



SOUTHEASTERN
LOUISIANA UNIVERSITY

School of Nursing



Student Handbook
2016-2017

SOUTHEASTERN LOUISIANA UNIVERSITY
SCHOOL OF NURSING
STUDENT HANDBOOK

Part I Academic Policy

Part II Student Resources

Part III Safety Policy

Part IV Exposure Control Plan

2016-2017

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, 6/15, 1/16, 2/16, 6/16

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

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



Table of Contents

PART I: ACADEMIC POLICY	1
SCHOOL OF NURSING HISTORY	2
SLU SCHOOL OF NURSING STRUCTURE	3
SCHOOL OF NURSING BYLAWS	3
COMMUNICATION.....	4
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA).....	4
BUILDING HOURS	4
SAFETY	4
PARKING.....	5
TRANSITION BETWEEN CLASSES	5
DEGREES	5
Admission	5
Nursing	5
Dual Diplomas	5
Minor.....	5
Educational Advancement for Registered Nurses RN to BS	6
LPN to BS Option	6
University Honors Program.....	6
ADVISING.....	6
PROGRESSION / RETENTION.....	7
Application for Progression.....	7
Special Interest to Nursing Majors	7
FORMAL COMPLAINTS PROCEDURE	8
Documentation of the Formal Complaint Procedure	8
VIOLENCE in the WORKPLACE PLAN.....	8
CONDUCT	9
Conduct in Class.....	9
Standards of Conduct Statement of Expectations	9
Academic Honesty.....	9
American Nurses' Association	10
Ethics Code for Nurses.....	10
Code of Ethics for Nurses.....	10
Smoking Policy	11
CONFIDENTIALITY	11

NCSBN Social Media Guidelines.....	11
Student Disciplinary Policy	11
BILL OF RIGHTS & RESPONSIBILITIES FOR NURSING STUDENTS.....	12
HEALTH STATUS & OTHER REQUIREMENTS	14
Required Verifications.....	14
Students Requirements to Continue in Clinical Courses	15
Cardiopulmonary Resuscitation Certification	15
HBV/HCV/HIV Policy	15
Drug Testing Policy.....	16
Criminal Background Check & Reporting of Subsequent	16
Arrests or Convictions.....	16
Student Insurance.....	17
Liability Insurance for Student Nurses	17
<i>Incident Report</i>	17
CLINICAL GUIDELINES	17
UNIFORM & SUPPLY REQUIREMENTS	18
Supplies.....	18
Specific Uniform Criteria and Requirements	19
<i>Shirts</i>	19
<i>Pants</i>	19
<i>Dress or Skirt & Blouse</i>	19
<i>Lab Coat</i>	19
<i>Scrub Jacket/Sweater</i>	19
<i>University ID/Name Tag</i>	20
<i>Shoes</i>	20
Other Uniform Requirements	20
<i>Hair</i>	20
<i>Personal Presentation</i>	20
<i>Jewelry</i>	20
<i>Fingernail polish</i>	20
<i>Insignia</i>	20
<i>Tattoos</i>	20
<i>Modifications</i>	20
KNOWLEDGE & SKILLS ACHIEVEMENT	21
School of Nursing Grading Scale.....	21
Standardized Testing.....	21

Return Demonstrations of Skills Video	21
PROGRAM EVALUATION.....	21
SCHOOL OF NURSING STUDENT AWARDS.....	22
Evelyn M. Davis Memorial Awards	22
Opal Carl Award	22
Leadership Award.....	22
Dean's Award	22
Other Recognitions	22
PINNING CEREMONY	22
Pinning Ceremony Guidelines	23
<i>Student Affairs Liaison</i>	23
<i>Arrangements</i>	23
<i>Dress Code</i>	23
<i>Video or Slide Show</i>	23
<i>Time Restraints</i>	23
<i>Speakers' Demeanor</i>	23
<i>Presentation of Plans to the Student Affairs Committee</i>	23
GRADUATION.....	23
ALUMNI ASSOCIATION.....	23
PART II: STUDENT RESOURCES.....	25
STUDENT HEALTH CENTER	26
COUNSELING CENTER.....	26
FINANCIAL AID	26
SCHOLARSHIPS.....	26
CAREER DEVELOPMENT SERVICES	26
TECHNOLOGY SERVICES.....	27
DUPLICATION OF MATERIALS.....	27
COMPUTER LABS	27
LIBRARY.....	28
WRITING CENTER.....	28
APA POLICY.....	28
TUTORING	28
TEXTBOOK RENTAL	28
UNIVERSITY BOOKSTORE.....	28
NURSING SKILLS LABORATORIES	29
STUDENT NURSING ORGANIZATIONS.....	29

Student Nursing Association.....	29
Additional Organizations.....	29
CAREER DAY.....	29
PART I & II APPENDICIES.....	30
A. PROGRESSION AND RETENTION COMMITTEE ADDENDUM.....	31
B. STUDENT DISCIPLINARY POLICY.....	36
C. CORE PERFORMANCE STANDARDS FOR ADMISSION & PROGRESSION...	39
D. LEGAL DISCLOSURE POLICY AND FORM	41
E. RELEASE OF BACKGROUND CHECK AND HEALTH INFORMATION	44
F. INCIDENT REPORT SUMMARY AND FORM.....	45
G. CLINICAL GUIDELINES	47
H. PHOTO AND VIDEO RELEASE	52
PART III SAFETY POLICY	53
SAFETY MANUAL INTRODUCTION.....	55
GENERAL GUIDELINES	55
Guideline Adherence	55
Lab Security.....	55
Computer Lab Security	55
Student Preparedness.....	55
Student Mandatory Health Communications	55
Instructor Discretion.....	55
SIMULATION LAB GUIDELINES.....	56
SKILLS LAB GUIDELINES	56
SKILLS LAB SAFETY	57
Medication and Fluid Administration Safety	57
Electrical Safety	58
Physical Safety	58
CLINICAL LAB SAFETY	58
REPORTING OF AN INJURY	59
CLEANING OF LABORATORY AND EQUIPMENT	59
Cleaning Of Laboratory.....	60
Cleaning Of Laboratory Equipment.....	60
<i>Sphygmomanometers</i>	60
<i>Stethoscopes</i>	60
<i>Otoscopes</i>	60

<i>Thermometers (Electric)</i>	60
<i>Manikins/Models</i>	60
<i>Reusable Equipment</i>	60
<i>CPR Training Manikins</i>	60
HAZARDOUS WASTE DISPOSAL.....	60
EMERGENCIES	61
Fire	61
Emergency	61
Bomb Threat.....	61
Workplace Violence.....	62
Rape or Sexual Assault	62
Weather Related Emergencies.....	62
PART III APPENDICIES	63
A. LEARNING EXPERIEINCE AGREEMENT: INTRADERMAL, SUBCUTANEOUS & INTRAMUSCULAR INJECTIONS.....	64
B. LEARNING EXPERIEINCE AGREEMENT: INITIATING AN IV, VENIPUNCTURE FOR BLOOD SAMPLING	65
C. LEARNING EXPERIEINCE AGREEMENT: BLOOD-GLUCOSE FINGER STICK.....	66
PART IV: EXPOSURE CONTROL PLAN.....	67
EXPOSURE CONTROL PLAN INTRODUCTION AND PURPOSE	69
DEFINITIONS	69
MANAGEMENT/STUDENT RESPONSIBILITIES.....	69
Management Responsibilities	69
Student Responsibilities	69
ENGINEERING WORK PRACTICE CONTROLS COMPLIANCE METHODS	70
Handwashing.....	70
Handling & Disposal of	70
Needles & Sharps.....	70
Handling and Disposal of Non-sharp Infectious or Hazardous Waste	70
Transport of Biological Waste	71
Personal Protective Equipment (PPE)	71
<i>Non-Latex Gloves</i>	72
<i>Masks, Eye Protection, and Face Shields</i>	72
<i>Gowns, Aprons, and Other</i>	72
<i>Protective Body Clothing</i>	72

<i>Surgical Caps, Hoods,</i>	72
<i>Shoe Covers or Boots</i>	72
<i>Uniforms</i>	72
GENERAL GUIDELINES	73
POST EXPOSURE EVALUATION.....	73
AND FOLLOW UP	73
Clinical Agency	74
Skills Lab	74
Community Clinical Experiences	74
COMMUNICATION OF HAZARDS	74
RECORD KEEPING	74
TRAINING RECORDS	75
PART IV APPENDICIES.....	76
A. STUDENT ACCIDENT/INCIDENT REPORT SLU FORM #118	77
B. STUDENT ACCIDENT/INCIDENT REPORT FOLLOW UP FORM.....	79
C. GLOSSARY.....	80



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,

A handwritten signature in black ink that reads 'Ann K. Carruth'. The signature is written in a cursive style with a large initial 'A'.

Ann Carruth, DNS, RN
Dean

College of Nursing and Health Sciences

Southeastern Louisiana University
School of Nursing
Student Handbook

PART I: ACADEMIC POLICY

SCHOOL OF NURSING HISTORY

The establishment of a School of Nursing at Southeastern Louisiana University 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 affords 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 1st, 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 are now part of the new college. We are excited about the opportunities and academic partnerships this new structure provides.

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

SLU SCHOOL OF NURSING STRUCTURE

The Southeastern Louisiana University (SLU) School of Nursing (SON) consists of the campus at SLU in Hammond and at the Baton Rouge Center (BRC). Foundational and prerequisite courses are provided at the SLU Campus. Integrative and Synthesis level nursing courses are provided at BRC.

SCHOOL OF NURSING 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 vital part of the SON structure 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

Students with concerns regarding these areas should refer to the elected student representative. The elected student representative will bring the concerns before the faculty and provide student input into these areas. Student Committee Representation information is available through the SON offices.

SLU SON 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 SON commends and supports students for participation in University committees.

The SLU SON is located in Kinesiology and Health Studies Annex Building (KHSA) 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 KHSA. Office: 985-549-2156

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 BRC is located at 4849 Essen Lane and houses offices for the Department Head, the Director of the Graduate Nursing Program, and a Baton Rouge Center Coordinator as well. An office directory is located on the second floor just outside the elevators. BRC Office: 225-765-2324

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.

COMMUNICATION

There are various means of communication provided for general student information on the Hammond Campus and at the BRC. On the Hammond Campus the main communication boards are located beside individual faculty office doors in KHSA.

The BRC 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 SON Student Moodle Site and faculty on-line course sites are used for student communication. Students should use their official university email w#@selu.edu for all communication.

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, schools 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 SLU 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.

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 KHSA on the Hammond Campus and at the BRC. 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. Fire safety rules and regulations of the University are mandated.

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. The SON Safety Manual is [Part III](#) of 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 BRC, and online at <http://www.selu.edu/police>

PARKING

An official SLU decal is required to park on the Hammond 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 BRC requires some adjustment. Information concerning orientation week will be emailed to each student. Students may also phone the BRC for further information. Faculty and staff are available to make the transition easier.

DEGREES

Admission

All transfer transcripts must be submitted to the SLU 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 SON 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 to the SLU system. ***"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: Traditional, 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 seven years from the date of first enrollment as there is a time limit to remaining in a particular catalog. Please see the SLU General Catalogue for the policies regarding graduation under a particular catalog.

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

Nursing

Upon completion of the approved course of study outlined in the SLU General 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. Requirements for all minors are listed in the SLU General Catalogue under the respective department.

Educational Advancement for Registered Nurses RN to BS

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.

RN to BS is an integral part of the undergraduate nursing program. This track requires the same pre-requisite coursework for admission into the SON as the traditional student.

This option of study consists of 31 total hours: 22 hours are required nursing hours and 9 hours are nursing electives selected with a faculty advisor allowing for individualization of the nursing curriculum.

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

LPN to BS Option

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

The LPN to BS option is also an integral part of the undergraduate nursing program. This track requires the same pre-requisite coursework for admission into the SON as the traditional student.

This nursing study option allows the LPN the opportunity to test out of 11 nursing credit hours. All other required nursing courses must be completed in order to graduate from SLU SON.

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. Students in nursing have the option to graduate with an Honors Diploma upon successful completion of these courses. Refer to the SLU General Catalogue or the Department Head of the SON for more information.

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 SON 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.

PROGRESSION / RETENTION

The Progression / 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 including admission to the SON clinical course component, meeting the criteria of the SON for selection, repeating nursing courses, etc.

The Progression / Retention Committee addresses student appeals only upon request by a formal letter. Once acted upon, the committee's decision is recommended to the Department Head and Dean of Nursing who will make the final decision regarding stipulations for progression in the program. Any student with problems in this area should contact the Chair of the Progression / Retention Committee for instructions on the necessary steps to take.

Application for Progression

- Students **MUST APPLY** to be considered for progression into the SON coursework. SLU SON Applications may be downloaded and printed from the SLU SON web page.
- Hard copies of the application are available at the Department of Nursing Office in room 1009 of KHSA on the Hammond Campus.
- **SON applications are only accepted if personally delivered by the applicant** to the Department of Nursing, Room 1009 of KHSA on the Hammond Campus.
- **Electronic or mailed applications are NOT accepted.**

• Deadlines

February 1st

- Traditional track fall progression.
- Accelerated track summer progression.

September 15th

- All Tracks for spring progression.

See website for additional information and application at:

http://www.southeastern.edu/acad_research/depts/nurs/student_success/student_forms_info/index.html

Special Interest to Nursing Majors

- Students will be permitted to enroll in any nursing course **only twice**.
- Students will be permitted to enroll/**repeat only two nursing courses**.
- SON Students must meet the following requirements for graduation in addition to general University requirements listed elsewhere:
 - * Earn a degree GPA of 2.5.
 - * Earn a degree GPA of 2.3 in the major.

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

- A student must complete the sequence of the required GBIO 151, BIOL 152, ZOO 250, ZOOL 525, ZOO 251, ZOO 253 courses with a "C" or better, within 6 regular semesters, to be eligible to apply to the SON clinical coursework. Students will not be considered eligible for progression to apply for nursing clinical coursework if completion of these

biology/zoology courses exceeds 6 regular semesters.

- A student who is in violation of progression in the SON may be granted Amnesty after 4 years. The student will be required to submit a new application to progress to nursing coursework.. The application will be processed based on the cumulative GPA of degree pre-requisites in the same manner as all new applicants. If cumulative GPA meets selection criteria, the student will be allowed to be admitted to progression as a new student. The student will be required to enroll in all nursing courses and earn a “C” or better to progress.

See [Appendix A](#) for additional Progression/Retention Guidelines

FORMAL COMPLAINTS PROCEDURE

This procedure applies to complaints regarding 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 for 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 SLU General Catalogue and the SLU Student Handbook for discussions regarding student rights, privileges, freedoms and protections.

VIOLENCE in the WORKPLACE PLAN

The SLU Violence in the Workplace Plan 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 the following list:

- Unwelcome name-calling, obscene language, and other abusive behavior.
- Intimidation through direct or veiled threats.
- 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.
- 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 SLU and SON Student Handbooks. Failure to comply with these standards may result in review by the appropriate disciplinary authority and may result in disciplinary action. To view the full policy online, please click the following link http://www.southeastern.edu/admin/stu_conduct/index.html

Conduct in Class

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

Standards of Conduct Statement of Expectations

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

Students are also expected to abide by local, state and federal laws. The University assumes its students will conduct themselves as responsible citizens. SLU, therefore, reserves the right to dismiss any student at any time, should it be in the best interest of the University 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.

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 SON Dean and to the Office of the Dean of Students. Refer to http://www.selu.edu/admin/stu_affairs/handbook/files/2012_student_handbook.pdf

American Nurses' Association Ethics Code for Nurses

The Code of Ethics arises from the long, distinguished, and enduring moral tradition of modern nursing in the United States. It is foundational to nursing theory, practice, and praxis in its expression of the values, virtues, and obligations that shape, guide, and inform nursing as a profession.

Nursing encompasses the protection, promotion, and restoration of health and well-being; the prevention of illness and injury; and the alleviation of suffering, in the care of individuals, families, groups, communities, and populations.

All of this is reflected, in part, in nursing's persisting commitment to both the welfare of the sick, injured, and vulnerable in society and to social justice. Nurses act to change those aspects of social structures that detract from health and well-being.

Individuals who become nurses, as well as the professional organizations that represent them, are expected not only to adhere to the values, moral norms, and ideals 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 for the nursing profession makes explicit the primary obligations, values, and ideals of the profession. In

fact, it informs every aspect of the nurse's life.

Code of Ethics for Nurses

PROVISION 1

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

PROVISION 2

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

PROVISION 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

PROVISION 4

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and provide optimal care.

PROVISION 5

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

PROVISION 6

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

PROVISION 7

The nurse, in all roles and settings, advances the profession through

research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

PROVISION 8

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

PROVISION 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. Silver Springs, MD: Author.

Smoking Policy

To maintain a safe and comfortable environment and to ensure compliance with applicable laws, the SLU SON enforces a smoking policy. Smoking is prohibited on the SLU campus as well as off campus locations, including the BRC. The SLU SON 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 SON, faculty and students must follow clinical agency policies related to smoking. Students are not allowed to smoke at any time during the clinical day. Failure to follow SLU or agency policies may result in disciplinary action.

CONFIDENTIALITY

Students in the School of Nursing are required to maintain strict patient confidentiality at all times. Confidentiality is a client's 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 SON. 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 Clinical Agency contracts of the SON. 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.

NCSBN Social Media Guidelines

Nursing students must understand how social media can impact patient care and nursing practice. The SLU SON will hold students accountable for following practice guidelines as presented by the National Council of State Boards of Nursing located at the links below:

https://www.ncsbn.org/NCSBN_SocialMedia.pdf

https://www.ncsbn.org/Social_Media.pdf

Student Disciplinary Policy

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.

Southeastern School of Nursing (SON) students are governed by policies and procedures that adhere to nursing professional standards. The Student Handbook describes the SON policies and procedures, which are supported by the American Nurses Association (ANA) Code of Ethics, guidelines outlined in the ANA Nursing Scope and Standards of Practice, and the Louisiana State Board of Nursing Rules and Regulations. Nursing students are expected to adhere to these standards of behavior, in addition to the policies and procedures required at the various clinical sites utilized by SON. Failure to do so will lead to disciplinary action. The purpose of this policy is to outline the process for student disciplinary action in the event of a violation of applicable policies, and/or standards of professional conduct. See [Appendix B](#)

BILL OF RIGHTS & RESPONSIBILITIES FOR NURSING STUDENTS

The Nation Student Nurses' Association 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

HEALTH STATUS & OTHER REQUIREMENTS

Students are expected to comply with Core Performance Requirements, see [Appendix C](#), 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 / Retention Committee members and the Department Head or Dean.

Students beginning their first clinical course must complete/submit a physical exam form at least four weeks prior to the semester entering clinical nursing courses.

Health related documentation will be managed by a document management agency CastleBranch.Com. All health documentation will be submitted to company by deadlines. Forms required can be found on the www.castlebranch.com website or in the

School of Nursing Department. (Fees Apply).

Required Verifications

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. A negative titer requires proof of varicella booster.
 3. Official documentation of proof of Hepatitis B immune titer. A negative titer requires proof of repeat series.
 4. Tetanus (Td) or Tdap: Tdap required unless less than 2 years since last Td. If less than 2 years since last tetanus, proof of tetanus is required.
 5. 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 proof of only 1 TB skin test needs to be submitted.
- 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 have been or are currently being treated for TB should speak with the Nursing Department or Level Coordinator regarding clearance for clinical coursework.
6. 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 forms.

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 the Department Head for information or for further questions concerning this policy.

Students Requirements to Continue in Clinical Courses

Complete the Change in Health Status Form each semester located on www.castlebranch.com. All health related forms are available through the Castle Branch website and in the Nursing Department Office.

- Provide written verification of screening test for tuberculosis or a current chest x-ray (CXR) annually as applicable.
- Students are urged to regularly update their medical files. Failure to do so will result in delay to attend clinical coursework. 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. Any change in health status will require a Letter of Release by the treating physicians for the student to fully participate in nursing clinical course work.
- Students should make a copy for their own records before submitting any forms to castlebranch.com.

The History and Physical Examination form will be checked by the designated SON faculty before initial clinical experience each semester. Any problems will be referred to the Department Head. The SLU SON 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

Cardiopulmonary Resuscitation Certification

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) *BLS Provider Course*. Bi-yearly recertification is required while enrolled in the SLU SON nursing program.

Students who fail to provide validation of up-to-date CPR certification will not be allowed to attend clinical.

HBV/HCV/HIV Policy

HBV/HCV/HIV sero-positive students can apply for admission to the SON. 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 knows 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 SLU SON 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 be 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.

S/he can reapply only after being approved to progress by the LSBN.

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. S/he can reapply for progression after being approved to progress by the LSBN.

The SLU SON 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.

Criminal Background Check & Reporting of Subsequent Arrests or Convictions

All students applying for admission must complete/submit a criminal background check, 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 LSBN in the same manner as your initial application for progression for determination of continuance in the clinical component. See [Appendix D](#).

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 University 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. See [Appendix E](#).

Student Insurance

All students in the SON are responsible for health care costs associated with any injury sustained while enrolled in nursing courses. Health care institutions with whom the SLU SON 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 SON highly recommends that all students carry personal health insurance coverage and that this be verified to the Son. 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 [Part III: Safety Manual](#) of this handbook.

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/insurance/

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.

Incident Report

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. See [Appendix F](#).

CLINICAL GUIDELINES

SLU SON prepares students to function as professional nurses in entry-level nursing positions. Federal, state and local regulations impact the practice of student nurses and faculty in clinical settings that ensure evidence based practice and patient safety. Thus, these SLU SON Clinical Guidelines provide general guidance to students, faculty and clinical agencies to set expectations for nursing students across the curriculum. Additional expectations are detailed in the syllabi for

each clinical course. If any questions arise that are not clearly stated here, students and/or clinical agencies should contact the supervising faculty member via email or cell phone. Agencies may also contact the SLU SON Department Head for discussion of student practice. The contact information is contained in course syllabi.

Any student found in violation of the SLU SON Clinical Guidelines can be dismissed from clinical practicum, and repercussions can include course failure, dismissal from the SLU SON and reporting to Louisiana State Board of Nursing (LSBN). [See Appendix G](#)

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 SON.

While in uniform, students are expected to conduct themselves in a manner that reflects positively on the SON as others in the community observe their 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 according to the [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 or setting with the appropriate faculty

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

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

Supplies

All students are required to have:

- 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 as listed in the following points.
- A plain white $\frac{3}{4}$ length lab coat (See details below)
- White nursing shoes (See details below)
- Plain white nursing hose. White socks are only permitted with pants
- Watch, with a second hand
- Penlight
- Bandage scissors
- Stethoscope with bell and diaphragm capabilities
- Eye Protection – Goggles or Glasses (must be OSHA or ANSI approved)
- Student name tag

- University ID - in plastic holder
- SLU School of Nursing patch.
- Skills lab supply bag

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 SON patch must be sewn not pinned to the upper left arm sleeve of the uniform and lab coat. Patches are available for purchase at the SLU Bookstore.

Shirts

Shirts should consist of short $\frac{3}{4}$ 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.

Pants

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

Dress or Skirt & Blouse

Dresses or shirts should consist of a short $\frac{3}{4}$ 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 $\frac{3}{4}$ length is required by all students. Lab coat must be plain white, devoid of markings, with a SLU SON patch sewn not pinned to the left sleeve. 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 SON 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

SLU 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.

Other Uniform Requirements

Hair

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. Extremes in hair styles such as cutouts, mohawks or unnatural colors are not allowed. Faculty reserve the right to determine extreme.

Personal Presentation

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.

Jewelry

Students are 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.

Fingernail polish

Fingernail polish is not allowed 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.

Insignia

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

Tattoos

All visible tattoos must be covered while in clinical.

Modifications

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.

KNOWLEDGE & SKILLS ACHIEVEMENT

School of Nursing Grading Scale

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

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.

Return Demonstrations of Skills Video

To facilitate student reflection and faculty feedback for learning and confirmation of faculty evaluation, return demonstrations conducted as part of the skills lab courses are video recorded. The consent form is located in [Appendix H](#).

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 faculty 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.

SCHOOL OF NURSING STUDENT AWARDS

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.

Leadership Award

Awarded to an outstanding Synthesis level 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.

Further information concerning the awards can be obtained from the faculty or the Department Head. It is an internal program, not to be confused with the University Honors Programs and Honor Societies.

Other Recognitions

- Dean's List students,
- 13 Club Honor Society
- Phi Kappa Phi Honor Society
- Rho Zeta Chapter of Sigma Theta Tau International (STTI)

PINNING CEREMONY

SLU 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, financed a public ceremony to recognize the awarding of the SON Pin. This "Pinning Ceremony" involves voluntary participation of both traditional and Registered Nurse students.

The SON Pin 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 brooch 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 the SLU colors of gold, for worthiness, and green, for eternal life. The seal of the SLU, 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 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 SLU SON. 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 Code

The dress code 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 SON 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.

GRADUATION

For all information on graduation click: http://www.southeastern.edu/admin/rec_reg/graduation/

ALUMNI ASSOCIATION

The Alumni Association membership is comprised of all SLU graduates. The Alumni 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 Center (http://www.southeastern.edu/alumni_donors/alumni_assoc/)

Southeastern Louisiana University
School of Nursing
Student Handbook

PART II: STUDENT RESOURCES

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
http://www.selu.edu/admin/health_ctr/

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 BRC for individual appointments as needed.
<http://www.selu.edu/admin/counseling/>

FINANCIAL AID

Students interested in financial assistance should consult the Office of Financial Aid to obtain an application. Aid

is available through Federal and State Programs.

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

For more information, please visit http://www.selu.edu/admin/fin_aid/

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.southeastern.edu/admin/fin_aid/scholarships/

There are state supported scholarships and professional nursing association scholarships available to SLU nursing majors. Information is available online at the SON webpage: http://www.southeastern.edu/acad_research/colleges/nurs_hs/student_success/scholarships/index.html

You may also consult the Department of Nursing or the Dean's office for additional scholarship information.

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 with 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. <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 desks, and computer training. <http://www.southeastern.edu/admin/sps/index.html>

***Students should use their official university address w#@selu.edu for all communication.**

The SLU computer account provides students with 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

Apply for an e-mail account here: <http://www.southeastern.edu/admin/sps/helpdesk/index.html>

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:

- **The Document Source** for students http://www.southeastern.edu/admin/doc_source/
- **SGA Office**, Room 2307 on the 2nd floor of the Student Union.
- **North Campus Main Building**
 - 1st Floor, across from the Office of Testing
 - 2nd Floor, 265 lobby
- **North Campus Financial Building, Building A**, Room 133, Campus Card Operations.
- **Sims Memorial Library**
 - 1st Floor
 - 2nd Floor

*All photocopy machines are fitted with a card reader and *DO NOT* accept cash. Students must use their Lions Lagniappe cards to purchase copies. Printers are available in computer labs.

COMPUTER LABS

Students are encouraged to explore the wide range of resources available through the Southeastern computer labs, including hardware, software and presentation equipment.

Locations, restrictions and hours of operation are available online at: <http://www.southeastern.edu/admin/sps/labs/>

Both KHSA and the BRC 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 SON Administrative Assistant. Students should not assume that equipment will be available and should check at least two weeks prior to the needed day and time.

LIBRARY

Sims Memorial Library provides the latest in library resources. Their wide range of services can be accessed here <http://www.selu.edu/library/>

As a courtesy and a special privilege to us, some individual affiliated clinical agencies may provide library resources to SLU SON students. ACCORDINGLY STUDENTS ARE EXPECTED TO ADHERE TO THE AGENCY GUIDELINES WHEN USING THESE RESOURCES.

WRITING CENTER

The SLU Writing Center, located in Room 210 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. http://www.selu.edu/acad_research/programs/writing_center/

APA POLICY

It is the SON policy to use American Psychological Association (APA) format for all written assignments. The most current APA manuals are available in the reference section of the Sims Library. General guidelines regarding SON APA format may be accessed on the School of Nursing webpage. http://www.southeastern.edu/acad_research/depts/nurs/student_success/student_f

[orms_info/student_forms/apa_guidelines_2010.pdf](#)

TUTORING

Tutors are available for students and are coordinated through Center for Student Excellence. A wide range of related workshops are available to assist students with test preparation, memory techniques, time management, and study skills.

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

TEXTBOOK RENTAL

Rental textbooks are available for SLU 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.

http://www.southeastern.edu/admin/tb_rental/index.html

UNIVERSITY BOOKSTORE

Students at all levels can purchase textbooks at the SLU Bookstore on the Hammond Campus. Other items needed by students and available at the SLU Bookstore include name-tags, safety glasses, SLU school patch, Uniforms, lab coats, stethoscopes, pin lights, SLU nursing pin, graduation invitations, cap & gown.

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

Note: It is recommended that students DO NOT purchase retail books or supplies such as drug cards, care planning books, etc. until meeting the first class or discussing this with faculty.

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 this handbook.

STUDENT NURSING ORGANIZATIONS

Student Nursing Association

Students within the SLU SON actively participate as members of the Student Nursing Association (SNA) chapter of the Louisiana Association of Student Nurses (LASN).

The LASN is the student component of the American Nurses' Association (ANA), a national professional nursing organization having state and local constituencies.

Meetings are held at both the Hammond campus and at BRC. Check for emails about SNA activities and representatives. Click for more information: http://www.southeastern.edu/acad_research/depts/nurs/student_success/stud_orgs/assets/student_nurses_association_info_app2.pdf

Additional Organizations

- Nurse's Christian Fellowship (NCF)
- The Association of American Men in Nursing (AAMN)

Information is available at:

http://www.southeastern.edu/acad_research/depts/nurs/student_success/stud_orgs/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 the surrounding states participate in the event. Recruiters representing the agencies and institutions are on hand to discuss current job opportunities.

Career Day enables the student to gather information about various agencies and institutions including pertinent benefit, salary, and advancement information.

PART I & II APPENDICIES

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

A. PROGRESSION AND RETENTION COMMITTEE ADDENDUM

The following are additional policies/procedures followed by the School of Nursing:

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 BS in Nursing 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 two 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 student 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 SLU General catalog.
6. If admitted to clinical coursework, up to 30 hours of prior nursing course work may be considered for credit.

Amnesty

A student who is in violation of progression in the School of Nursing may be granted Amnesty after 4 years. The student will be required to submit a new application to progress to nursing course work to the School of Nursing. The application will be processed based on the cumulative GPA on degree prerequisites in the same manner as all new applications. If cumulative GPA meets selection criteria, the student will be allowed to be admitted to progress as a new student. The student will be required to enroll in all nursing courses and earn a “C” or better to progress.

BIO/ZOO Sequence

A student must complete the sequence of the required GBIO 151, BIOL 152, ZOO 250, ZOOL 252, ZOO 251, and ZOOL 253 courses with a “C” or better, within 6 regular semesters, to be eligible to apply to the clinical coursework of the School of Nursing. Students will not be considered eligible for progression to apply for nursing clinical coursework if completion of these biology/zoology courses exceed 6 regular semesters.

Course Progression Policy:

Courses are often listed in the SLU General Catalog as concurrent or prerequisite. The Summary Chart of Course Progression Requirements on the following pages summarizes the catalog as a reference.

**Summary Chart of Course Progression Requirements
from 2016/2017 University Catalog Course Descriptions**

Column #1 <i>If you Withdrawal "W" form this course you will be required to withdraw from the course/s in column #2</i>	Column #2 <i>You must withdraw from the following course/s if you Withdraw from the course in column #1 (See also * for skills lab courses)</i>	Column #3 <i>You must have taken or be enrolled in these courses to take the course in column #1</i>	Column #4 <i>If you fail the course in Column #1, you may progress to these courses the next semester</i>
N339	None	Completed Math 161, English 102, and Chemistry 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), N378
Nlab315	None	All required pre-requisites and Formal acceptance in SON and Nlab305, N314	N331(if C or better in N319), 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 N339, N319	None
N332	Nlab 334	Completed N271, N314, N315, Nlab334	None

Column #1 <i>If you Withdrawal "W" form this course you will be required to withdraw from the course/s in column #2</i>	Column #2 <i>You must withdraw from the following course/s if you Withdraw from the course in column #1 (See also * for skills lab courses)</i>	Column #3 <i>You must have taken or be enrolled in these courses to take the course in column #1</i>	Column #4 <i>If you fail the course in Column #1, you may progress to these courses the next semester</i>
Nlab334	None	Enrolled or completed N332	None
N371	Nlab 373	Completed N339, 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 3 rd semester courses and be enrolled in N471, N475	None

Column #1 <i>If you Withdrawal "W" form this course you will be required to withdraw from the course/s in column #2</i>	Column #2 <i>You must withdraw from the following course/s if you Withdraw from the course in column #1 (See also * for skills lab courses)</i>	Column #3 <i>You must have taken or be enrolled in these courses to take the course in column #1</i>	Column #4 <i>If you fail the course in Column #1, you may progress to these courses the next semester</i>
N471	Nlab473	All 3 rd semester courses	None
Nlab473	None	All 3 rd semester courses and Nlab403, N471	None
N475	Nlab477	All 3 rd semester courses	None
Nlab477	None	All 3 rd semester courses and Nlab403, N475	None
N485	None	Complete all third semester courses.	May progress to 5 th 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

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

B. STUDENT DISCIPLINARY POLICY

Policy Purpose

Southeastern School of Nursing (SON) students are governed by policies and procedures that adhere to nursing professional standards. The Student Handbook describes the SON policies and procedures, which are supported by the American Nurses Association (ANA) Code of Ethics, guidelines outlined in the ANA Nursing Scope and Standards of Practice, and the Louisiana State Board of Nursing Rules and Regulations. Nursing students are expected to adhere to these standards of behavior, in addition to the policies and procedures required at the various clinical sites utilized by SON. Failure to do so will lead to disciplinary action. The purpose of this policy is to outline the process for student disciplinary action in the event of a violation of applicable policies, and/or standards of professional conduct.

Disciplinary Action

If a student's behavior is deemed unprofessional, unethical, illegal, and/or professionally unbecoming at any time during the course of training (including coursework, clinical, practicum, and internships), one or more of the following actions, may be taken including reprimand, 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.

The disciplinary process begins when the School of Nursing Department Head is informed in writing by a faculty member, administrator, staff member, another graduate or undergraduate student, or a member of the public of any conduct by a student that appears to be, in the judgment of the Department Head, in violation of the SON policies, procedures, or standard of conduct. The Department Head will notify the student in writing that a complaint has been received. The Department Head will gather all pertinent information related to the complaint, including written statements obtained. The written notification to the student shall contain a statement of the conduct reported, the policy or standard of conduct it appears to contravene, all documents obtained by the Department Head that are relevant to the report, and a copy of these procedures and the possible penalties. The student will be instructed to submit a written response to the Department Head within 10 days of notification.

The student may, admit the violation; deny the violation entirely; admit part but not all of the violation; or assert extenuating circumstances. If the student admits to the violation

(with or without extenuating circumstances) and requests a disposition without a formal hearing, the Department Head will make a decision for the appropriate disciplinary action. Otherwise, the Department Head will consider the student's response, if any and either withdraw the charge or appoint an ad hoc committee for a formal hearing.

Ad Hoc Committee Procedure

An ad hoc committee will be appointed by the Department Head and shall be comprised of three faculty members (two from the School of Nursing, of which one will be a current member of the SON Progression and Retention Committee) and the third member selected from another department.

Should the student question the composition of the ad hoc committee, the student may request replacement of a faculty member by the Department Head prior to the hearing. This request must be submitted in writing to the Department Head with a rationale for the request.

A hearing will be scheduled for the committee to consider the events in question. The student will be instructed to submit a statement of relevant events regarding the violation, no later than 5 days before the scheduled hearing date.

The committee members will review the pertinent documentation presented and shall have the right to question any party with knowledge of the alleged violation. The committee members may call additional individuals to present evidence as needed. The student has the right to be present during the hearing. The student will be allowed to ask questions of any witness questioned by the committee. The student may have a representative at the hearing. The representative may under no circumstances address the committee or witnesses.

All proceedings at the hearing will remain confidential.

Deliberation by the members of the ad hoc committee will commence at the close of the exchange of information and after all other individuals have been dismissed from the room. The committee shall meet in executive session to decide whether the alleged conduct in fact occurred and whether it was a violation of the SON policies, procedures and/or standard of conduct cited in the complaint. The committee's decision shall be made by a vote of at least two of its three members, the determination to be made by a preponderance of the evidence and voted on by secret ballot. In the event the committee decides that a violation has occurred, based on the seriousness of the violation, the committee shall recommend the appropriate penalty, if any, to the Department Head. The Department Head will either impose the recommended penalty, or assess a higher or lesser penalty at her/his discretion, within ten (10) days.

The student may appeal the decision to the Dean of the College of Nursing and Health Sciences within ten (10) days of notification by the Department Head. The decision of the Dean of the College of Nursing and Health Sciences will be final. The student will be notified in writing of the final decision and any penalty to be applied.

Remediation Plan

For students who are put on probation or suspended from the nursing program, the Department Head and a faculty member from the progression and retention committee at the current level of the student will develop a remediation plan. Terms of probation or suspension will be outlined in the student's remediation plan. The conditions of a student's probation can include, but are not limited to the following: restrictions on the student's clinical placement; withdrawing or being blocked from taking courses, in particular clinical courses; and repeating courses. The remediation plan will be in writing, and will be signed by the student, the Department Head and the chair of the Progression and Retention Committee. A copy of the remediation plan will be provided to the student and a copy will be placed in the student's academic file, and Progression and Retention Records. The student's compliance with the remediation plan will be evaluated at established intervals specified in the plan. Non-compliance with the remediation plan may result in suspension or expulsion from the program.

A Remediation Plan Will:

- Describe the student's problem behavior(s).
- Identify the expected behavior patterns or goals
- Specify methods that will be used to reach these goals, which may include personal counseling, group growth experiences, self-structured behaviors change, and/or additional academic coursework or practice, clinical experiences, etc.
- Designate how goal attainments will be demonstrated.

Prior to reevaluation, the student shall be responsible for scheduling a meeting per the remediation plan, with the Department Head and submit the required documentation to the Progression and Retention Committee to evaluate the student's progress. At reevaluation, the Department Head and the Progression and Retention Committee will review the student's progress per the remediation plan, and make recommendations. The student will receive written notification of a recommendation regarding progression in the School of Nursing, which can include continued remediation or further penalties.

SOUTHEASTERN LOUISIANA UNIVERSITY
 College of Nursing and Health Sciences
 School of Nursing

C. CORE PERFORMANCE STANDARDS FOR ADMISSION & 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.

<u>ISSUE</u>	<u>STANDARD</u>	<u>SOME EXAMPLES OF NECESSARY ACTIVITIES</u> (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.

<u>ISSUE</u>	<u>STANDARD</u>	<u>SOME EXAMPLES OF NECESSARY ACTIVITIES</u> (not all inclusive)
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, and 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
College of Nursing and Health Sciences
School of Nursing

D. LEGAL DISCLOSURE POLICY AND FORM

All students who are admitted to the SLU SON must report any arrests or legal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The SLU SON 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 SLU SON.

Students enrolled in the SLU SON 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 SLU SON. Students must consent to background checks as required by contractual agreements with clinical agencies See [Appendix E](#). 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 SLU SON and the LSBN 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 SLU SON. 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 SLU SON Department Head and the LSBN. Students may not report to clinical until the issue is resolved. Failure to report may result in automatic dismissal from the SLU SON.

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

LEGAL DISCLOSURE FORM: Disclosure of Legal Convictions, Arrests and Impairment Statement for Nursing Students

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

Please READ and INITIAL all 6 statements:

- _____ 1. 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.
- _____ 2. 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.
- _____ 3. 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.
- _____ **4. 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.**
- _____ 5. 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.
- _____ 6. I hereby consent to submit to a criminal background check as required by contractual agreements with clinical agencies.

***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 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.

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?

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? (Please attach explanation information.)

Yes___ No___ Have you been newly diagnosed as dependent upon or addicted to medications, or been treated for mood-altering substances, drugs or alcohol? (Please attach explanation information.)

Please READ and INITIAL statements:

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.

Student Printed Name _____ Date: _____

Student Signature: _____

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

E. 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, from 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 _____

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

F. INCIDENT REPORT SUMMARY AND FORM

I. 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.

II. Process:

1. Faculty or student identifies the incident and takes appropriate immediate actions.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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
College of Nursing and Health Sciences
School of Nursing

INCIDENT REPORT FORM

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.

<p>WHO WAS INVOLVED?</p> <p>Please check all that apply</p>	<p>Patient ** DO NOT include patient name or any identifiers on this form**</p> <p>SLU Student Name _____ w# _____</p> <p>If the incident involves injury to a student while on University property, <i>immediately</i> notify the University Police 2222, see PART III, Safety Policy http://www.southeastern.edu/admin/safety/assets/safety_manual_6151.pdf)</p> <p>SLU Faculty/Staff Name _____ w# _____</p> <p>If the incident involves injury to a faculty or staff while working, please complete Human Resources Office Form #118. Return forms to Department Head</p> <p>Other (please specify) _____</p> <p>Supervising Faculty (if applicable): _____</p>
<p>INCIDENT OCCURANCE</p>	<p>Date: _____ Time: _____</p> <p>Place/Department: _____</p>
<p>INCIDENT DESCRIPTION</p> <p>State neatly and concisely what happened, note all factors</p>	
<p>ACTION TAKEN</p>	<p>Yes ↑ No If incident involved a patient, was the patient's physician notified?</p> <p>Yes ↑ No Was the patient/family aware of the incident or notified of incident?</p> <p>Yes ↑ No If incident was caused by student misjudgment, was a Clinical Misjudgment Form (on Moodle student site) completed?</p> <p>Yes ↑ No If incident resulted in student injury on SLU property, was the University Police notified?</p> <p>Yes ↑ No If incident resulted in faculty/staff injury while working, was Human Resources Office Form #118 completed?</p>
<p>OTHER ACTION: Summarize other actions taken: new orders given treatments, etc.</p>	

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

G. CLINICAL GUIDELINES

Southeastern Louisiana University School of Nursing (SLU SON) prepares students to function as professional nurses in entry-level nursing positions. Federal, state and local regulations impact the practice of student nurses and faculty in clinical settings that ensure evidence based practice and patient safety. Thus, these SLU SON Clinical Guidelines provide general guidance to students, faculty and clinical agencies to set expectations for nursing students across the curriculum. Additional expectations are detailed in the syllabi for each clinical course. If any questions arise that are not clearly stated here, students and/or clinical agencies should contact the supervising faculty member via email or cell phone. Agencies may also contact the SLU SON Department Head for discussion of student practice. The contact information is contained in course syllabi.

Any student found in violation of the Clinical Guidelines can be dismissed from clinical practicum, and repercussions can include course failure, dismissal from the SLU SON and reporting to Louisiana State Board of Nursing (LSBN).

General Expectations and Information for SLU SON Clinical Practicum

Students and faculty understand and integrate LSBN rules and regulations in clinical practicum. Additionally, as representatives of the SLU SON, students and faculty are in compliance with American Nurse's Association's (ANA) Code of Ethics.

Students are expected to follow all guidelines outlined in the Southeastern University catalog and in the SLU SON Student Handbook. These publications are available online at www.selu.edu.

Students accepted into the SLU SON and nursing faculty have completed criminal background checks, urine drug screens, standard CDC required immunizations for healthcare providers and American Heart Association Basic Cardiac Life Support (BCLS) training. Clinical students/faculty are required to complete yearly education related to regulatory requirements of clinical agencies such as HIPPA, universal precautions and infection control, emergency preparedness, body mechanics, age-specific guidelines, abuse prevention and reporting, cultural diversity. These records are updated yearly as applicable and students/faculty undergo random urine drug screening.

Students/faculty are required to immediately (within 24 hours) report any arrests or convictions to the SLU SON Department Head. Once aware of these infractions, the SLU SON will report incidents to LSBN as required.

All students and faculty are randomly selected for drug screening and may also be subject to "for cause" screening. Any student suspected of abusing alcohol, drugs, or

other illegal substances will be immediately subject to drug screening and removal from the clinical site. Disciplinary action procedures are outlined in the SLU SON Student Handbook drug screening policy.

Student and faculty records of these requirements are maintained at the Hammond or Baton Rouge Campus, as applicable, and provided in a confidential manner to clinical agencies as required. Course faculty is accountable for assuring that students meet all regulatory mandates and specific agencies requirements.

Core Performance Standards for Student Nurses

Students must meet SLU SON Core Performance Standards for Admission and Progression in the nursing program. These standards are detailed in the SLU SON Student Handbook, [Appendix C](#). The SLU SON expects that all students possess and demonstrate the skills, attributes and qualities set forth by these standards for admission and progression through the nursing clinical curricula. These core performance standards must be met without unreasonable dependence on technology or intermediaries. The standards detail expectations related to critical thinking, interpersonal abilities, communication abilities, mobility, motor and sensory skills and behavioral health.

A change in health status may require a physician release for participation in clinical. **Students must have a complete release without limitations.** If, at any time, a faculty feels a student does not meet these standards, medical documentation will be required to support ability to perform functions in a clinical setting.

Clinical Attendance

Students are responsible for transportation for on-time arrival to clinical agencies/locations.

Clinical dates, times and experiences are course specific and detailed in each course syllabi or course schedule. SLU SON nursing students are **not allowed** in clinical agencies outside of the clinical schedule published in a course syllabi/schedule. SLU SON nursing faculty is on-site when students are on clinical units.

Clinical experiences are occasionally scheduled for students in agencies where faculty members are not on-site. These experiences are considered observational and students **MAY NOT** provide **ANY** direct nursing care. The practice of nursing is defined by the LSBN Practice Act Chapter 11, §913 section 14 a-l. Students may not engage in the practice of nursing without faculty on-site at the clinical agency.

Formal preceptor agreements between SLU SON and clinical agencies are required in the situations where students engaging in direct patient care without faculty on-site. Clear guidelines are detailed in each course syllabi and students or agencies should consult with the clinical faculty for further information. Letters of agreement are required for students participating in community health events such as health promotion activities or senior capstone projects.

Students are expected to be in assigned clinical areas at all times and will not leave clinical areas without faculty knowledge. This includes leaving the unit for any reason, such as lunch/dinner breaks. Students found in unassigned clinical areas are in violation of patient confidentiality.

Students should never be on the unit, or return to the unit in the "student nurse" capacity prior to, or after, clinical hours.

Any student in violation of these Clinical Attendance guidelines can be dismissed from clinical at the discretion of the nursing faculty and repercussions can include course failure, dismissal from the SLU SON and reporting to LSBN.

Communication and Confidentiality

Students are expected to maintain patient confidentiality standards according to HIPAA regulations and agency policies. Yearly clinical regulatory education orientation reinforces the importance of confidentiality. Students are never to discuss patient information with other individuals including, but not limited to family, friends, and peers. Leaving a computer screen up with patient information is considered a HIPAA/confidentiality violation.

It is imperative that students use good public relation principles when working in facilities. Patients, family members and visitors monitor conversations for appropriate content. Any unintentionally overheard conversation/word might be misinterpreted. This may reflect poorly on the School of Nursing, the facility and the quality of care provided. Conversations with patients, family members, visitors or team members should reflect only positive attitudes about the facility or other team members.

SLU SON maintains a policy on social media and adherence to this policy is imperative for students/faculty to follow in clinical agencies. These policies are detailed in the SLU SON Student Handbook. Students must always represent the SLU SON in a fair, accurate and legal manner while protecting the brand and reputation of the institution. When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to the student as an individual.

Violations in confidentiality and communication are considered violations of SLU SON policies related ethical student conduct and repercussions can include course failure, dismissal from the SLU SON and reporting to LSBN. Further information is detailed in the SLU SON Student Handbook.

Documentation

Students document clinical care in written or electronic medical records in accordance with agency policies. All documentation must include the student's name and the credential of student nurse, preferably (i.e. SLU SON). Depending upon the facility policy, student's documentation may require co-signing by the primary care nurse or the clinical instructor. In these cases, the co-signer is accountable for appropriate delegation and supervision of the task they are co-signing. It is **NEVER** permissible for

students without computer access to chart using another person's login. Violations in documentation policies are considered violations of SLU SON policies related ethical student conduct and repercussions can include course failure, dismissal from the SLU SON and reporting to LSBN.

Nursing Care and Medication Administration

Nursing care is defined and governed by the Louisiana Nurse Practice Act. Students participate and perform direct care of patients under the supervision of an instructor and/or the patient's primary care nurse as deemed appropriate by the clinical faculty. Basic nursing care interventions and medication administration can be performed by student nurses once proficiency has been demonstrated in SLU SON skills lab courses or other agency related competency training. Thus, nursing interventions performed by student nurses vary according to their progression through the nursing clinical courses. In general, SLU SON students in foundation level clinical courses do not independently provide nursing care or administer medications, while graduating seniors can provide more independent management of patient care. Please refer to course syllabi for specific guidelines.

Students will be prepared to discuss patient care assignments and articulate basic, pertinent, theoretical knowledge prior to participating in direct patient care. Students not prepared for clinical may be sent home and not be allowed to make-up that clinical day as inadequate preparation is an unexcused absence.

As clinical experiences vary, **students must inform faculty when they plan to perform first time skills or procedures at which they are not proficient.** Unauthorized student nursing care is considered a safety violation and repercussions can include course failure, dismissal from the SLU SON and reporting to LSBN.

Clinical agencies may impose restrictions on student nursing care. Clinical faculty will advise students on such policies in clinical orientation and on course specific syllabi. Student performance of unauthorized activities is considered a safety violation and repercussions can include course failure, dismissal from the SLU SON and reporting to LSBN.

Patient Care Errors

Students must notify the clinical instructor, primary care nurse and/or charge nurse immediately when there is a change in the patient's condition, medication error, or if any problem occurs with a patient, family, or equipment.

If an error in patient care is discovered, students must report it to the clinical instructor, primary care nurse and/or charge nurse immediately. Appropriate immediate actions should be taken, following hospital policy, to assure patient safety. The clinical instructor will assist in the process of error recovery and documentation. Any errors or omissions **not reported** to faculty are considered a threat to the safety of patients and repercussions can include dismissal from clinical, course failure, dismissal from the SLU SON and reporting to LSBN.

SLU SON has an incident reporting policy. The clinical instructor and the agency administration will determine the appropriate course of action and clinical instructor will review each occurrence on an individual basis to determine if a clinical misjudgment for the student is warranted.

Uniforms and Equipment

SLU SON has strict uniform policies detailed in the Student Handbook. Students must wear their ID badge and appropriate uniform in accordance with these SLU SON policies at all times when in the role of student at a facility or a community health event.

Uniforms may not be worn at non-clinical events. Students not adhering to these policies will be dismissed from clinical at the discretion of the supervising nursing faculty.

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

H. PHOTO AND VIDEO RELEASE

DATE: _____

I _____ give Southeastern Louisiana University School of Nursing 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.

Student _____

Witness _____

Southeastern Louisiana University
School of Nursing
Student Handbook

PART III SAFETY POLICY

ORIGINAL AUTHORS

Donnie Booth, MPh, PhD
Karen Hill, MN
Barbara Moffett, MS, PhD
Jean Urick, MN

REVISED BY:

Skills Lab Coordinators

Effective Date: September 10, 1990

Revised Dates: January 7, 1992 August 1, 2000
 August 24, 1993 August 13, 2001
 January 10, 1994 January 10, 2002
 July 31, 1996 August 13, 2004
 August 25, 1997 February 29, 2011
 August 20, 1998 January 23, 2012
 January 15, 1999 July 31, 2015
 August 19, 1999

Approved by : Eileen Creel DNS, RN
 Department Head

Ann Carruth DNS, RN
Dean, College of Nursing and Health Sciences

SAFETY MANUAL INTRODUCTION

It is the intent of the faculty and administration in the SLU SON 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 SLU SON. 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.

GENERAL GUIDELINES

Guideline Adherence

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. Students will be instructed to review the contents upon admission to the clinical component of the curriculum.

Lab Security

All labs are locked unless occupied by faculty and/or students during class or practice. Any break in must be reported immediately to Campus Police (2222) in Hammond and Police Officer in Baton Rouge; Department Head; and/or Dean.

Computer Lab Security

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.

Student Preparedness

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.

Student Mandatory Health Communications

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.

Instructor Discretion

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.

SIMULATION LAB GUIDELINES

- No food or drink allowed in any of the Simulation Labs.
- All users of the Simulation Lab are expected to display professional conduct.
- In order to preserve realism of the scenarios and integrity of the cases used for Simulation, all students will be required to sign a confidentiality agreement.
- All scenarios need to have clearly defined objectives that are tailored for clinical experience and knowledge level of students.
- Clinical uniforms are to be worn and the student will come prepared just as he/she would for a normal clinical day. All equipment, supplies, and/or books shall be brought to simulation.
- The student will need to bring all the simulation documents provided by the instructor and have prepared for the simulation based on the documents provided. All medications and/or disease processes will need to be researched before arriving for simulation experience.
- The students will need to arrive on time for scheduled simulation and meet at location set forth by their instructor.
- All students will need to be professional and courteous. All simulation experiences will be treated as a real hospital experience and your behavior while in the simulation lab should reflect as such.
- Students shall use effective communication and utilize SBAR when giving report to any other healthcare provider. A SBAR document will be provided during simulation.

SKILLS LAB GUIDELINES

- There shall be no eating or smoking in the labs during student use, demonstration or return demonstration.
- Access to the doorway in the labs will be evident at all times. Furniture will not be placed to obstruct the exits.
- All doors and cabinets shall remain closed when not in actual use.
- The skills lab will not be used as a health center for ill students, staff, or faculty.
- 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.
- All students shall practice proper hand washing technique while utilizing skills lab.
- 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.

- The labs (skills and computer) are not to be used as a social area.
- Students should report any misconduct occurring in the skills or computer laboratories and may be held responsible if not reported.

SKILLS LAB SAFETY

Medication and Fluid Administration Safety

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.

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).

1. 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.
2. Needles provided for practice of injections are used at the skills laboratories ONLY when faculty are present for assistance.

3. 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.
4. Students are to practice injections ONLY on the manikins provided in the skills lab.
5. 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, Part IV](#).
6. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
7. 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.**
8. Informed consent for invasive puncture procedures (Appendix "A", "B", "C") 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.
9. 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.

Electrical Safety

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

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.

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.

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

Electric beds shall be maintained in the lowest position.

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

Physical Safety

Students will be instructed in principles of body mechanics prior to practice and

return demonstration of moving, lifting, and transferring skills.

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

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.

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.

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

CLINICAL LAB SAFETY

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.

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.

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.

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

REPORTING OF AN INJURY

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.

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.

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 Incident Report Summary and Form Part I, [Appendix E](#) and [Student Accident/Incident Report Part III, Appendix A](#)
7. If injury involves occupational exposure, refer to [Exposure Control Plan, Part IV](#).

CLEANING OF LABORATORY AND EQUIPMENT

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.

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

Floors, counters and furniture will be cleaned by appropriate personnel at the end of each semester and more frequently if needed.

Equipment located in the skills lab will be cleaned each semester and more often as necessary with the appropriate cleaning agent.

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

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

All soiled linens will be sent to the authorized vendor for cleaning (Hammond campus). The BRC will either use an authorized vendor or will clean linens in house via washer and dryer. Linens will be stored in a clean, closed cabinet upon return to the SLU SON.

Cleaning Of Laboratory

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.

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

Sphygmomanometers

- The tubing, bulbs, and manometers will be wiped with bleach solution (1:9).
- The cuff will be wiped with bleach solution (1:9) and allowed to air dry.

Stethoscopes

- Earpieces of stethoscopes will be cleansed with alcohol preps prior to individual student use of practice or return.
- All stethoscopes will be wiped with bleach solution (1:9).
- Earpieces will be removed and soaked for a minimum of 15 minutes in bleach solution (1:9).
- Stethoscopes will be cleaned each semester.

Otoscopes

- A separate disposable cover will be used on the otoscope during examination of each ear during practice and return demonstration.
- Otoscopes will be wiped with bleach solution (1:9) prior to storage at the end of each semester.

Thermometers (Electric)

- The Thermometer probe will be covered with a plastic disposable sheath for each student during practice and return demonstration.
- The entire thermometer unit will be wiped with bleach solution (1:9) after completion of lab on Vital Signs.

Manikins/Models

- 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.

Reusable Equipment

- All reusable equipment will be wiped with bleach solution (1:9) each semester and as often as needed.

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.

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.

EMERGENCIES

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

Fire

- 1. Alert people in area to evacuate.
- 2. Hammond Campus: Activate nearest fire alarm or call 2222
- 3. BRC notify police officer or personnel in front office.
- 4. Close doors to confine fire.
- 5. Evacuate to safe area or exit building through stairwell.
DO NOT USE THE ELEVATOR.
- 6. 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.

Emergency

Hammond

- 1. Use campus or emergency phones located outside throughout the campus to call SLU police at 2222
- 2. Say "This is an Emergency"
- 3. State your name, what and where the emergency is.

Baton Rouge

- 1. Notify security officer or main office by dialing "0" on phone intercom or using intercom in the classrooms.

Bomb Threat

Hammond

- 1. Immediately notify SLU Police at 2222
- 2. Be prepared to tell University Police the nature of the information contained in the threat to include:
 - a. location of the bomb
 - b. when the bomb is due to explode
- 3. Do not hang up! Further instructions may be given by the police.
- 4. The decision to evacuate a building shall be made by the person deemed responsible for the building and the Director of University Police.
- 5. If decision is made to evacuate the building, the occupants will report to the track to the rear of KHSB Building all can be accounted for.
- 6. 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.

Baton Rouge

1. Notify security officer or main office by dialing "0" on phone intercom or using intercom in the classrooms.
2. If the decision is made to evacuate the building, the occupants will report to the front parking lot.
3. 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.

Workplace Violence

To obtain help for a victim or potentially dangerous situation

Hammond

1. Call SLU Police at 2222
 - Be prepared to give your name and extension
 - Be prepared to describe the problem/situation
 - location of the victim or situation
 - extent of injury, if any
2. Do not hang up until advised!

Baton Rouge

1. Notify the security officer or main office by dialing "0" on phone intercom or using intercom in the classrooms.
 - Be prepared to give your name and extension
 - Be prepared to describe the problem/situation
 - location of the victim or situation
 - extent of injury, if any
2. Do not hang up until advised!

Rape or Sexual Assault

Hammond

1. Call SLU Police at 2222
 - Be prepared to give your name and extension
2. Report the assault
 - location of the victim or situation
3. Do not hang up until advised!

Baton Rouge

1. Notify the security officer or main office by dialing "0" on phone intercom or using intercom in the classrooms.
 - Be prepared to give your name and extension
2. Report the assault
 - location of the victim or situation
3. Do not hang up until advised!

Weather Related Emergencies

Follow public advisories on local media, KSLU, Southeastern Louisiana University's Web Page in relation to school closures.

PART III APPENDICIES

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

**A. LEARNING EXPERIENCE AGREEMENT: INTRADERMAL, SUBCUTANEOUS &
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 _____

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

**B. LEARNING EXPERIENCE AGREEMENT: 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 _____

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

C. LEARNING EXPERIENCE 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 _____

Southeastern Louisiana University
School of Nursing
Student Handbook

PART IV: 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 DNS, RN
Department Head

Ann Carruth DNS, RN
Dean, College of Nursing and Health Sciences

EXPOSURE CONTROL PLAN 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:

- Eliminate or minimize occupational exposure of faculty, staff, and students to blood or certain other body fluids;
- Describe protocol for reporting, treating, and following-up of an exposure.

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.

MANAGEMENT/STUDENT RESPONSIBILITIES

Management Responsibilities

- Provides an Exposure Control Plan.
- Ensures the availability of appropriate personal protective equipment to all

employees who are exposed to blood or other potentially infectious materials.

- Develops and implements a written schedule for cleaning and methods of decontamination as provided for in the School of Nursing Safety Manual.
- Ensures waste is disposed of according to appropriate guidelines.
- Makes available the Hepatitis B vaccination to occupationally exposed faculty and students.
- Provides for post exposure evaluation and follow-up after reported exposure incident. Refer to Personal Protective Equipment (PPE).
- Provides orientation related to occupational exposure.
- Provides protocol for reporting of exposure incidents within 24 hours to appropriate personnel.
- Maintains health and education records as required by OSHA.
- Performs an annual review of the Exposure Control Plan and whenever necessary.
- Complies with SLU SON health requirements.

Student Responsibilities

- Complies with Exposure Control Plan of Southeastern-SON.
- Complies with OSHA regulations at Southeastern Louisiana University School of Nursing (Southeastern SON) and affiliated agencies.

1.

- Uses and disposes of required PPE and equipment when performing exposure prone tasks.
- Complies with hygienic practices and Standard Precautions.
- Reports exposure incidents to faculty immediately
- Complies with the School of Nursing Safety Manual for School Laboratories.
- Complies with SLU-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.

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:

Handwashing

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,

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.

Handling & Disposal of Needles & Sharps

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

Scoop method to cover needle is recommended.

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.

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

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.

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.

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.

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.

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.

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.

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)

Uniforms

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

1. 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.

GENERAL GUIDELINES

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

- 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.
- 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.
- 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.
- 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.

- 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.
- All equipment and environmental and working surfaces shall be cleaned and decontaminated with appropriate disinfectant solution.
- 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.

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.

Clinical Agency

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

1. Report the incident to faculty/clinical agency/Department Head of School of Nursing and appropriate Department Head.
2. Seek immediate medical attention/testing; immediately report to the
3. Southeastern Louisiana University Student Health Center or personal
4. physician.
5. File required paperwork at Southeastern School of Nursing and the clinical agency.
6. Complete post exposure follow up and record keeping according to OSHA Guidelines.

Skills Lab

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

1. Report incident to faculty, skills lab coordinator, and Department Head of School of Nursing.
2. Complete Accident/Incident Report Form.
3. Complete the ORM-Loss Prevention questionnaire regarding
4. accident/incident.
5. Post exposure follow up and record keeping will be according to OSHA Guidelines.

Community Clinical Experiences

1. Report the incident to faculty/community agency (if applicable)
2. 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.
3. File required paperwork at Southeastern School of Nursing and the clinical agency (if applicable).
4. Complete post-exposure follow up and record keeping according to OSHA Guidelines and SON protocol.

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.

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.

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

PART IV APPENDICIES

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

A. STUDENT ACCIDENT/INCIDENT REPORT SLU FORM #118

Date of Report _____ Date/Time of Accident/Injury _____

Student Name _____ Male ___ Female ___

Address _____

Home Phone # _____ Cell 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) _____

Student Signature _____ Date _____

Faculty Department Head Signature _____ Date _____

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

B. STUDENT ACCIDENT/INCIDENT REPORT FOLLOW UP FORM

- 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?

SOUTHEASTERN LOUISIANA UNIVERSITY
College of Nursing and Health Sciences
School of Nursing

C. 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 blood borne 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).