with a one way valve while performing CPR. Students are to provide their own CPR mask.

 c. Gowns, Aprons, and Other Protective Body Clothing

Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

 d. Surgical Caps, Hoods, Shoe Covers or Boots

Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated (operating room, delivery room)

e. Uniforms

 1. All students and faculty must carry a change of clothing or second uniform/lab coat with them during all clinical assignments.

2. Uniforms, lab coats, and other apparel that is soiled with blood or other body fluid must be handled as contaminated laundry.

a. In the clinical agency, remove it immediately when noticed, if feasible, and have it decontaminated by the clinical facility, if provided.

b. For faculty/students in non- clinical or non-traditional health care settings, apparel must be removed, appropriately bagged and transported.

c. When removed at home, wash the item as a single item in hot water and bleach solution.

d. Appropriately labeled biohazard bags must be used to contain and transport contaminated apparel.

 6. General Guidelines

Skills lab will be maintained in a manner to eliminate or minimize occupational exposure.

 a. Faculty/students are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses in areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials.

 b. All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

 c. If a faculty/student's skin or mucous membranes come into contact with blood, it must be washed with soap and water immediately. If the eyes come in contact with blood, they are to be flushed immediately .

 d. Faculty/students must wash their hands immediately or as soon as feasible after removing protective equipment. If soap and water are not immediately available, other handwashing measures must be employed, such as moist towelettes, or antiseptic hand cleaner. Faculty/students still must wash with soap and water as soon as possible.

 e. Specimens of blood or other potentially infectious materials will be placed in a container that prevents leakage during the collection, handling, processing, storage, and transport of the specimens.

 f. All equipment and environmental and working surfaces shall be cleaned and decontaminated with appropriate disinfectant solution. (Refer to Safety Manual, Section VIII)

1. Broken glassware that may be contaminated shall not be picked up

 directly with the hands. It shall be cleaned up using mechanical means

 such as a brush and dustpan, tongs, or forceps.

**E. POST EXPOSURE EVALUATION AND FOLLOW UP**

Students should report any incident considered to place them at risk (needle stick, puncture or cut from a potentially contaminated source) to faculty and to the appropriate clinical agency personnel. Faculty/student exposure incidents must be reported to the Department Head of the School of Nursing within 24 hours of the exposure incident.

**NOTE: ALL COSTS INCURRED RELATIVE TO EXPOSURE INCIDENTS, INITIAL AND FOLLOW-UP, ARE THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT.**

 1. Clinical Agency

 Summary of actions to be taken when an exposure incident occurs:

 a. Report the incident to faculty/clinical agency/Department Head of School of Nursing and appropriate Department Head.

b. Seek immediate medical attention/testing; immediately report to the

 Southeastern Louisiana University Student Health Center or personal

 physician.

 c. File required paperwork at Southeastern School of Nursing and the clinical agency.

 d. Complete post exposure follow up and record keeping according to

 OSHA Guidelines.

 2. Skills Lab

 Summary of actions to be taken when an exposure incident occurs:

 a. Report incident to faculty, skills lab coordinator, and Department Head of School of Nursing.

 b. Complete Accident/Incident Report Form.

 c. Complete the ORM-Loss Prevention questionnaire regarding

 accident/incident.

 d. Post exposure follow up and record keeping will be according to OSHA

 Guidelines.

3. Community Clinical Experiences

a. Report the incident to faculty/community agency (if applicable)

 School of Nursing

b. Seek immediate medical attention/testing; immediately report to the

 Southeastern Louisiana University Student Health Center or personal

 physician. If in a clinical agency, students may be directed to seek care in

 the Emergency Room.

c. File required paperwork at Southeastern School of Nursing and the clinical agency (if applicable).

d. Complete post-exposure follow up and record keeping according to OSHA Guidelines and SON protocol.

**F. COMMUNICATION OF HAZARDS**

Education regarding hazards and warning labels is discussed in the orientation program for faculty and students and at least annually thereafter. Additional information shall be made available to faculty/students when changes such as modifications of tasks or procedures or institution of new tasks or procedures affect the faculty/student’s occupational exposure.

**G. RECORD KEEPING**

 Student and faculty health records are maintained in separate files from performance

 records.

The Department Head shall establish and maintain an accurate record for each faculty/student with an occupational exposure. These records are separate from health and performance records and are kept in Department Head's office. Confidentiality is maintained in that only the Department Head has access to these records.

**H. TRAINING RECORDS**

The Coordinator of the Baton Rouge Center may verify to all Baton Rouge area clinical agencies that Southeastern SON faculty/students have attended an in-service on OSHA requirements and the Health Insurance Portability and Accountability Act (HIPPA). In addition, compliance with CPR and health requirements may be verified.

Faculty/students utilizing clinical agencies other than Baton Rouge area attend presentations on Standard Precautions at the individual agency or as designated by the Nursing Department.

**STUDENT ACCIDENT/INCIDENT REPORT**

**SOUTHEASTERN LOUISIANA UNIVERSITY**

**Form #118**

**SCHOOL OF NURSING**

**SOUTHEASTERN 10835**

# **Hammond, LA 70402**

**(504)549-2156 Hammond**

**(225)765-2324 Baton Rouge**

Date of Report Date/Time of Accident/Injury

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male Female

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ W Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exact Location Where Accident/Incident Occurred (physical location of accident).

What was student doing when accident/incident occurred? (Be specific – if using tools

or equipment or handling materials – name them and tell what student was doing with them).

How did accident/incident occur? (Describe fully the events. Tell what happened and how it happened. Name any objects or substance involved and tell how they were involved. Give full details on all factors which contributed to this accident/incident.)

Witnesses (Name, Home phone, Home address, social security #)

Did Accident/Incident occur because of:

 Mechanical Defect yes no

 Unsafe Act yes no

If yes, explain

Name and location of injury (Describe fully, include parts of body affected)

Was student seen by physician, treated at hospital, etc yes no

Attending Physician and Address (If hospital involved, please indicate)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Student’s Signature Date Faculty/Department Head Signature

### STUDENT ACCIDENT/INCIDENT REPORT

### SOUTHEASTERN LOUISIANA UNIVERSITY

## SCHOOL OF NURSING

### FOLLOW UP

 UNSAFE ACTS (What was done unsafely?)

 UNSAFE CONDITIONS ( What was unsafe?)

1. Why were acts committed?

2. Why did conditions exist?

3. Immediate action to prevent recurrence of UNSAFE ACTS (How controlled?)

4. UNSAFE CONDITIONS (How controlled?)

5. Long range action to be taken (By whom and when?)

6. Measures taken to prevent a similar accident?

7. What additional assistance is needed to prevent recurrence?

 **GLOSSARY**

**Bloodborne Pathogens** means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

**Contaminated** means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

 **Exposure Controls** means controls (e.g., sharps disposal containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.

**Exposure Incident** means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potential infectious materials that occurs during clinical or school lab.

**Occupational Exposure** means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

 **Potentially Infectious Materials**

1. Human blood, human blood components, and products made from human blood.

2. The following human body fluids - semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

3. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and

4. HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV or HBV.

**Personal Protective Equipment (PPE)** is specialized clothing or equipment worn by a faculty/student for protection against a potential exposure. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a potential exposure are not considered to be personal protective equipment.

 PPE includes but is not limited to the following: gloves, gowns, masks, safety glasses, shoe covers, and hair covers.

**Sharps** means any object that can penetrate the skin including, but not limited to,

needles, scalpels, and broken glass.

**Standard Precautions** is an approach to infection control. According to the concept of Standard Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

**Work Practice Controls** means controls that reduce the likelihood of exposure by

altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).